

# **CORNERSTONE CHRISTIAN SCHOOL**

P.O. Box 9  
2926 Commercial Ave.  
South Chicago Heights, IL 60412

(708) 756-3566 Phone  
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Administrator/Principal  
Administrative Assistant  
Financial Assistant  
Middle School Director  
Secretary  
Secretary/Health Aide  
EDC Director

Alison Donald, B.A.  
Suzanne Scampini  
Christine Madden, B.A.  
Phil Lolli, B. A.  
Shirley Adams  
Marguerite Alston, B.S.  
Willie Davis, B.A.

## **MOTTO**

"Excellence in Christian Education since 1973"

## **MISSION STATEMENT**

The mission of Cornerstone Christian School is to educate students for life through the saving knowledge of Jesus Christ and to help them develop enduring Christian values in a loving, Christ-centered environment.

## **PROFESSION OF FAITH**

"And you know in all your hearts and in all your souls that not one thing has failed of all the good things which the Lord your God spoke concerning you. All have come to pass for you, and not one word of them has failed." Joshua 23:14

Cornerstone Christian School's rules of conduct, policies, and goals are based upon the following biblical principles:

1. To love God with all your heart, soul, mind, and strength Mark 12:30
2. To love your neighbor as yourself Mark 12:31
3. To seek mercy, integrity, purity, and justice Micah 6:8

## GOALS

1. ***Spiritual Development***  
Every student will have the love and grace of Jesus Christ shared with them on a daily basis.
2. ***Character Development***  
The students will develop an ethic of enduring Christian values.
3. ***Excellence in Education***  
Every student will gain a firm academic foundation and be proficient in all areas of study.
4. ***Critical Thinking Skills***  
The students will actively participate in the classroom, resulting in effective higher order learning.
5. ***Social Skills***  
The students will develop proper social skills.
6. ***Community Relations***  
The staff will effectively serve our constituency.
7. ***Conflict Resolution***  
The staff and students will develop positive approaches to avoiding discipline problems and resolving them should they occur.
8. ***Developing Unity of Purpose***  
The staff and parents will work together to create synergy and community.
9. ***Trusting Relationships***  
The administration, staff, and parents will have open disclosure and positive communication.
10. ***Children First***  
As a Christ-centered school, we will help meet the needs of students.

11. ***Safe Learning Environment***

The school will cultivate a safe learning environment that will not tolerate physical violence, intimidation, or harassment.

12. ***Christian Stewardship***

The school will act with integrity in financial matters.

## **ACHIEVEMENT TESTS**

The Stanford Achievement Tests will be given **April 3 – 7, 2006** to students in 1st - 8th grades. Parents will be sent the comprehensive results in the mail with the final report card when all fees have been paid.

## **ADMISSION AND RE-ADMISSION**

As a private institution, Cornerstone Christian School reserves the right to set and maintain its own standards for entrance including academics, student conduct, and dress code.

A new student entering grades 1-8 must meet the following requirements before registering:

1. 2.5 Grade Point Average for students entering grades 1 – 5
2. 3.0 Grade Point Average for students entering grades 6 – 8
3. Last achievement test must show student on grade level from previous grade

A registration fee and an entrance exam/screening are also required. The registration fee is non-refundable. An exam date will be scheduled after registration fees have been paid.

The registration process for the following school year evaluates each student's academic performance, behavior, attendance, and tardy record. Any student that has a Grade Point Average of less than 2.0 in K- 6<sup>th</sup> grades, less than 3.0 in 7<sup>th</sup> and 8<sup>th</sup> grades, has five or more Detentions, and/or has had one or more suspensions, will be placed on review for the upcoming year. Students not meeting the minimum requirements may be denied re-admittance to the school.

Students that have been expelled will not be re-admitted. Students with special needs will be referred to their public school.

Account balances from the previous year must be zero before a child can be registered for the following year. Registration begins in February for returning students. Registration forms must be filled out completely and turned in to the office with the non-refundable registration fee.

*Children must be 5 years old by September 1 to enroll in K5 and 6 years old by September 1 to enroll in first grade. No exceptions.*

## **ATTENDANCE**

Students are expected to be in attendance regularly. If your child will be absent please contact the office. Perfect attendance and one day absent awards will be given at the end of each semester. **Students with more than three tardies per semester will not be eligible for attendance awards.**

## **BOOKS & MATERIALS**

Students are responsible for maintaining their textbooks in a reasonable fashion. Students will be charged for the replacement of any books lost during the school year. The student's name should be written in all books and on all school supplies. It is important for each child to have their supplies ready and labeled for the first day of school.

## **BUILDING CARE**

Students damaging any school property or equipment will be asked to make restitution and may be considered for dismissal. The parent or guardian of the student is liable for all damages caused by the student.

## **BUS BEHAVIOR**

1. No standing or changing seats once the bus is moving.
2. No talking at railroad crossings.
3. All body parts must remain inside the bus.
4. Windows may not be open below the safety line.
5. Face forward. No feet in the aisles.
6. Aisles must be clear at all times.
7. No ripping or tearing the seats.
8. Students will respect the driver just as they do teachers and principals.
9. No eating or gum chewing.

## **CHANGE OF INFORMATION**

Parents are required to notify the office if there is a change of address, telephone number, or persons authorized or denied to pick up your child. It is your responsibility, for the safety of your child, to keep these names and phone numbers current. If you list someone as denied pick up, the school must have a legal document stating such or the school cannot assume responsibility.

## **CHAPEL**

Students will attend chapel each Wednesday. Grade appropriate chapels will be led by the teachers. Various speakers and special assemblies may also be held on Wednesdays.

## **CHRISTMAS PROGRAM**

Cornerstone's Christmas program will be held on **Saturday, December 10, 2005**. The time will be announced at a later date. Your child is expected to participate.

### **CLASSROOM CODE**

The classroom code is in effect in all classes and with all teachers. Each child should memorize this code, and parents should remind their child that they expect them to uphold this code daily.

#### **I Will:**

- 1. Obey directions the first time they are given.**
- 2. Behave in a way that will not disrupt the attention or activities of the teacher or class.**
- 3. Help to maintain a quiet and peaceful classroom environment.**
- 4. Stay in my seat unless given permission to get up.**
- 5. Face the front and raise my hand to talk.**

### **CLASSROOM PARTIES**

Sign-up sheets may be posted outside the classrooms for Holiday parties. Birthdays may be celebrated if parents send cupcakes and/or individual ice cream cups (*please, no cake*) for the entire class. Notify teachers ahead of time if you intend to do this. **Do not send "private" birthday invitations to school unless you plan on inviting every student in the class.**

***Please note that Cornerstone does not celebrate or recognize Halloween.***

### **CLOSING DATES**

Sept. 5, 2005	Labor Day
Oct. 10, 2005	Mandatory Parent-Teacher Conference
Nov. 24 & 25, 2005	Thanksgiving
Dec. 21, 2005 - Jan. 3, 2006	Christmas break
Jan. 9, 2006	Teacher In-service
Jan. 16, 2006	Martin Luther King, Jr. Birthday Observance
Feb. 20, 2006	President's Day
Mar. 13, 2006	Open House
Apr. 14, 2006	Good Friday
Apr. 17 – Apr. 21, 2006	Spring break

### **CURRICULUM**

Cornerstone Christian School uses the A Beka Curriculum from Pensacola Christian College in Pensacola, Florida. This curriculum was developed in 1974 and is the most widely used Christian School curriculum in existence today. The Bible curriculum used is Positive Action for Christ. It places emphasis on Scripture memorization, character development, and how to find answers to life's problems according to the Word of God. Art, Computer, Gym, and Music are part of the academic program.

## DISCIPLINE

Cornerstone Christian School will not tolerate any form of physical violence, intimidation, or harassment of any kind. **It is our goal to maintain a peaceful and safe environment where learning can take place and a teacher's day is not consumed with behavior problems.** We expect parents to cooperate by taking the time to talk with their children concerning proper behavior at school.

If, at any time, a student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Cornerstone, whether or not there is any definite breach of conduct, the student may be requested to transfer. The disciplinary procedures are as follows:

1. The difficulty or problem will be handled by the student's teacher. This involves discussing the problem with the student using Biblical principles in order to correct the problem.
2. The student's teacher will use progressive measures such as:
  - a. Correcting and/or redirecting the behavior
  - b. Removing privileges
  - c. Issuing disciplinary assignments; writing lines
  - d. Sending the student to the office, which may result in a phone call to the student's parents
3. Any student who shows serious or repeated behavioral problems during the school day, morning EDC, afternoon EDC, or at any school sponsored activity will be issued a **DETENTION. Detentions are served on Mondays and Thursdays only.** Detention guidelines are as follows:
  - a. The Detention slip must be signed by a parent and returned to the student's teacher the next school day.
  - b. The student must attend the entire assigned time from 3 - 4 P.M.
  - c. The student must complete all work assigned for the Detention.
  - d. The student will comply with instructions given by the teacher supervising the Detention time.
  - e. Failure to comply with the Detention guidelines may result in an additional Detention being issued.
4. Detentions are cumulative throughout the current school year. Any student who receives five or more Detentions will be placed in the review process for the following school year.
5. Three Detentions in one day will result in a one-day suspension.

6. Suspension from school may be one to ten days, depending upon the seriousness of the situation. The number of days is decided by the administration. One suspension counts as three detentions.
7. An eighth Detention will result in a one day suspension from school.
8. A ninth Detention will result in a three day suspension from school.
9. A tenth Detention will result in Expulsion from school.
10. ALTHOUGH THERE IS A PROCESS LEADING UP TO A SUSPENSION OR EXPULSION, THE ADMINISTRATION MAY SUSPEND OR EXPEL A STUDENT AT ANY TIME DEPENDING ON THE SERIOUSNESS OF THE SITUATION.

If the need arises for you to come to school to discipline your child, please do this in a washroom and NOT in the classroom or around other children.

## **DRESS CODE**

**Cornerstone Christian School believes that appropriate attire encourages good student conduct and is fundamental to the development of wholesome attitudes and behavior. Students are expected to wear clothes that are neat and clean. The school's intent is to maintain standards of godliness and excellence and not to be legalistic and rigid.**

**The School Uniform for Boys and Girls is as follows:**

### Pants

Must be either navy, black, or tan (khaki) **uniform style/docker pants**. No baggy or tight pants. Pants must fit properly at the waist. A black or brown belt must be worn and buckled at all times. Pants must be properly hemmed at shoe level and not dragging on the floor.

### Shirts

Polo shirt - long or short sleeve. Must be either navy, white, red, black or light blue. If wearing a brand (POLO, IZOD, etc.) the logo must be smaller than a quarter. Boys and girls may wear navy, white, red, black or light blue Oxford cloth or cotton shirt/blouse - long or short fitted sleeves. Shirts must be tucked in at all times and only one button may be unbuttoned.

### Turtlenecks

Mock or regular in navy, white, red, black or light blue.

### Dresses/Skirts

Girls may wear pleated or non-pleated skirts or jumpers - navy, black or tan (khaki). Skirts or jumpers must be no shorter than two inches above the knee and must be

modest in fit. **Skirts or jumpers must be worn on Wednesday (Chapel).**

### Sweaters/Sweater Vests

Navy, white, red, black or light blue sweater or vest may be worn over a shirt, blouse, or turtleneck. **No jackets/coats are to be worn in the classroom.**

### Shoes

Dress shoes or athletic shoes may be worn. Shoes must be worn with socks, tights, or nylons. No open toed shoes, sandals, or flip-flops.

### Gym Clothes

**Gym T-shirts/sweatshirts must be purchased through the school.** Solid gray, black or red jogging pants must be worn. Gray jogging pants are available for purchase through the school. Gym clothes must be worn to school on gym days.

### Hair

Hair should be clean, well groomed, and away from the eyes. Hair cuts and hair colors are to be appropriate for school and not to cause distraction or undue attention. Any letters, symbols, or designs cut into the hair are unacceptable. No hats, bandanas, scarves, or sunglasses.

All items worn or brought to school should be compatible with the ideals of a Christian school. Lunch boxes, school supplies, and videos depicting rock groups, drugs, alcohol, wrestling, martial arts, Pokemon, Digemon, Harry Potter, etc. are not acceptable. No body piercing or tattooing are allowed.

The dress code is to be observed each day during the school year, including Wednesday Chapel, all school programs, field trips, etc. unless the school has informed the parents otherwise. The school reserves the right to make a final decision on all dress code matters including clothing and hair. If the student is not within the dress code, he/she will remain in the office until appropriate clothing is brought to school. **A detention will be issued for every 3 dress code violations.**

## **EXTENDED DAY CARE**

Extended Day Care (hereinafter EDC) is available daily from 6:15 A.M. - 7:45 A.M. and 3:15 P.M. - 6:30 P.M. beginning August 22, 2005 and ending May 26, 2006. Students arriving before 7:45 A.M. must report to their designated EDC class. At 7:45 A.M., the students are dismissed to their regular classes. Any child in the building, including the front foyer area, before the 7:45 A.M. bell, will be charged for EDC.

The school day ends at 3:00 P.M. and parents have until 3:15 P.M. to pick up their child without incurring EDC charges. Students still in their classrooms at 3:15 P.M. will be marked on the EDC attendance and charged for EDC.

Students will be served a light snack during afternoon EDC.

Your child must be picked up by a parent or an authorized person who is at least 18 years of age. This person should be prepared to show a form of identification to the EDC worker.

Late charges will be assessed for children not picked up by 6:30 P.M. starting at \$25 for every 15 minute increment **according to our clock**. If your child is still here at 7 P.M., the South Chicago Heights Police may be called to pick up your child.

Payment options for EDC depend on the amount of use. The options are as follows:

1. If your child is using EDC **everyday**, the fee is \$1750 a year or \$175 per month. The first payment is due in August and ends in May. EDC **MUST** be paid on the first of the month with your tuition payment.
2. If your child is using EDC on an **occasional basis**, a daily fee of \$25 will be assessed to your account, and you will be billed at the beginning of the next month. Payment is due upon receipt of the bill.

**Any EDC balances not paid by the 15th of the month will result in your child being held out of class and EDC until the balances are paid.**

## **FIELD TRIPS**

Each class will take educational field trips at least once during the school year. A permission slip will be sent home and the needed money should be returned by the deadline or your account will be charged. Refunds will not be given if a child is absent, suspended, or expelled on the day of the field trip. There will be no refunds for chaperones if they cancel. A mandatory meeting will be held for anyone intending on participating as a Chaperone during the school year. Parent chaperones are accepted on a "First Paid" basis and must sign the Chaperone Agreement Form prior to each field trip.

## **FINANCES**

1. Payments may be made by Cash, Check, Money Order, VISA, MasterCard, Discover, or Debit Cards in the office. Checks or money orders may be mailed to Cornerstone Christian School, P.O. Box 9, South Chicago Heights, IL 60412. Please put your child's first and last name on any check or money order. Post-dated checks will not be accepted.
2. There is a \$25.00 fee on all returned checks. If a check is returned, you will be put on "cash or money order only" status for the remainder of the year.
3. Please pay exact amount for Field Trips, Hot Lunch, and any other Non-tuition/EDC payments and place money in a labeled and sealed envelope. Turn money in to your child's classroom teacher.

4. If for any reason you drop your child from enrollment, you must notify the office in writing in order for your child to be officially dropped. Failure to do so will result in your being responsible for any and all incurred charges.
5. If you leave Cornerstone with an unpaid balance, you will have 10 days to clear your account before it is sent to our collection agency. Your child's report card and official school records will be held until your child's balance is paid in full.
6. All account balances must be zero by April 7, 2006.
7. All account balances must remain zero from May 5 – May 26, 2006. Report cards and achievement test results will not be mailed if accounts are not paid in full.
8. **Tax letters are prepared on a "by request" basis.**

## **FIRE AND TORNADO DRILLS**

We conduct fire and tornado drills on a regular basis.

## **FLAME BEARER**

Each week, teachers may nominate a student who has shown outstanding character and behavior in their class. This student is announced as the Flame Bearer of the Week over the intercom on Friday afternoon. A certificate is awarded and students are given a choice of a snack or soda. On Monday, a wallet size picture of the child should be turned in to the office so it can be displayed in the special Flame Bearer display case in the school foyer.

To qualify for Flame Bearer of the Week, a student should:

1. Arrive at school prepared and on time.
2. Follow rules on a consistent basis.
3. Complete classroom and homework assignments on time.
4. Show a good attitude toward school, staff, and fellow students.
5. Cooperate well with fellow students and teachers.
6. Show kindness and consideration, holding the feelings of others in high esteem.

## **FUND RAISERS**

Fund raising is a necessary means of support for our school. Various fund raisers are planned throughout the year. We ask that each family participate in these fund raisers as much as possible. Please help your child collect money and fill out forms, as well as pay attention to deadlines and pick up dates. If you are unable to participate, your donation is always welcome.

Ongoing Fund raisers are:

- Campbell's Labels for Education
- General Mills Big G Box top for Education
- Skating Days at Lynwood Sports Center
- Target Guest Card

## **GRADES**

The Grade Point Average (G.P.A.) is computed by assigning points to grades. The points are totaled and divided by the number of subjects being graded.

A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points

GRADING SCALE:	100 – 92	A
	91 – 81	B
	80 – 72	C
	71 – 62	D
	Below 61	F

Honor Roll, High Honor Roll and Certificates of Scholarship will be given quarterly to students with the following G.P.A.'s:

### Kindergarten – 3<sup>rd</sup> Grades

Honor Roll: 3.5 – 3.79 G.P.A.

Certificate of Scholarship: 3.8 – 4.0 G.P.A.

### 4<sup>th</sup> – 8<sup>th</sup> Grade

Honor Roll: 3.0 – 3.49 G.P.A.

High Honor Roll: 3.5 – 3.79 G.P.A.

Certificate of Scholarship: 3.8 – 4.0 G.P.A.

## **GRADUATION CEREMONIES**

Graduation ceremonies will be held on the following days:

Kindergarten                      May 20, 2006 (times to be announced)

8th grade                              May 23, 2006 @ 7 p.m.

## **HOMEWORK**

Believing homework is an integral part of the school program, each teacher is at liberty to give homework to help students advance in their studies. Therefore, all students are required to complete all of their daily homework assignments. We expect the parents to fully cooperate in seeing that assignments are completed on time. Repeated, delinquent homework will result in a Detention.

## **LUNCH**

Every child should bring a balanced lunch in a labeled sack or lunch box. Be sure to include plastic forks or spoons as needed. No candy or gum is allowed, even if these items are included in Lunchables. Only 4<sup>th</sup> - 8<sup>th</sup> graders are allowed to bring pop.

**Only children who receive the Flame Bearer award are allowed to go to the snack/pop machine at lunchtime.** Any other occasions would be at the teacher's discretion only. There should be no trading or sharing of food. Also, no red or purple juice is allowed, as it stains the carpet.

**There is no microwave available to students. Fast food lunches are discouraged. Students with fast food lunches will not be allowed to eat their lunch with the rest of the class if this occurs.**

**The office will NOT call if your child does not bring a lunch.** If a lunch has not been delivered by 11 A.M. the school will make one. The office will assess your account a \$5.00 fee each time a school lunch is made.

We offer an optional Fun Day lunch on Monday and hot lunch, catered by Lunch at Hand, on Wednesday and Friday. Menus will go home monthly. Payment and lunch selection must be made by the date stated on each menu. There will be no exceptions after the due date. There will be no refund or credit if your child is absent on a Fun Day or hot lunch day. If you have not pre-paid (\$46) for milk and your child receives Fun Day lunch or hot lunch on Wednesday and/or Friday, then a drink must be provided for them.

## **MEDICATION AND ILLNESS**

In compliance with the Illinois Department of Public Health, a doctor's written authorization is required for all medicine, whether over-the-counter (including cough drops) or prescription, before administration. The office must have a signed MEDICAL AUTHORIZATION FORM completed by the doctor. We will not administer any medication to a student without this completed form.

If your child has a fever (99 degrees or higher), cold, upset stomach, any physical stress, rash, eye infection, head lice, ringworm, etc., **HE/SHE MUST BE KEPT HOME FROM SCHOOL.** If your child comes to school with any of these, he/she will be sent home. In the event of a communicable disease such as chicken pox, mumps, measles, etc., it is the responsibility of the parent to notify the office as soon as the disease has been diagnosed. Children must remain home until the disease has run its full and complete course.

Your child's temperature must be 99 degrees or lower for 24 hours without fever reducing medication before he/she can return to school. A doctor's note is required to return to school after 3 or more consecutive days of absence due to illness. Please notify the school office by 9:00 A.M. if your child will not be in attendance for that day.

If your child becomes ill at school, we will contact you to pick up your child. It is your responsibility, at this point, to either come to school or make other necessary arrangements for the pickup of your child. This should be done in a reasonable amount

of time. If you cannot be reached, the office will begin calling the listed emergency contact persons. PLEASE KEEP THESE NAMES AND NUMBERS CURRENT!

No care beyond first aid (defined as immediate, temporary care given in case of accident or sudden illness) will be given by school personnel. Should a medical emergency arise, the South Chicago Heights Paramedics will be contacted.

This action could involve your child being transported by ambulance to St. James Hospital. The parent will be financially responsible for the ambulance and any emergency room procedures.

## **MILK**

Cornerstone offers ½ pint of 2% white and chocolate milk on a daily basis. This is to be purchased at the beginning of the school year for a fee of \$46. There can be only one choice made for the entire year.

## **NONDISCRIMINATORY POLICY**

Cornerstone Christian School does not discriminate on the basis of race, color, sex, or ethnic or national origin in administration of educational policies and admissions.

## **OPEN DOOR POLICY**

The administration of Cornerstone has an open door policy. Should you at any time have a concern that needs our prompt attention, we will be happy to meet with you. If you have exhausted viable communication with the administration and still feel that your concerns have not been adequately met, then you may request, in writing, a meeting with the Church Council.

## **PARENT - TEACHER CONFERENCES**

We welcome and encourage good communication among parents, administrators, and teachers. Please feel free to consult with the school administration regarding any problems or questions that concern your child. Conferences with the teacher should be made by appointment. Usually, 3:20 p.m. is the best time to meet with a teacher. Please do not ask a teacher to meet with you in the evening hours. **Mandatory conferences will be held during the day on Monday, October 10 from 8 a.m. - 6 p.m. There is no school on this day and children are not to attend the conference.**

## **PARENTS IN ACTION**

Parents in Action is a group of volunteer parents who give their time in helping with hot lunch, Fun Day lunch, Field Day, sport activities, fundraisers, and other school functions. We encourage all parents to consider participating.

## **PROGRESS REPORTS**

Progress Reports are sent home every 3 weeks. The reports are to be signed by the

parent(s) and returned to the teacher.

## **PHYSICAL EXAMINATIONS**

Physical examinations are required for admission into **KINDERGARTEN and FIFTH GRADE**. Immunizations are required to be on file and up to date. Birth certificates must be on file in the office.

## **REPORT CARDS**

Report cards will be mailed home quarterly. The grading periods are as follows:

Aug. 22, 2005 – Oct. 21, 2005

Oct. 24, 2005 – Jan. 6, 2006

Jan. 9, 2006 – Mar. 10, 2006

Mar. 13, 2006 – May 19, 2006

**Final report cards are mailed home when all fees have been paid.**

## **SPORTS**

Cornerstone Christian School is a member of the Great Lakes Athletic conference (GLAC). The conference offers soccer, girls volleyball, boys basketball, girls basketball and cheerleading for students in 5<sup>th</sup> – 8<sup>th</sup> grades.

Students participating in sports must maintain a “C” average for the current three-week grading period. Students receiving or serving a detention or a suspension on or near the day of a game or practice, will not be allowed to participate. This will not exceed one game or practice per detention.

Students will be transported by bus to and from the games. Please make arrangements for your child to be picked up by the time the child is due to arrive back at school, especially if the arrival time is after 6:30 P.M.

Further information is provided in the Sports Handbook.

## **STANDARD OF CONDUCT FOR BEHAVIOR**

As a Christian organization, we desire to maintain a student body of high Christian character. We expect all students to follow certain guidelines of proper Christian behavior. We expect parents to help us enforce the following guidelines concerning student conduct:

1. No weapons of any kind will be tolerated.
2. No form of physical violence, harassment, or intimidation will be tolerated.
3. No smoking, gambling, stealing, lying, cheating, alcoholic beverages, chewing tobacco, or illegal drug use will be tolerated.
4. No profanity will be tolerated.

5. No selling or distributing any object or material not authorized by the Administration will be tolerated.
6. No public display of physical affection, such as hand holding, kissing, or embracing, while at school or at any school sponsored activity will be tolerated.
7. No activities that may lead to injury, such as piggy-back riding, play fighting, or snowball throwing will be tolerated.
8. No gum chewing will be tolerated.

## **STUDENT INSURANCE**

All students are automatically enrolled in our school's group insurance plan. In case of accident, your insurance becomes primary and Cornerstone's insurance becomes secondary.

## **STUDENT PICTURES**

**Student pictures will be taken on Wednesday, October 5, 2005.** A photo envelope and money must be turned in on the day pictures are taken.

## **TARDINESS**

Students have from 7:45 A.M. to 8:00 A.M. to be in their class. Students are tardy if they are not in their seat and prepared for class by the 8:05 A.M. bell (according to our clock). The teacher will keep track of all tardies. **Each set of five tardies for any reason received during any one semester will result in a one day suspension from school.** A letter will be mailed to your home stating the day of suspension. A suspension for tardiness is not cumulative. This rule is intended to emphasize the importance of being on time every day. Prompt and faithful attendance is one of the best habits a child can develop.

## **TUITION**

Yearly Base Tuition:

K5 - 6 <sup>th</sup> Grade: ... ..	\$3,300.00
7 <sup>th</sup> - 8 <sup>th</sup> Grade:.....	\$3,530.00

Yearly Tuition with Extended Day Care:

K5 - 6 <sup>th</sup> Grade: ... ..	\$5,050.00
7 <sup>th</sup> - 8 <sup>th</sup> Grade:.....	\$5,280.00

Any month that your child is in attendance, either one or more days in that month, you are responsible for the full month's tuition.

Monthly tuition is due on the first of each month. After the 5<sup>th</sup> of the month, regardless of what day this date occurs, students will be held out of class until the balance is paid in full, and a \$20.00 late fee will be assessed to their account.

If your tuition payment is late two times within a year, your child/children may be

dropped from enrollment.

The fourth child and any subsequent children in a family are tuition-free as long as the sibling accounts are kept current at all times. EDC charges still apply.

### **WEATHER CONDITIONS**

In the event of inclement weather, our school will typically remain open. It is at your discretion whether your child remains at home or attends school. We will broadcast any school closings on 89.7 FM - WONU, or you may call the voice message system at (708)756-3566 for updates.

**Policies in this handbook are subject to revision or change at the discretion of the Administration.**

## TEACHING STAFF

Mrs. Georgette Perez..... Kindergarten  
Miss Phyllis Beale ..... Kindergarten  
Mrs. Marquita Hanvey... Kindergarten  
Mrs. Linda Sons... 1<sup>st</sup> Grade  
Mrs. Linda Graves ..... 1<sup>st</sup> Grade  
Mrs. Mary Ann Nutter.... 2<sup>nd</sup> Grade  
Miss Jennifer Saccutelli ..... 2<sup>nd</sup> Grade  
Mrs. Donna Adams..... 3<sup>rd</sup> Grade  
Mrs. Diane Weisbrodt ... 3<sup>rd</sup> Grade  
Mrs. Krystal Norfleet ..... 4<sup>th</sup> Grade  
Miss Karen Duckett..... 5<sup>th</sup> Grade  
Mrs. Tasha Henderson . 6<sup>th</sup> Grade  
Mrs. Stephanie Franco . 7<sup>th</sup> & 8<sup>th</sup> Grade  
Mr. Phil Lolli ..... 7<sup>th</sup> & 8<sup>th</sup> Grade

## SUPPORT STAFF

Miss Ora Anderson ..... Gym Teacher/Athletic Director  
Mr. James Richards .....Gym Teacher/Coach  
Mrs. Deonna Stinson .... Computer Teacher  
Mrs. Joyce Williams ..... Art Teacher  
Mrs. Carolyn Robinson . Music Teacher  
Mrs. Myra Lapinski..... Teacher's Aide  
Mr. Andre Burnette ..... Custodian  
Mr. Donald Guziejka ..... Custodian  
Mrs. Nena Lopez.. Bus Driver  
Pastor Timothy Bray ..... Bus Driver

**CORNERSTONE CHRISTIAN SCHOOL  
HANDBOOK SIGNATURE FORM**

We acknowledge that we have received and read the entire copy of the Cornerstone Christian School Handbook, and we agree to follow the guidelines and policies set forth in the handbook.

Date\_\_\_\_\_

Student Name\_\_\_\_\_

Parent Signature\_\_\_\_\_

Please sign and return this page to your child's teacher by September 2, 2005.