



CORNERSTONE CHRISTIAN SCHOOL

STUDENT - PARENT HANDBOOK 2026 - 2027

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Statement of Faith

We believe in:

1. *The divine inspiration, truthfulness and authority of the Bible in its entirety as the only written Word of God, without error in all that it affirms, and the only infallible rule of faith and practice (2 Timothy 3:16, 2 Peter 1:21);*
2. *The one, eternal God: Father, Son, and Holy Spirit, who spoke the world into being and governs it according to the purpose of His will (Genesis 1:1, Matthew 28:19, John 10:30);*
3. *The only Savior, Jesus Christ, who gave Himself as the only ransom for sin, the only mediator between God and man, the only Name whereby we must be saved; (1 Timothy 2:5-6, Acts 4:12)*
4. *The power of the Holy Spirit that works within man to accomplish the new birth on the basis of grace alone, producing the fruit of the Spirit, and imparting the gifts of the Spirit to empower for service; (2 Corinthians 5:17, Ephesians 2:8, Galatians 5:22-23, 1 Corinthians 12:4-31)*
5. *The personal and visible return of Jesus Christ in power and glory to consummate His salvation and His judgment (Acts 1:11, Revelation 19:11);*
6. *The new life in us is evidenced by living in obedience to the known will of God revealed in the Bible; (Romans 2:13, John 14:15-17, Ephesians 1:9, 1 Samuel 15:22)*
7. *The present work of the Holy Spirit in us, enabling us to live a full and satisfying life as a Christian; the spiritual unity of believers in our Lord Jesus Christ; and the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).*
8. *The term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture, and that God intends sexual intimacy to occur only between a man and a woman who are married to each other. God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman (Genesis 2:18–25; 1 Corinthians 6:18, 7:2–5; Hebrews 13:4).*
9. *That God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).*
10. *Cornerstone Christian School recognizes that there are other doctrines held by various Christian believers which they believe to be consistent with, and in addition to, the above, but these shall not be promoted by Cornerstone Christian School.*

CCS Mission and Vision Statement

Cornerstone Christian School desires to empower students to reflect God's character by knowing Jesus, walking with Him, learning to be like Him, and joining Him in transforming the world around them.

Educational Philosophy

1. Children, in their early years, are like seeds that the family, the church, and the school must love and nurture while they have tender hearts and are forming their values. Scripture directs us to "bring them (children) up in the nurture and admonition of the Lord" (Ephesians 6:4). In doing this, we expect to reap a harvest of good fruit from "plants" firmly rooted in God's Word and prepared to be an effective witness.
2. CCS is an extension of the God-ordained authority of the home. Teachers work in partnership with the parent, who is the child's primary educator. The school assists parents in carrying out their scriptural mandate to "train up a child in the way he/she should go." Therefore, CCS provides many ways for parents to be involved in the school and expects parents to be active participants in their child's education. CCS also strives to support the Christian family rather than interfere with family life. It is important for teachers to consider the need for family time when making homework assignments, designing extracurricular activities and conducting fundraisers.
3. While CCS pursues academic excellence, first and foremost is the pursuit of the development of Christlike attitudes and Christian character. Children achieve their maximum potential when they seek first Christ's Kingdom and develop the fruit of the Spirit in their lives.
4. God created and values each child and entrusts them to us as a gift. A major goal of Christian education is to build self-esteem in each child as he develops his unique God-given gifts and abilities. Therefore, we grade students according to a set standard and also according to their efforts and application of abilities.
5. The concept of readiness forms the foundation of excellent education. We endeavor to introduce academic, character and spiritual concepts at an appropriate age. Many forces in our society hurry children to become adult-like at an early age. CCS helps students perform at their maximum potential, but takes care not to create undue stress in a child's life.
6. Children learn best by doing and experiencing things which interest them. Teachers at CCS implement a variety of activities and employ strategies for sparking student interest in topics. Teachers encourage the development of a student's problem solving skills, reasoning ability, ability to retain relevant information and mastery of skills.
7. In order to ensure a positive learning environment, the staff at CCS administer firm yet loving discipline. Parents most effectively cooperate with the staff by disciplining and training their child at home to develop proper behavior and therefore, proper learning.

8. CCS hires Christians for administrative positions, teaching positions and support staff. Their background and training qualify them to serve the grade levels and subject areas they teach. The staff considers themselves a "living curriculum," called by God to exemplify the image of Jesus Christ. We realize that role models influence students more than any activity or curriculum. As role models, the CCS staff attempts to walk as "workmen who need not be ashamed, rightly dividing the word of Truth." We recognize the Holy Spirit as the ultimate teacher and realize His power and guidance in all aspects of education.
9. CCS integrates Biblical principles in all areas of policy making, administration and teaching. We undergird each area with prayer.
10. Parents and staff model Christ-like relationships for students by following the principles described in Matthew 18 in resolving differences. We invite parents to use their God-given gifts and abilities to support the school. We recognize all contributions as various ways the body works together to accomplish God's purposes.
11. CCS endeavors to glorify the Lord, bring credit to His ministry and to conduct enjoyable and profitable learning experiences. The outward appearance of the school personnel and students, as well as the school grounds, facilities and equipment, reflect the intensity of this pursuit.
12. CCS supports the development, advancement and cooperation of all types of Christ-centered education, including Christian home schools and other area Christian schools.

Expected Student Outcomes

Connecting the heart of the child with the heart of God...

The Bible teaches in Matthew 22:37-40 that the two greatest commandments are to love God and to love others. Cornerstone Christian School focuses on connecting the heart of the child with the heart of God so that students are enabled to both love God and to love others. The evidence of this is seen in students' character, in academic growth and in ministry to others.

CHARACTER – Live biblically

CCS students will grow each year in their understanding of biblical principles, applying them to their lives in practical ways. They will strive to ...

LOVE others by...

- 1) Actively listening and using encouraging and honest words to respond
- 2) Treating them with kindness regardless of their response
- 3) Developing healthy and life giving relationships

HONOR others by...

- 1) Showing respect with words and actions to both people and property
- 2) Demonstrating self-control even when it's hard
- 3) Being a blessing by going above and beyond what's expected

OBEY authority by...

- 1) Following instructions right away
- 2) Responding respectfully with a right attitude
- 3) Choosing to do what is right without being told

ACADEMICS – Learn effectively

CCS students will grow each year in their understanding of academic concepts, applying them to their lives in practical ways. They will strive to ...

PERSEVERE whole-heartedly by...

- 1) Doing their best all the time
- 2) Accepting mistakes as part of the process of learning
- 3) Showing consistent growth on academic level in all subjects

TAKE INITIATIVE in learning by...

- 1) Fully completing assigned tasks responsibly
- 2) Articulating specific areas of trouble when they don't understand something
- 3) Pursuing areas of interest independently, using appropriate learning strategies

COLLABORATE with others by...

- 1) Identifying a goal and staying on task as a group
- 2) Finding a balance between sharing their own ideas and listening to others
- 3) Negotiating differences through compromise

Embrace TRUTH by...

- 1) Developing and articulating a biblical world view to defend their own faith
- 2) Recognizing that every academic discipline reveals aspects of God's character
- 3) Highlighting the unique perspective of Jesus' teaching compared to other religions

Make CONNECTIONS by...

- 1) Integrating skills and content across subject areas
- 2) Applying skills and content learned in school to real life situations
- 3) Linking biblical principles to daily lifestyle choices

Value ORGANIZATION by...

- 1) Recognizing that putting things in their place has a benefit to the learning process
- 2) Practicing specific strategies for organization
- 3) Choosing priorities wisely

MINISTRY – Minister with passion

CCS students will grow each year in their ability to serve others in practical ways in their homes, school, churches and community. They will strive to...

Pursue a RELATIONSHIP WITH GOD by...

- 1) Confessing Jesus as Savior and Lord
- 2)
- 3) Developing daily habits of Bible reading, worship & prayer
- 4) Committing to an active relationship with a local church

Cultivate RELATIONSHIPS WITH OTHERS by...

- 1) Recognizing the value of every person as created in God's image
- 2) Identifying the needs of other people and taking the initiative to meet them
- 3) Demonstrating a Christ-like attitude of humility and compassion

Live from a SERVANT HEART by...

- 1) Identifying and using their unique abilities and gifts to serve others
- 2) Experiencing the joy of serving without expecting anything in return
- 3) Moving outside of their comfort zone to participate in service opportunities

General Policies and Information

Accident Insurance

A supplementary student accident insurance is provided for each CCS student. Students must report all accidents to their teacher immediately. The staff administers basic first aid or calls the rescue squad and notifies the parents in case of an accident or serious injury.

Accountability/Accreditation

CCS is an accredited member of the Association of Christian Schools International (ACSI). CCS is governed by a school board that is composed of representatives from Cornerstone Church of Broadway, and Harrisonburg and parent/community representatives. An administrative team composed of the head of school, director of curriculum and two school coordinators along with a leadership team composed of a variety of faculty and staff meets regularly to give leadership to the school.

Cell Phones & Electronic Device Usage

Student cell phones are only allowed to be used for **after school** communication. If parents need to contact their child during the school day, they should call the office. Any student who chooses to use their cell phone during the school day will have their phone delivered to the main office where they can pick it up at the end of the day. Electronic music, games and videos are not to be played during the school day (7:30 a.m.—3:30 p.m.) or in Cougar Care. Watches should only be used for telling time.

Chapel, Discipleship & Life Groups

Students and staff in grades PK - 12 participate in a chapel service each Wednesday. We welcome parents, home school families and other guests to attend our chapel services. Students in grades 7-8 have life groups once a week. These two events are designed to challenge each student to follow the Lord with all their heart, soul and mind. Students in grade 9-12 will have daily discipleship training.

Field Trips

CCS strives to extend lessons beyond the classroom whenever possible by taking field trips that support the unit being studied. Parents are invited to participate at the teacher's discretion. Siblings are not allowed to participate in most field trip activities. Transportation for field trips is the responsibility of the parents to coordinate with other parents.

Homework

Teachers assign homework that advances students in their studies. The needs of the average student at each grade level influences the amount of homework and its content. The amount of homework may vary according to the needs of each student. When students demonstrate particular interest or

exceptional abilities, teachers may offer independent assignments. While homework forms part of our academic program, we endeavor to operate in harmony with the student's home life.

Lost And Found

It is strongly recommended that parents or students label all clothing and personal items with the student's name. Students and parents can check with the main office for lost and found items.

Lunches and Snacks

Please help us support healthy habits at school by sending nutritious snacks and lunches with your child. CCS discourages the consumption of caffeine for all students. If your child's class includes students with severe food allergies, the teacher may ask families to avoid certain foods during snack time. **Please check with your child's teacher to see if any food restrictions apply.** Lunch and milk are both available for purchase each day and microwaves are available for 6-12 grade student use.

Lunch Schedule:

<i>Preschool</i>	11:30-12:00
<i>Kindergarten-First Grade</i>	12:05-12:35
<i>2nd Grade</i>	11:35-12:05
<i>3rd-4th Grades</i>	11:40-12:10
<i>5th-6th Grades</i>	11:35-11:55
<i>7th-8th Grades</i>	11:34-12:00
<i>9th-12th Grades</i>	12:00-12:25

Lunch Orders

Lunch order information will be sent home once a month in the blue folders. **All lunch orders are done online and paid online.** Ordering will open on the 5th and close on the 25th of each month, for the following month. All milk orders must also be made on the monthly lunch order. There will be no credits on lunches that are missed due to absence unless there is a snow day. If your student will be absent for an extended period, please contact the office about canceling lunch orders.

Medical Guidelines

Staff members administer over-the-counter medication to students only if authorized by parents. If students need to take a prescription medication during school hours, parents should fill out the Medication Authorization Form and take it to the office together with the medication.

Parent Communication (Email & Blue Folders)

The office sends a weekly newsletter, lunch orders, various response forms and information to parents once a week through an email and a folder system each Thursday. Students must return blue folders by Monday of each week. In the case of absences on Thursdays or Fridays, the student should return their blue folder as soon as they return to school.

School Hours

The school day starts for lower school (PK-6th grade) at 8:25 a.m. and ends at 3:10 p.m. For upper school (7th-12th grade), school starts at 8:00 a.m. and ends at 3:10 p.m. Students should arrive at school each day a minimum of five minutes early and leave each day no later than fifteen minutes after school closes. Please notify the school office if unforeseen circumstances may delay drop off or pick-up. Early morning supervision begins at 7:30 a.m. for all students.

High School After School Study Hall

The study hall for high school (9th-12th) students is staffed each day from 3:25-4:00 p.m. The study hall will not be available on holidays, snow days, teacher workdays, or noon dismissal. Enrollment is not needed and students are welcome to join at any time in the school year. There is not a fee for this service.

After School Care

Cougar Care exists to accommodate schedules of working parents by providing quality after school care for students enrolled at CCS. Cougar Care will be available Monday through Friday from 3:25-5:30 p.m. following the school calendar. The program will not be available on holidays, snow days, teacher workdays, or noon dismissal. Enrollment will begin on or before the beginning of the school year. Students may join the program at any time during the school year as well. Parents can contact the school office for information on fees.

Snow Days

School will occasionally close due to inclement weather. When necessary, cancellations, late openings or early dismissal are communicated through email or text in addition to being broadcast on WHSV TV-3. If weather conditions change rapidly, the initial announcement may change. In such instances, the decision to close or delay even longer will be broadcast as soon as possible.

Standardized Testing

Each year, all students are tested in April or May using a standardized achievement test. This time-tested evaluation measures academic proficiency and helps the school evaluate annual progress. In third grade, students take an additional test to help identify special needs that often surface in this transitional grade.

Student Filing System

Students in grades K-3 will carry a communication folder home on a designated day each week.

Parents need to sign the folder and send back all work the teacher requests to be returned. Each student in grades 4-6 is required to use a three ring binder to file completed work and keep track of assignments throughout the school year. The binder system is a tool designed to keep students organized and to help parents keep connected with classroom assignments.

After grade 6, students may choose to either use a binder or a folder system to organize their work. They will also receive a planner to use to record assignments.

Transportation

Parents have the responsibility of providing transportation to and from school; however, many parents form car pools. Parents are required to use windshield IDs to provide security for students. Parents should send a note to the office any time there is a change in the regular transportation schedule specified on the Parental Release Form.

Traffic Patterns – Arrival & Departure

Parents have two options for dropping off and picking up their students at school. Please refer to the map of the school building, door entrances, driveways, and parking lots for further clarification.

Morning Arrival time – 7:30-8:25 a.m.

- There will be CCS staff to welcome students to school. At 7:30am, the building will open, and teacher supervision begins. **Between the hours of 8:25 a.m. and 3:10 p.m., the front interior doors will be locked, and all visitors will need to enter the school through the office suite.** All visitors will need to sign-in daily. Guests will not be able to go directly to the classrooms without checking in at the office.

Arrival Plan #1: Park & Walk-In:

- Parents are welcome to park in **Lot B** and walk their children into the building using the front doors. Please do not park in **Lot A**.
 - Teachers and staff need to park on the building side of **Lot B or C** or on the grass side in **Lot A**
 - Student drivers should park in the gravel parking lot next to **Lot B**.
 - Please enter Lot A through Entrance #3 and Lots B and C through Entrance #1.
 - Traffic is to exit through the middle at Entrance #2 onto Cornerstone Lane.



- Parents may wait with their students in the gym until they are ready to go with their teachers up to the classroom. For younger students, **parents should not accompany the student to their classroom.** This helps the younger children to adjust more quickly to this new routine because all students are adjusting together.

Arrival Plan #2: Drop Off

- Parents choosing to drop their student(s) off at the front entrance will enter Lot A using Entrance #3. For the safety of students, **please do not let students out of the vehicle until the vehicle is at the front door.** Students should exit the vehicle on the passenger side and not walk around the car. **Please use extreme caution if passing a car waiting to load or unload in front of you.**

Afternoon Dismissal – 3:10-3:20 p.m.

Dismissal Plan #1: Park & Pick up

- Parents choosing to park and come into the school to pick up their student(s) from the classroom **must park in Lot B.** Dismissal time is 3:10 p.m.
- Students will wait in their classroom until dismissed.
- Parents picking up students in the building will wait in the front foyer until the doors open. Once opened, parents will go directly to the students' classroom to pick them up.
- Parents arriving before 3:10 p.m. should enter through the office and sign in before picking up their child(ren).
- Front inner doors will be opened at 3:10 p.m. Parents entering after 3:10 may go directly to pick up their child(ren) and exit from the side of front doors

Dismissal Plan #2: Drive- Thru

- Parents choosing not to come into the school building to pick up their student(s) will receive a "Silent Dismissal" number. This # will be placed in the vehicle windshield. The staff person on duty at the main entrance will enter the # through a cell phone and students will dismiss from their room once they see their # on their classroom screen.
 - In the case of a carpool, (example: The Smiths, The Browns, The Martins called "Smith") the driver will call into the office and have all #s combined for a group dismissal. Drivers will use Entrance #3 as in the morning.
 - School staff may ask for ID if they do not recognize the person picking up a student.

If a student is leaving school using different transportation or with another person then what was originally specified on the *Parental Release Form*, the **parent must let the office/teacher know in writing or verbally of this change.** If no written notice is given, the student will need to go home

the way that was originally specified on the parental release form. Parents have two options for dropping off and picking up their students at school. Please refer to the drawing of the school building, door entrances, driveways and parking lots for further clarification.

Visitation

CCS values parent involvement and welcomes parental participation in the classroom. Parents or friends of the school are also welcome at Wednesday chapel services. All visitors must check in at the office upon entering the school.

Conduct and Discipline

At Cornerstone Christian School, we call students to pursue Christlike character in all areas of life - online and offline, at school and beyond. We expect students to honor God in their words, actions, media choices, and relationships. Together, we strive to build a community marked by love, integrity, and respect, reflecting God's holiness to the world.

Attendance

At Cornerstone Christian School, we believe that consistent attendance supports a student's ability to grow academically, spiritually, and relationally.

Students must be present for at least two hours of the school day to avoid being marked absent. If absences exceed 10 days in a quarter, we may initiate a plan to ensure the student continues to thrive and learn well.

When a student is absent, parents should notify the office and provide a written explanation upon return. For appointments, a verification note is requested. If an absence is planned, please notify the school in advance so that teachers can prepare as needed. Students are responsible for completing any missed work and should connect with teachers to make arrangements.

Some absences, such as shopping, vacations, or other non-essential activities, are considered unexcused. In these cases, teachers are not required to provide make-up work or tests, though they may choose to do so at their discretion.

We ask families to partner with us in honoring the gift of learning by prioritizing presence, preparation, and clear communication.

Care of Property

School facilities are a gift of God through many people's faith. Because God expects his people to be good stewards, a student who damages school property is expected to pay for the expense of repair or replacement. Damages will be billed on the student's monthly tuition account.

Dress Code

"...whatsoever you do, do all to the glory of God." I Corinthians 10:31

The goal of the CCS dress code is to help create an atmosphere which is conducive to education. This means that students come to school prepared to work effectively with their classmates. They should appear well-groomed and in properly fitted clothing that is appropriate to the situation.

Principles:

- The Bible encourages us to dress modestly and live not for ourselves but for others. Modesty refers not only to avoiding that which is sensual but also to avoiding that which calls attention to oneself.
- Clothing should be appropriate for promoting the goal of academic excellence. It should therefore be comfortable for the wearer and not a distraction for others.
- Clothing for school or work should be distinct from clothing for play or recreation.

Guidelines:

Cornerstone Christian School views matters of dress and personal appearance as primarily a parental responsibility. As parents encourage their children to seek to glorify the Lord in all areas of life, they reduce the need for specific rules and regulations regarding dress. The following guidelines exist to assist parents.

- All clothing should be clean, neat, modest, and in good taste. (No holes in jeans).
- Students may not wear clothing with writing or imagery that promotes politics, violence, or ideas contrary to biblical principles.
- Students may wear modest shorts, but may not wear short shorts or cut-offs. A general guideline is that shorts and skirts should be sufficiently long to enable the fingertips to reach the end of the leg length when standing in a relaxed manner.
- Spaghetti straps are not permitted.
- If tight or form-fitting pants and leggings are worn, the shirt should extend to the top of the thigh.
- Midriffs, cleavage, and under garments are not to be exposed at any time.

Accountability:

- Parents are to ensure that their children understand and abide by the dress code. Please contact a staff member with any questions about the dress code.
- Teachers will address areas of concern individually with students or parents.
- The head of school will ensure that this policy is distributed to parents, students, and teachers and will help as needed.

Character Accountability System

The goal of the character accountability system at CCS is to address the heart of the child in order to cultivate convictions that reflect the values of the Kingdom of God. Relationship is a key component in the mission to reach the heart. The desire of the school is to create a positive environment and to foster a culture of honor. Other key components to the character accountability system are communication with parents and a @along term commitment to training and coaching. There are three questions integrated into the discipline system at CCS which attempt to help students connect their outward behavior to inward convictions. The guiding questions are:

What did you do wrong? (Confession)

Why was it wrong? (Conviction)

What will you do differently next time? (Coaching)

As teachers, administrators and parents continue to ask these questions, the hope is that students will begin to develop the necessary convictions to help them make right decisions. The goal of the program at CCS is to help students embrace godly character traits, so that their lives will have a great foundation.

Core Expectations

Behavior standards at CCS are centered on the concepts of Love, Honor and Obedience. Each category has specific behaviors targeted for accountability according to the following outline.

Love (I Corinthians 13): Kindness & Honesty

Honor (Matthew 5,6,7): Respect & Self-Control

Obey (John 15:1-17): Action & Attitude

Grades will be assigned to each student in these categories based on their level of need for support in developing a godly character.

Level 1 (Whole Group Training)

The purpose of level 1 is to train students through daily classroom conversations and to document areas of difficulty, looking for patterns of behavior that need to be addressed. Teachers will deliberately teach students behavior expectations, along with the convictions behind those

expectations, using the guiding questions to focus the conversation. Teachers are also committed to reinforcing positive character traits. Each quarter students at Level 1 will receive a letter grade of E (Excellent) or G (Good) on their report card for each character focus area, based on the number of documented reminders.

Level 2 (Individualized Growth Plan)

Level 2 is designed to train students through individualized conversations about specific behavior patterns that have been noted. Teachers will discuss specific behaviors with individual students, choosing consequences or training activities to assist students in creating different behavior patterns. When teachers implement a growth plan or fill out a Level 2 plan with a student, they will inform the parents of the plan. Each quarter students at Level 2 for a particular character trait will receive a letter grade of N (Needs Improvement) on their report card for that area.

Level 3 (Team Action Plan)

When the individualized growth plan at a classroom level is not sufficient to bring about a transformation of the targeted behavior patterns, parents, teachers and administration will then meet. They will work together to identify root issues of the behavior patterns, to develop a plan for prayer and to choose consequences or training activities to put into place. After a designated period of time, the group will meet again to evaluate the students' response to the action plan. Students with an action plan will receive a U (Unsatisfactory) grade for the related character category on their report card for the quarter when the action plan is implemented.

Grading Policy

Athletic Eligibility

Once a student is on a middle school athletic team, academic eligibility will be determined through quarterly report cards and mid-term grades as outlined in the Athletic Handbook. Students who are failing in any core academic area (Math, Science, Language Arts, Social Studies, Bible) may be suspended from athletic practice and games as determined by the athletic director. While the teachers will do their best to inform students and parents if a student is in danger of being suspended due to academic grades, the ultimate responsibility lies with parents and the student to be monitoring the student's progress and take appropriate measures to improve his/her grades. Participation on a sports team is a privilege that comes with certain responsibilities as those team members are representing our school and most importantly our Lord Jesus.

Honor Roll

Students must demonstrate excellence in character, academics and ministry to achieve honor roll at CCS. High honor roll is awarded to students in grades 5-12 who receive a grade of A or E in all classes and character grades. A/B Honor roll is awarded to students who do not have a grade lower than a B or G in all classes and character grades.

FACTS Family Portal

Grades for each student are posted on the internet for parent accessibility. Grades are updated weekly.

Report Cards

CCS sends quarterly report cards home with the student the first week after the completion of the quarter. This report indicates the progress of the student in all three areas of our program: Character Development, Academic Instruction and Ministry Training. We ask parents to keep the hard copy of the report card, sign and return the report card envelope within two days of receiving it. Parent-Teacher Conferences follow the first reporting period. However, parents or the school may request additional conferences at any time throughout the school year. The office issues report cards and transcripts at the end of the school year when all tuition and curriculum charges have been paid. The following grading scale is used on report cards:

Kindergarten - 3rd Grade

E (Excellent)
G (Good)
S (Satisfactory)
N (Needs Improvement)
U (Unsatisfactory)

4th through 12th Grade

A (90-100)
B (80-89)
C (70-79)
D (60-69)
F (59 or below)

Character Grades

E (Excellent)
G (Good)
N (Needs Improvement)

Ministry Grades

E (Excellent)
G (Good)
S (Satisfactory)
N (Needs Improvement)

Parental Involvement

One of the greatest strengths of a Christian School is the close relationship between the home, church and school. The very nature of this relationship requires close communication between the parents or guardians and the faculty and administration of the school. At Cornerstone, we communicate regularly with parents or guardians through a variety of media. We also endeavor to

make ourselves readily available to parents and students alike who wish to discuss any matter. Memos from the office, supplemented by letters and emails from classroom teachers, keep parents informed of school happenings and developments of general interest. In addition, we encourage regular informal dialogue between parents and teachers. CCS invites parents to request a conference with a teacher and/or the head of school at any time.

Parental Appeal

It is important that the board be kept informed of issues that are a concern to parents, staff, or students. From time to time, it may be necessary for individuals or groups to have direct access to the board in order to more directly present their concerns.

A request for a hearing by the board must be made to the board chairman at least seven days prior to the board meeting. This request should be accompanied by a written brief which details the concerns to be addressed. All requests for hearings must be approved by the head of school and the chairman of the school board. Requests for a hearing may be turned down if it is felt that the issue should be dealt with first by the administration or if the issue has already been addressed in policy. At such a hearing, the chairman of the board will clarify the procedures to be followed and the extent of the topics to be discussed.

The board will make a final decision after the presentation has been heard. This will take place either at that meeting or a later one. In any case, the chairman of the board will immediately inform the individual(s) of the board's response when that decision is made.

Parent Volunteers

Parent volunteers are needed and provide a vital resource to help our school be effective. From help in the office to support in the classroom, volunteers bring extra hands to accelerate production or extra eyes and ears to increase needed supervision. Please be on the lookout for opportunities to serve.

1. A volunteer must agree with and support the philosophy and objectives of the school and must adhere to the school dress code while working with students.
2. The school office shall keep a file of regular volunteers with the following information:
 - a) Volunteer identification sheet; and
 - b) Record of volunteer hours.
3. Volunteers are expected to implement the policies and uphold the standards of the school while volunteering.
4. Only in an emergency may the head of school appoint a volunteer to supervise a class.

5. A volunteer must agree to a background check, submit references, and fill out an application form to be kept on file in the main office.

Grandparent Days

Each fall, CCS hosts grandparent appreciation days. Grandparents are invited to eat lunch and attend a special program. Grandparents are extremely important in the life of a child and our desire is to honor them appropriately.

Pastor Appreciation

Each spring, CCS honors local pastors in our community through a special brunch and musical sneak peek.

Admission Policy

Cornerstone Christian School admits students of any race, color, national and ethnic origin or gender to all rights, privileges, programs and activities generally accorded or made available to students where the school conducts its classes. In addition, the school does not discriminate on the basis of race, color, national and ethnic origin or gender in its educational and administrative policies.

Procedures for Admission

The application process has been established in order to help the admissions committee better understand the educational, spiritual, and personal goals of the prospective family and student. CCS has a rolling admission which means no specific application deadline date is in place. Priority in the admission of individual children will be given to families whose children are currently enrolled and to the children of staff members employed by the school. All other families will be considered based on the order of receipt of their completed application form/fee and those who meet the criteria for admission.

Application Process

1. Submission of application and non-refundable \$55 application fee.
2. Submission of reference form that pertains to the grade level of child(ren).
3. Request of release of records, if applicable, from child's school
4. School visit
5. Interviews
 - a. Family interview with head of school
 - b. Student interview with head of school (Beginning with students in grade 7th grade)
6. Placement Test

All new students applying for admission to CCS for grades 1-12 will be asked to complete a placement test. The placement test helps the director of curriculum and instruction and teachers evaluate the child's grade placement and identify strengths and weaknesses in learning.

7. File Review
 - a. Once all documentation has been received, interviews are complete and the placement test has been taken, the admissions committee (admissions director, head of school, and director of curriculum and instruction) will review the submitted files. If they feel more input is needed in assessing the educational or academic needs of the student, appropriate teachers will be consulted. At times, more information regarding testing, and references will be required. The file is not considered

complete until all reference forms and academic records have been received and interviews have been conducted.

- b. Applications will be reviewed by the admissions committee on a weekly basis. The committee may choose to accept, deny, or waitlist the student. They may also request further information. Admissions decisions are communicated to parents in writing. Any family who is denied admission by the admissions committee may appeal the decision to the Board Chair in writing within 14 days of the decision. The decision of the Board is final.

8. Enrollment

Once families have received an acceptance letter, a nonrefundable enrollment fee of \$100 (\$50 for preschool) is needed to reserve a spot in the class for their child. Families who do not pay the enrollment fee within two weeks of the notification of acceptance will be moved to a waiting list for the class.

- 9. Prior to the first day of school, the school needs to receive a birth certificate, a copy of the child's current immunizations, and a Virginia Health Form.

Acceptance into Cornerstone Christian School is based upon:

- 1. Factors taken into consideration when determining acceptance into Cornerstone Christian School are:
 - a. Parent/Guardian(s) demonstrate a commitment to the Lord.
 - b. Parent/Guardian(s) demonstrate a commitment to Christian education and the mission of the school.
 - c. Parent/Guardian(s) demonstrate a commitment to being a part of a local fellowship of believers.
 - d. Parent/Guardian(s) demonstrate an understanding of their educational role and have a willingness to partner together with the school for the overall success and well-being of their child(ren).
 - e. The academic, emotional, and spiritual needs of the student can be met within the scope of the school's program.

Financial Information

Tuition

The tuition scale is reviewed annually and is announced prior to enrollment for the next school year.

Fees

There is a non-refundable application fee of \$55 and an enrollment fee of \$100 per student for new K-12 students. Returning and preschool students pay a re-enrollment fee of \$55 per student. The annual \$350 Curriculum/Tech Fee will be billed separately for students in grades K-12 in July and covers essential educational and tech resources for the school year. Preschool students pay an annual snack fee of \$50.

Billing Procedures

Parents can pay tuition in full by check by August 25 to receive a 1% discount or opt for ten monthly ACH installments starting in August. Tuition invoices are sent on the 1st of each month (August–May) and are due on the 25th of each month.

Invoices for incidental charges are sent around the 15th of each month and are due on the 10th of the following month. Incidental charges may include: Lunch, Cougar Care, field trips, activities, missions, etc.

Financial Aid

CCS provides financial aid for families who may have financial needs. To apply for financial aid, families must submit their application through BeneFAQ, a system used to assess financial need. The application will require basic information about income, family size, and tax return details. Reach out to the school office for more information.

Overdue Invoices

Families who fail to pay tuition according to the timeline established by the board may have their enrollment terminated. Eligibility for readmission will be determined once the outstanding bill has been resolved.

Refund Policy

If a student withdraws from CCS for any reason or if a student enters after the school year has begun, the school will prorate tuition charges according to the actual number of months enrolled. We consider any partial month as a full month for tuition purposes. All withdrawals require written notice, with the effective date set upon receipt.

Report cards, test results, and transcripts will be released only when all financial obligations are met.

Upon withdrawal, tuition is prorated based on full months enrolled, but enrollment, curriculum and technology fees are non-refundable.

Parents' Commitment to Cornerstone Christian School

1. We have read and understand the school's philosophy of Christian Education and we are in agreement with the purpose and philosophy of Cornerstone Christian School.
2. We, as parents, accept the challenge to "train up a child in the way he should go" (Proverbs 22:6), and we do state that this training will be carried on in the home. We place our trust in Cornerstone Christian School to extend that training while my child is in school.
3. We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc., and we agree to embrace each component for the upcoming school year.
4. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support high academic standards of the school by providing a place at home for our child to study and to give our child encouragement in the completion of homework assignments.
5. We will faithfully support the school through our prayers and positive attitude. In keeping with Matthew 18:15, we commit to give a good report and share any complaints or negative comments with only the people involved. Unresolved issues will be taken care of by using the school's chain of command.
6. We understand that the standards of Cornerstone Christian School do not tolerate profanity, obscenity in word or action, dishonor to God's name or His Word, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
8. We pledge that if, for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustment. If these adjustments cannot be made, we agree to withdraw our child.
9. We understand that assessments will be made to cover damages to the school including breakage of windows, book damage, and abuse of other personal property.
10. We will support the school by involvement in parent-teacher conferences and other school-sponsored meetings and activities.

11. We understand that tuition does not cover the total costs of education. We will fulfill our financial commitment to pay for the educational services the school is providing for our child(ren) and support the school in the various fundraising activities, as we are able.
12. We, as parents of the student applicant(s), do sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending.

CCS Student – Parent Handbook

2026-2027

Please take the time to review the Student Handbook and complete this form stating that you have read the Handbook. This is an effort to keep us all informed and aware of the current school policies. The CCS Student Handbook is available electronically on the CCS website under “Quick Links”. If you would like a paper copy, please contact the CCS office.
Thank you.

I have read the 2026-2027 Student - Parent Handbook and agree to support the policies.

Print Student Name(s):

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____