

CORNERSTONE PRESBYTERIAN HIGH SCHOOL

STUDENT HANDBOOK

2019-2020



BUILDING ON THE ROCK...JESUS CHRIST

Section I: Cornerstone's Existence



IN CHRIST ALONE (School Song)

“For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life (John 3:16).”

Verse 1

In Christ alone my hope is found

He is my light, my strength, my song.

This cornerstone, this solid ground,

Firm through the fiercest trial and storm.

What heights of love, what depths of peace

When fears are stilled, when strivings cease

My comforter, my all in all

Here in the love of Christ I stand.

Verse 2

In Christ alone, who took on flesh

Fullness of God in helpless babe

This gift of love and righteousness

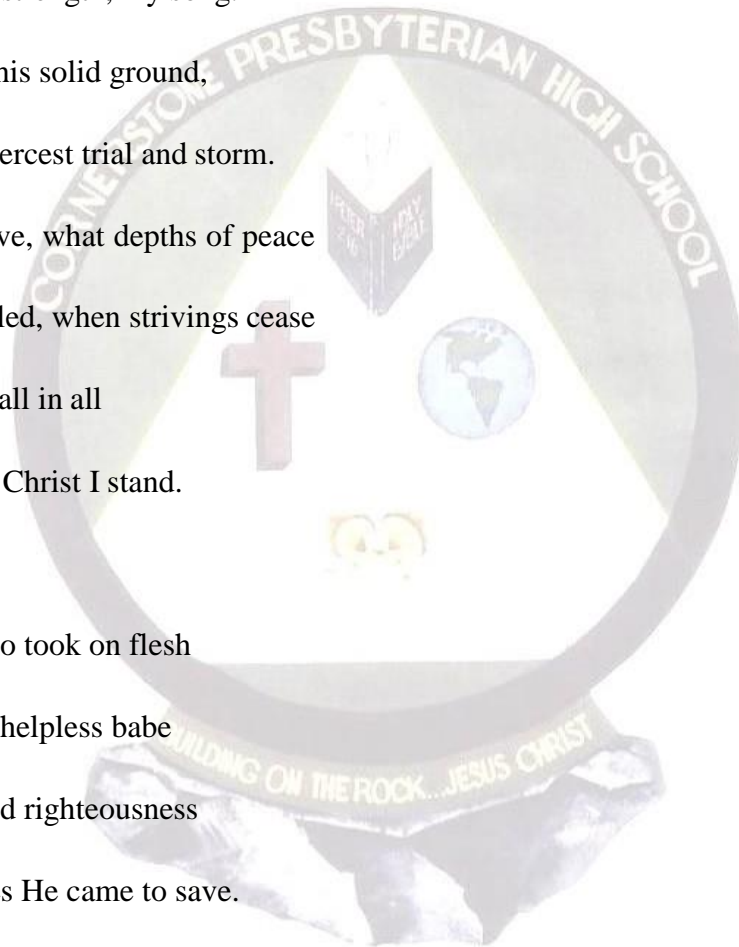
Scorned by the ones He came to save.

„Til on that cross as Jesus died

The wrath of God was satisfied

For every sin on Him was laid

Here in the death of Christ I live.

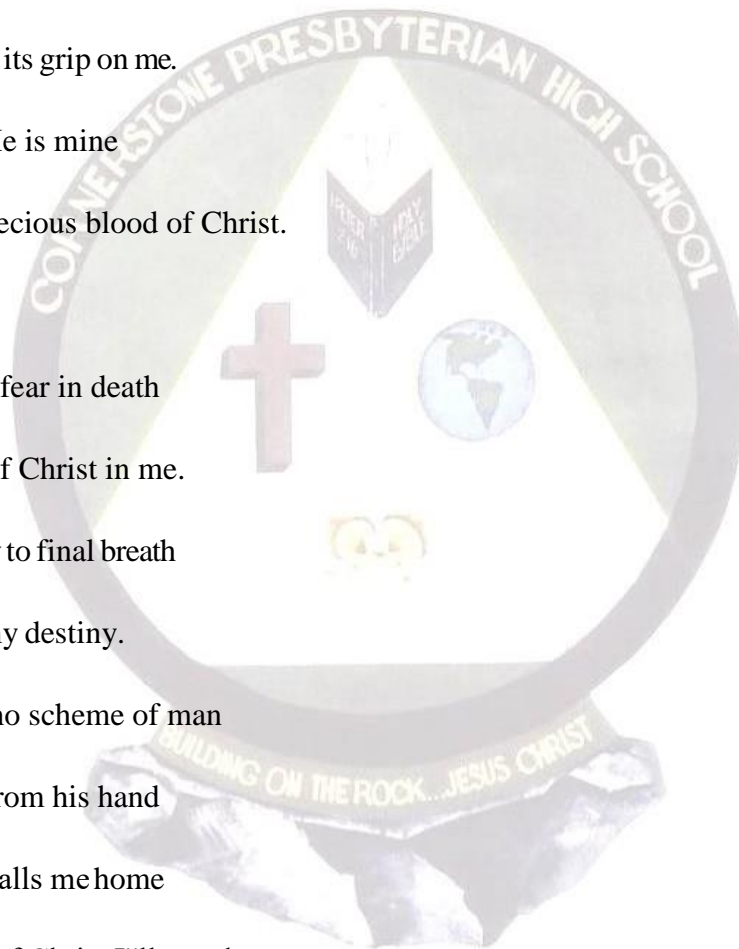


Verse 3

There in the ground his body lay
Light of the world by darkness slain
Then bursting forth in glorious day
Up from the grave He rose again.
And as he stands in victory
Sin's curse has lost its grip on me.
For I am His and He is mine
Bought with the precious blood of Christ.

Verse 4

No guilt in life, no fear in death
This is the power of Christ in me.
From life's first cry to final breath
Jesus commands my destiny.
No power of hell, no scheme of man
Can ever pull me from his hand
„Til he returns or calls me home
Here in the power of Christ I'll stand.



ORGANIZATION

Cornerstone Presbyterian High School (CPHS) has been organized as a ministry of the Presbyterian Church in Belize. We hold to the reformed teaching of Scripture which affirms that

the triune God is Sovereign King of the universe and that He has revealed Himself in creation and in the person of Jesus Christ in His Word, the Bible.

VISION STATEMENT

To inspire students to be responsible, lifelong learners and to excel using their God-given gifts.

MISSION STATEMENT

Cornerstone Presbyterian High School exists to guide, prepare and motivate students through Christ-centered education to positively impact our communities and the world we serve.

CORE VALUES

Honesty: Do all work with honesty, because we are doing it for God's glory.

Effort: Use the gifts God has given us to the best of your ability, in accordance with God's will, as a good steward.

Respect: Treat all students and staff with the respect due someone made in God's image. Treat our own and others' property with respect.

Obedience: Joyfully obey those placed in authority over us.

Integrity: Use language and display character that is moral and consistent with the Christian basis of our school.

Servanthood: Be willing to serve others just as Christ served us.

STATEMENT OF DOCTRINE

"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind."

Romans 12:2

Cornerstone Presbyterian High School holds to the doctrines of Scripture as set forth in the Westminster Confession of Faith.

WE BELIEVE THE BIBLE is the revealed, holy, infallible, and inerrant Word of God. It is our only authority for life, and is our rule of faith and practice.

WE BELIEVE GOD IS TRIUNE. Father, Son, and Holy Spirit are together one God in three distinct persons (The Holy Trinity).

WE BELIEVE GOD IS SOVEREIGN. He is the supreme ruler, absolutely in control of everything, and sustains all things by His power.

WE BELIEVE GOD IS THE CREATOR. He created everything out of nothing and created man in His own image, giving him dignity and worth.

WE BELIEVE GOD IS THE SAVIOR. Before all time, God the Father chose those upon whom He would set His special love. He then sent His son to earth to die on a cross to save those whom He chose. The Holy Spirit applies the work of Christ to all who respond by faith, indwelling them upon conversion.

WE BELIEVE MAN IS SINFUL AND SEPARATED FROM GOD. Before coming to Christ for forgiveness, man is at enmity with God, deserving eternal damnation. Every part of man is affected by sin, rendering him unable to come to God apart from the regenerating work of the Holy Spirit.

WE BELIEVE ETERNAL LIFE IS OFFERED TO ALL MEN. The benefits of Christ's death are freely offered to all, and to those who respond by faith alone, the free gift of eternal life is given.

PHILOSOPHY OF CHRISTIAN EDUCATION

The foundation for Cornerstone Presbyterian High School is the Scriptures of the Old and New Testaments, the infallible Word of God. On this basis we affirm the following principles for Christian Education.

A Christian school . . .

1. practices a life and culture of humility, prayer, and service (responsive discipleship).

DISCIPLESHIP

2. enables and empowers students to know that all things exist to glorify God who is known in and through Jesus Christ. **GLORIFY GOD**

3. teaches students by word, practice, and example that God made the world and upholds His creation; therefore, it is of essential goodness and worth. That the purpose of the Christian school is to educate children for a life of obedience to their calling in this world as image bearers of God. That this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love all people and to be stewards in their God-given cultural tasks. **SCHOOLS**

4. leads students to know that God made men and women to be caretakers of the world as His image bearers. That the primary responsibility for education rests upon Parents/Guardians to whom children are entrusted by God, and that Christian Parents/Guardians should accept this obligation in view of the covenantal relationship which God established with believers and their children. Parents/Guardians should seek to discharge this obligation through school associations and school boards that engage the services of Christian teachers in Christian schools. **PARENTS/GUARDIANS**

5. teaches students that God created a world of order, not of disorder. That in their education, children must come to learn that universe and everything in it can only be properly understood in relation to the triune God – the creator, the restorer, and the governor who directs all things to the coming of His Kingdom and the glorification of His name.

CREATION

6. enables students to understand and realize that sin darkens the hearts of human beings and their ability to perfectly understand the world. That because sin brought upon all people the curse of God - alienating them from their Creator, their neighbors, and the world, distorting

their view of the true meaning and purpose of life, and misdirecting human culture. Sin also corrupts the education of children. **SIN**

7. leads its students to understand that God, by His Holy Word, the Bible, reveals Himself; renews human beings' understanding of God, of themselves, of others, and the world; directs human beings in all their relationships and activities; and therefore guides His people also in the education of their children. **THE BIBLE**
8. teaches students that Jesus Christ is Lord of all. He is the Redeemer of and the Light and the Way for our human life in all its range and variety. Only through Him and the work of His spirit are we guided in the truth and recommitted to our original calling. **JESUS CHRIST**
9. empowers its students to know that Christ calls all members of the Christian community to serve Him together. That because God's grace covers not only Parents/Guardians and their children but also the entire community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom and the development of a civil society, it is the obligation not only of Parents/Guardians but of the entire community to establish and maintain Christian schools, to pray for them, work for them, and give generously to their support. This holds true especially for the Christian community embraced by God's covenant. **COMMUNITY**
10. helps students understand and believe that every person expresses God's image in unique ways. That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that the endowments and calling of young persons as God's image bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian. Every pupil is honored and a gifted child. The school must help the child unpack and develop his/her gifts. Some of these gifts are identified as:

- a. Linguistic: the ability to use words
- b. Logical: ability to reason
- c. Musical: having a keen ear and sense of rhythm
- d. Spatial: ability to perceive the visual world accurately
- e. Kinesthetic: having grace and agility
- f. Intra-personal: gifted at understanding others
- g. Interpersonal: having insight into oneself

PUPILS

11. leads students to understand that their purpose in life is to serve God. Service to God gives a true sense of worth, purpose, and meaning. **PURPOSE**

12. teaches students through assessment and measurement procedures and instruments that what is learned must gain its credence and value in light of God's Word. **EVALUATION**

13. has Christian teachers, who in obedience to God and in cooperation with Parents/Guardians, have the responsibility to equip students to think biblically redemptively about all of life.

TEACHERS

14. is organized and administered in accordance with legitimate standards and provisions for day schools and should be fully recognized in society as free to function according to these principles. **EDUCATIONAL FREEDOM**

PROGRAMS/SUBJECTS OF STUDY

WORLDVIEW CURRICULUM

Cornerstone's Worldview Curriculum will encourage students to view all the world through the *eyeglasses of the Word of God, to think Biblically about all of life*. The Worldview Curriculum integrates subject matter across the disciplines.

SUBJECTS OFFERED TO FIRST AND SECOND FORM

Form 1	Credit Hours	Form 2	Credit Hours
English A/Literature	8	English A/Literature	8
Mathematics	8	Mathematics	8
Integrated Science	3	Integrated Science	3
Belizean Studies	3	Belizean Studies	3
Bible	3	Bible	3
Information Technology	2	Information Technology	2
Agriculture (horticulture)	3	Agriculture(horticulture)	3
Physical Education	2	Physical Education	2
Spanish	3	Spanish	3
Elective: Music, art, drama, carpentry, culinary	2	Elective: Music, art, drama, carpentry, culinary	2
Life Skills	2	Life Skills	2
***chapel	1	***chapel	1
	40		40

SUBJECTS AND PROGRAMS OFFERED TO THIRD AND FOURTH FORM

Third and fourth form will have a common core of courses which include:

Form 3-4	Credit Hours
English A	6
Mathematics	6
Life skills	2
Bible	3
Spanish	3

Itvet trade Training	2
literature	4
***chapel	1
<p>Path 1: Academic Studies</p> <p>Students will be prepared to take appropriate CSEC/CXC and ATLIB tests in order to pursue an associate or university level degree. When possible, short business-related seminars and workshops will be included to provide a more well-rounded education.</p>	
Biology	5
Chemistry	5
Physics	5
<p>Path 2: Business Studies</p> <p>Students will be prepared to take appropriate CSEC/CXC tests in Business Studies in order to pursue higher education in business or set up and run a small business using the vocational and business skills learned. A strong component of this path is the hands on involvement in the management of a small business enterprise on campus.</p>	
Principles of Accounts	5
Principles of Business	5
Economics	5
<p>Path 3: General Studies</p> <p>Students will be prepared to take appropriate CSEC/CXC tests Office Administration, Information technology and Social studies in order to pursue higher education in business area, Information technology and social studies areas.</p>	
Office Administration	5
Information Technology	5
Social Studies	5

ESTABLISHMENT AND CIRCULATION OF SCHOOL RULES AND REGULATIONS

Cornerstone Presbyterian High School has established and circulated rules and regulations governing the responsibilities, behavior and dress of students. Such regulations shall dictate the behavior, dress, and responsibilities of students while at school but may also impose school-related responsibilities and dictate general deportment while not at school.

SCHOOL RULES AND REGULATIONS ORIENTATION

On the first day of the school year, all new students and their parents/guardians must attend an orientation meeting. During this meeting the standards and expectations of the school will be presented. (See Appendix 1 for “Rules at a Glance.”)

PARENTAL/GUARDIAN/STUDENT COMMITMENT CONTRACT

By registering a student at Cornerstone Presbyterian High School, parents/guardians/students provide their initial agreement to abide by the Rules and Regulations of the school.

At the beginning of the school year, parents/guardians will receive a copy of the Student Handbook. After carefully reading of the handbook, parents/guardians must sign the commitment contract (See Appendix 2). If for some reason parents/guardians do not agree with rules and regulations and as a result are unable to sign the commitment contract, they will be required to withdraw their child from the school.

STUDENT CONDUCT OFF CAMPUS:

While it is clear that the conduct of Cornerstone Presbyterian High School students off campus is the direct responsibility of the Parents/Guardians, not the high school, it is also clear that improper or illegal behavior off campus may seriously impact the reputation and witness of the high school. It is to that end that Cornerstone Presbyterian High School reserves the right to discipline or expel students involved in serious unethical or illegal behavior off campus.

Section II: Students' Behavioral Expectations



BEHAVIORAL EXPECTATIONS GENERAL GUIDELINES

All students at Cornerstone Presbyterian High School regardless of age, including students who are over (18) eighteen years of age, are required to comply with all rules and regulations found in this Student Handbook.

The school requires its students to reside with parent(s) or approved guardian(s) while enrolled in this institution.

In the event of overt immoral misconduct, which includes but is not limited to abortion, social media posts, public display of affection, fornication, theft, conviction of a crime, being under the influence of any drug or alcohol, drug trafficking, living in common law relationship, being in possession of weapon, etc. which brings disrepute/ discredit upon the institution and is not in conformity with the philosophy of the school, the sanction will be determined by the **Board of Directors, with the maximum penalty being EXPULSION.**

I. ATTENDANCE POLICIES AND PROCEDURES

STUDENT ATTENDANCE

Attendance is primarily a PARENT/GUARDIAN responsibility. Parents or guardians must ensure that students attend school and all school activities and arrive on time.

THE SCHOOL ENDORSES 100% ATTENDANCE. ANY ABSENCE WILL NEGATIVELY AFFECT PERFORMANCE.

ABSENCES

Maximum Number of Allowable Absences: 18 days.

Students are required by the Government of Belize to be in school at least 90 percent of the academic year. This means that students who miss more than 18 days out of the 180 day school year Will be asked to withdraw or if it is almost to the end of the school year the students Will NOT be promoted to the next grade or allowed to graduate. Exception may be made for legitimate cases of leave due to serious illness and/or accidents.

Policies with Regards to Kinds of Absences

1. Absence Due to Illness: The following policies should be adhered to:
 - a. One or two-day absence: Absences of one day or two consecutive days requires no medical certificate.
 - b. Three or more-day absence: Absences of three consecutive days or more require a medical certificate from a Medical Practitioner or where such services are not obtainable, from a Health Practitioner or Pharmacist in the region.
2. Absence Due to Urgent Private Affairs: Absence due to private affairs is highly discouraged. Only those private affairs considered urgent by the Principal will be excused – all others will be considered unexcused.
3. Absence Due to Death:
 - a. Death of immediate family may require an extended absence - 5 days maximum. Immediate family includes father, mother, sibling, or the person directly responsible for the student.
 - b. Death of a relative (other than immediate family) or close friend – 1 day maximum.

Parental/Guardian Responsibilities

Important Note: Parent/Guardian neglect of responsibilities may result in the student's poor performance resulting in failure of the school year and/or withdrawal of the student from school.

1. To the best of the parent's/guardian's ability, ensure that the student is in school at ALL times.
2. On the day of any absence, the parent or guardian will call or text the school between 7:30 and 10:00 a.m. to inform school of child's absence.
3. Upon the student's return to school after an absence, the parent will provide the student with a note fully explaining the absence. If required, the medical certificate is attached to the note.

Sample Note :

Date: _____

Dear Principal,

This note serves to inform you that my son/daughter, Child's name was absent on the date because he/she specific reason for absence.

Sincerely,

Parent's/guardian's signature

Parent's Phone number

- 4 A parent letter and/or conference will be called:
 - a. When Parents/Guardians fail to inform the school of absences or lateness.
 - b. When a student has been late three (3) times.
 - c. When a student has been absent for four (4) days.
 - d. When a student is repeatedly absent or late with or without legitimate excuses.

Student Responsibilities

Note: Students will be penalized for not abiding by the student responsibilities.

1. Upon return to school after an absence, the student must present a note from parent or guardian to the office before 7:45A.M.
2. At the office, the student will receive an admittance slip and present that admittance slip to the homeroom teacher and all subject teachers during the process of the day.
3. At the end of the day at chore time, present the admittance slip back to the office
4. Consequence for Students failing to Carry Out Their Responsibilities
 - a. Failing to Report On Time: One demerit and a ½ hour ICS
 - b. Unexcused Absence: One demerit and a ½ hour ICS.
 - c. Failing to Bring a Note or medical certificate:
 - i. On the first instance, the student will be given One demerit.
 - j. On the second instance, the student will be given two demerits
 - k. On the third instance, the student will be given three demerits and parent will be notified through a call.

PARTIAL DAY ABSENCE:

1. The Student leaves parent's note signed by parent or guardian in the school office by 7:45 a.m., stating the reason and time of departure.

Sample note:

Date: _____

Dear Principal,

This note requests permission for my son/daughter, Child's name to leave at time because he/she specific reason for absence.



Sincerely,

Parent's/guardian's signature

Parent's Phone number

2. Before the student leaves the campus, he/she must pick up a **departure note** from the office and take it to homeroom teacher who in return records partial absence on the register.

Sample note:

 **Cornerstone Presbyterian High School**
741/2 Miles Philip Goldson Highway
P.O. Box 232
Corozal District
Belize, Central
America 634-5200
Departure Note # _____ 

Date: _____

Dear Homeroom teacher's name,

This note serves to inform you that student's name has been granted permission to leave at time because he/she specific reason for absence.

Sincerely,

Secretary's signature

LATE/TARDY

Being on time is a sign of respect and consideration for classmates, teachers and school. When possible, Parents/Guardians should call/text to inform school of student's lateness/tardiness.

Student's responsibilities when late/tardy are:

1. Students who are late must immediately report to the office to obtain a slip to be admitted to class. If the student does not report immediately or if the tardy is not excused, the student will receive one demerit.
2. The second time a student is late (unexcused lateness) he/she will receive 2 demerits.
3. The third time a student is late (unexcused lateness) he/she will receive 3 demerits.
4. Students coming late for chapel must immediately report to the office after chapel. If the student does not report immediately or the late is not excused, the student will receive one demerit.
5. Students are to present late slip to teacher, who records student's lateness on ~~the~~ register.
6. If a student is recorded as being late 3 times, a parent-conference will be called. Failure of a parent or guardian to come to the parent-conference will mean that the student will be expected to remain home until the parent comes in.

FULL-DAY OR PARTIAL-DAY TRUANCIES

Truancy is the act of the student staying away from school without reason or permission from parents/guardians or principal.

First instance of truancy, the student will be placed on a one-week academic detention to make up for the lost day.

A second truancy (full-day or partial day) will result in a parent/guardian conference to address the issue.

A third truancy will result in the student being placed on contract.

Note: The student will not be given make up tests given on the day he/she cuts from class. He/she will not receive credit for any assignment due on the day he/she cuts off from class.

Note: Under no circumstance are students to dismiss themselves.

EXAMINATION ABSENCES

Make-up examinations will only be given in cases of emergency and serious illness.

Arrangements for make-up must be made with the principal for make-up examinations. No student personal business, such as but not limited to, visa interviews, employment interviews, and doctor or dentist appointments should be planned for Review Week and Examination Week.

NOTE ABOUT ABSENCES AND CLASS WORK MISSED

Students have three (3) school days after the absence to make up all work. Failure to do the work satisfactorily may result in academic failure. Tests are taken the day after a student returns from being absent.

CONSEQUENCE OF FALSIFICATION OF NOTES AND /OR MIREPRESENTATION BY TELEPHONE OR IN PERSON

Forging a parent's or guardian's signature on a note, altering a note in any way or having someone else make a telephone call in which the caller falsely claims to be a parent or guardian are dishonest. The parent/ guardian will be notified and the student will be immediately placed in behavioral contract. If it happens a second time the student will be suspended.

II. DRESS CODE

UNIFORMS – THE EXPECTATIONS

Boys:

The required uniform for boys is white shirts with epaulets, navy blue pants, black leather belt, and black shoes. The epaulet must be properly attached. The shirt should not be too tight and must be of sufficient length so that it does not become untucked. In addition the sleeve should be of regular length.

If a male student's shirt is too tight, short, or the sleeve is too short, the principal will send a letter to the parents asking them to replace or alter the shirt.

The boy's pants material should not fade excessively. If a student's pants become too faded, the principal will send a letter to the Parents/Guardians asking them to replace the pants.

Girls:

The required uniform for girls is white blouses with tie, Marino plaid skirt/shorts that are below the knee, white socks, and black shoes.

The girl's uniform shirt should not be too tight and must be of sufficient length so that it does not become untucked. In addition the sleeve should be of regular length. If a female student's shirt or skirt is too tight or too short, the principal will send a letter to the parents asking them to replace or alter the shirt.

Detailed standards for uniform preparation will be made available at registration.

Parents/Guardians must take CAREFUL NOTE of the following so as to not incur any additional uniform expenses:

UNIFORMS – PHYSICAL EDUCATION

A special uniform composed of a t-shirt, shorts, socks, and athletic/tennis shoes is required for Physical Education classes (Form 1 and 2 only). For identification of uniform, student should attach/write their name on the tag or on the inside hem. When uniforms are lost or misplaced, student must purchase a new uniform available at office.

UNIFORMS – ACCEPTABLE DEVIATIONS FROM THE EXPECTATION

From time to time there are legitimate reasons for deviation from the expected dress-code. If this is the case, the student must immediately present to the office a **parent-signed note** explaining

the deviation from uniform. Deviation from uniform means that students come in school T-shirt and school uniform pants or skirt.

Deviations are the exception to the rule; therefore, constant (2 times a month) deviations will not be tolerated. Constant deviation will result in the consequences stated in the policy “Uniforms – Consequences for Inappropriate Use.”

UNIFORMS – NOTES ABOUT MAKEUP, HAIR STYLES, AND JEWELRY

Makeup

No makeup is permitted except at special occasions determined by the Principal.

Casual Day is not considered a special occasion; therefore, regular school rules apply.

Hairstyles

No fancy hairstyles, no spikes, or unusual haircuts are permitted. Boys may use a minimal amount of gel for normal hairstyles. The boy’s hair length should not touch or just barely touch the shirt collar. Dyed hair is not allowed. Boys are not allowed to have pony tails, pigtails or braid of any kinds.

Boys and girls’ hair should be neatly groomed

Jewelry

Girls are permitted one pair of STUD/BUTTON earrings, one normal necklace (placed inside the shirt) with or without a normal-sized pendant, one ring (finger), and one bracelet.

Boys are not permitted to use earrings. They are permitted one normal necklace (placed inside the shirt) with or without a normal-sized pendant, one ring (finger), and one bracelet.

Any makeup or extra jewelry will be confiscated and logged in a log book of confiscated items. Students have the responsibility to inform the parents/guardian of any items confiscated.

UNIFORM: INAPPROPRIATE USE

The following is a list of the most common inappropriate uses of the uniform that will not be tolerated. The rules will be enforced the moment the student enters the school the grounds.

Item Inappropriate Use for Boys

Pants	Saggy and/or too large, too tight, torn at the end of the pant leg, torn
Belt	Other than black leather belt, no belt
Shirt	Too tight, too small, too short, not tucked in properly, not buttoned properly and therefore exposing the T-shirt
T-shirt	With markings or other than white
Shoes	Anything other than black shoes for classes. Having no athletic/tennis shoes for P.E. class.
Epaulettes	No epaulette, incorrect epaulette (wrong form or no white ribbon, not sown to shirt.)
Hairstyle	Fancy, spiked, overly gelled, streaked, too long, other than normal hair color, braids, ponytails, covering eyes
Jewelry	Anything other than the approved
Others	Anything that is not part of uniform – pocket chains, handkerchiefs around neck or wrists, body rings of any type other than finger, etc.

Item Inappropriate Use for Girls

Skirt	Too tight, torn, too short, on the knee or above the knee
Shirt	Too tight, too small, too short, not tucked in properly not buttoned properly and therefore exposing the T-shirt
T-shirt	With markings or other than white
Ties	No tie, incorrect tie (wrong form), not properly attached to shirt.
Shoes	Anything other than black shoes for classes. Having no athletic/tennis shoes for P.E. class.
Make-up	Use make-up, nail polish
Hairstyle	Fancy, spiked, overly gelled, streaked, other than normal hair color, loose hair covering eyes.

Jewelry	Anything other than the approved
Others	Anything that is not part of uniform – pocket chains, handkerchiefs around neck or wrists, body rings of any type other than finger, etc.

Many of the problems above could be easily fixed by simple OBEDIENCE to the dress code. We desire to see students dressed as responsible-looking citizens

UNIFORM: CONSEQUENCES FOR INAPPROPRIATE USE

All issues of uniform (including physical education uniform and casual day issues) will be forwarded to the Principal or a person designated by the Principal.

The following process will be followed:

1. **FIRST INFRACTION**- one demerit plus student will be asked to rent a shirt or p.e. pants
2. **SECOND INFRACTION**- parent-conference plus 2 demerits
3. **THIRD INFRACTION**- behavioral contract because of defiance+ 3 demerits

This decision applies at all times (even exam time), especially on-campus, when the student is representing the school. Although this is difficult to enforce off campus, we ask the parent/guardian ensure that the child leave home in the morning properly dress and arrive at home in the afternoon properly dressed.

CASUAL DAY

- Casual days are usually used as fundraisers for the various forms, special activities, or special projects. They usually occur on Thursdays.
- Students **MUST** wear the School T shirt and a jeans pants or skirt. They are to dress neatly, appropriately, and modestly - no mini-skirts, no see-through material, no clothing with inappropriate pictures or words, no torn shirts or pants. Three-quarter pants or capris are acceptable. Unless authorized by the Principal, students should continue to follow the standard with regards to make-up, jewelry, and earrings.
- Not complying with the above dress code will result in 2 DEMERITS OR exclusion for ICS.
- When announced by the Principal, students may properly use caps and sunglasses on casual days. Students may not use caps and sunglasses in the classroom. For fundraisers, an additional fee may be charged for the privilege of using caps and sunglasses.

BOOKS

Books rented from the school are to be considered school property. It is expected that these books are to be kept covered and well maintained. No writing must be done in these books. A FEE of \$25 will be charged for books that are damages.

FACULTY ROOM

Students are not permitted in the faculty room. If a student needs to see a teacher , the student is to ask the secretary/or another teacher for the teacher they wish to see.

ELECTRONIC EQUIPMENT/DEVICES

Cell Phones (Exception to the Policy)

- In extraordinary circumstances, a written request to the Principal may be made by parents/guardians seeking permission for their child to bring a cell phone/electronic device to school. The request must clearly state reasons. If granted permission, the parent will sign a contract.
 1. The student must leave the cell phone/electronic device at the office during regular school hours for a minimal fee of \$5.00 per month or \$1.00 per day.
 2. Students must immediately bring cell phones or electronic device to the office and log it with the secretary before going to class.
 3. Students will retrieve it after their chores and before they leave the campus.
 4. When used during school hours, the secretary/designated person will dial the number and make the initial communication to confirm the call's legitimacy and then pass it on to the student.
 5. Failure to comply should you bring your electronic device will result in confiscation of the device. (refer to consequence of confiscation of devices)

OFFICE TELEPHONE

The telephone is for the exclusive use of the Office and school-related business. Permission must be obtained from the Principal, to use the telephone. If the phone is used for personal use, the

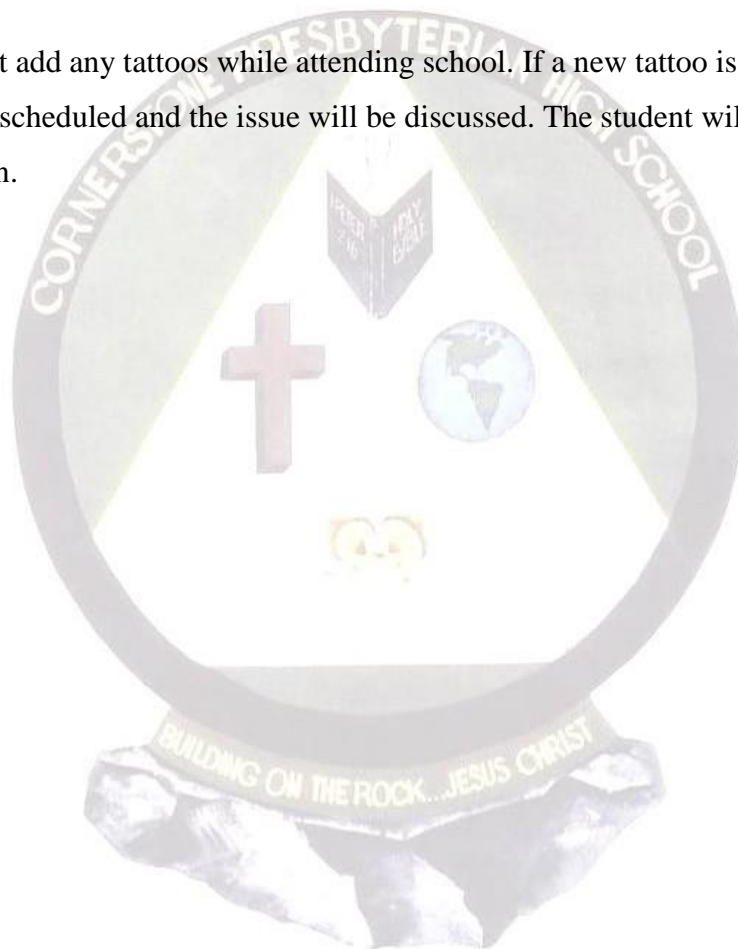
secretary will dial the number and make the initial communication. The student will pay \$1 for the call. Personal calls should be kept to a bare minimum. No credit for calls given.

The school will attempt to communicate with Parents/Guardians in the most economical fashion possible.

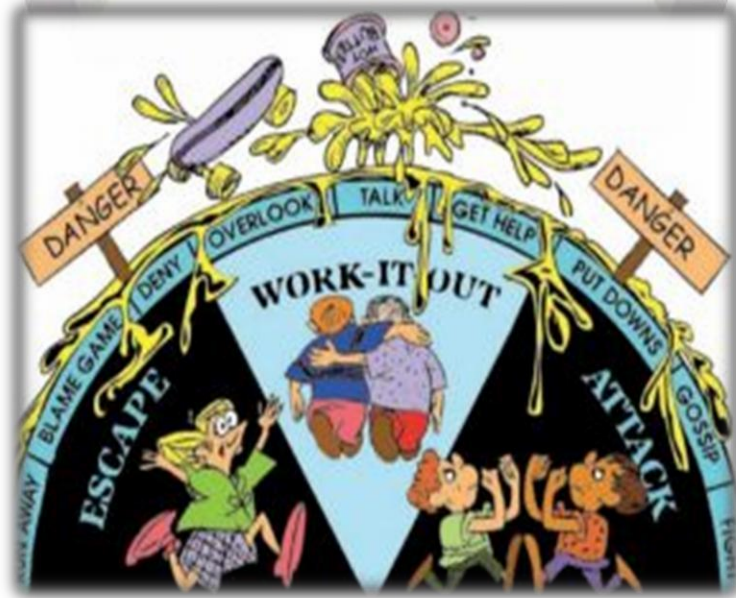
TATTOOS

Tattoos are highly discouraged. Students should report any tattoos on their first registration day. If the student has a tattoo, he/she should keep it covered.

Students should not add any tattoos while attending school. If a new tattoo is added, a parent conference will be scheduled and the issue will be discussed. The student will serve a five-day working suspension.



Section III: Consequence and Policies for Misbehavior



CONDUCT AND DISCIPLINE

“Obey them that have rule over you, and submit yourselves.” Hebrews 13:17a

PHILOSOPHY OF DISCIPLINE

Cornerstone Presbyterian High School is committed to a form of discipline that seeks to bring the student to a clear recognition of wrongdoing, and the underlying heart issues, in an effort to bring about repentance and a lasting change in the life of the student.

Cornerstone Presbyterian High School, following a Biblical model of discipline (Matthew 18:15-20), shall punish willful disobedience with measures appropriate to the misdeed. These measures may include the demerit card system, restorative circles, work detention (ICS), in-school and out of school suspension, and expulsion. All care shall be taken to treat each student with the respect and dignity due someone made in God’s image. In all incidents of serious punishment a meeting with Parents/Guardians will occur and a report will be filed with the school board.



MODEL FOR DEALING POSITIVELY WITH CONFLICT

Cornerstone Presbyterian High School uses the Slippery Slope Model and restorative practices to deal positively with conflict. The model aims to help students understand what conflict is and how they can respond. It presents the “slippery slope” of conflict. “Work-it-out” responses make for peace and stand in contrast to “Attack” and “Escape” reactions

that destroy relationships.

I. POLICIES FOR DEALING WITH EVERYDAY BEHAVIOR

POSSIBLE SITUATIONS RESULTING DEMERITS, AND/OR IN-SCHOOL COMMUNITY SERVICE (ICS)

The following situations may result in demerits, and/or In-school Community Service (ICS). This list is not to be considered comprehensive. Under normal circumstances an ICS of one-half (1/2) to one (1) hour would be assigned. For repeated offences and offences deemed more serious, an ICS of more than one hour may be assigned.

II. DEMERIT CARD SYSTEM EXPLANATION

All students are provided with a demerit card or “conduct card” (with 25 numbers on it) at the beginning of the school year. The demerit card is for minor offences. Students must always be in possession of this card. Any teacher may ask for the card and may issue a demerit for failure to comply with any of the established rules and regulations of the high school. Whenever a teacher asks for the demerit card, the student must present the demerit card immediately.

NOTE: A code has been provided in the CENTER COLUMN. When reviewing your child’s demerit card, note the code for which your child received a demerit.

OFFENSES CODE CONSEQUENCE

Offence	Explanation	Code	Consequence
ABSENCE:	failure to follow proper procedures; unexcused absences, failure to bring an absent note (excused or unexcused)	A	1 (ICS for Repeated Offense)
ASSIGNMENTS/HOME WORK	failure to do assignments; incomplete homework	B	1 (ICS for Repeated Offense)
BOOK/EQUIPMENT/MATERIALS	failure to have required items for effective study and participation	C	1 (ICS for Repeated Offense)

			Offense)
DEMERIT CARD	Failure to present demerit card upon request, loss of demerit card	D	1 (ICS for Repeated Offense)
DISHONESTY	dishonest actions such as lying, cheating, copying, plagiarism, or forgery	E	2 (ICS)
DISOBEDIENCE:	acts of out-right disobedience	F	2 (ICS)
DISRESPECT FOR PROPERTY	destruction, vandalism, or abuse of school property or other's property, inappropriate graffiti	G	2 (ICS)
DISRESPECT TO PEOPLE	disrespect to authorities, principal, teachers, students, visitors, etc.; bullying	H	2 (ICS)
DISRUPTION	disruption in or out of the class	I	1 (ICS for Repeated Offense)
DUTIES (DISCIPLINE)	Failure to carry out expected ICS (JUGS) at assigned time	J	1 (Additional ICS)
DUTIES (NORMAL):	Failure to carry out expected duties or practical work (after school chores , class clean-up , etc)	K	1 (ICS for Repeated Offense)
ELECTRONIC DEVICES	failure to follow proper procedures with regards to electronic devices such as but not limited to cell phones, MP3 players, iPod, iPads, and computers	L	2 (ICS for Repeated Offense)
ENGLISH:	continual failure to communicate in English when required	M	1 (ICS for Repeated Offense)

FOOD/ BEVERAGES/GUM:	consumption of food/beverages, gum in prohibited areas	N	1 (ICS for Repeated Offense)
LATENESS	unexcused lateness to school/class/homeroom/ etc., failure to follow proper procedures	O	1 (ICS for Repeated Offense)
OBSCENITIES/Vulgari- ties	Use of obscene language or material, taking God's name in vain, vulgarity in speech or actions	P	2 (ICS)
OFFICIAL NOTES:	Failure to deliver or return official school notes/letters	Q	1 (ICS for Repeated Offense)
OFF-LIMITS	In areas considered inappropriate	R	1 (ICS for Repeated Offense)
RELATIONSHIPS	Pairing off, sexual misbehavior, inappropriate relationships, inappropriate conduct	S	2 (ICS for Repeated Offense)
UNIFORM:	Inappropriate or unkempt use of uniform, P.E. uniform and casual wear, gang or cultic insignias, new tattoos	T	1 (ICS for Repeated Offense)

CONSEQUENCES OF DEMERITS

At five demerits a work detention (ICS) will be given. A work detention (ICS) is one hour in length. A first warning slip* will be sent home to Parents/Guardians as Warning #1.

At ten demerits another work detention will be given. A second warning slip* will be sent home to Parents/Guardians as Warning #2.

At 15 demerits, another work detention will be given. A first parent letter* (Letter #1) requesting a parental conference will be issued.

At 20 demerits, another work detention will be given. A second parent letter* (Letter #2) will be issued.

At 25 demerits, a third parent letter* (Letter #3) notifying the Parents/Guardians of the suspension dates and requesting a conference will be issued. The student will be issued a new demerit card.

* All warning slips and parent letter must be signed and returned to the Office.

The student will be issued a new demerit card at the time that the student is informed of the in-school suspension. Only in the case of a demerit suspension will the office issue a new demerit card (\$5 charge).

Loss of Demerit Card

If the student loses his/her demerit card or if the demerit card is excessively damaged, the student will pay \$5 for a new one. (\$10 after the first replacement)

III. DISRUPTIVE CONDUCT

Conduct which interferes with the educational process including insubordination is considered serious. The student may be issued a jug, placed on Disciplinary Probation (Behavioral Contract), and or suspended

IV. DISCIPLINARY PROBATION (behavioral /academic contract)

The probationary period is for the duration of a mid-semester. At the end of the probationary period, if appropriate the student will be removed from disciplinary probation.

Students who are on behavioral or academic probation or both and who continue to perform poorly and persist in their misconduct will be asked to withdraw.

V. CONSEQUENCE FOR SERIOUS OR REPEATED MISBEHAVIOR

At Cornerstone Presbyterian High School, there are six basic measures to deal with misbehavior

1. Parental Conferences for Academic and/or Discipline Issues
2. In-school Community Service
3. Detention for Academic Negligence
4. Exclusion
5. Suspension
6. Expulsion

Behavior (discipline) will be monitored using a demerit system or some other type of appropriate system.

1. PARENTAL CONFERENCES FOR ACADEMIC AND/OR DISCIPLINE ISSUES

A parental conference will be called to discuss the student's academic and/or discipline issues and agree on measures to correct the issues. Parental conferences are NOT optional. When the parent/guardian does not present him/her for the parental conference, the student will be sent home and will not be able to attend school until the parental conference is carried out.

2. IN-SCHOOL COMMUNITY SERVICE (ICS)

In-school Community Service (ICS) is a job given to students as a result of behavior problems. A job is defined as a task that would benefit the school and school community. ICS are usually assigned after 3:00 P.M. ICS vary in duration. (See Appendix 1 for situations receiving an ICS.)

3. DETENTIONS FOR ACADEMIC NEGLIGENCE

A detention is given to a student as a result of academic negligence. The detention may vary from 15 minutes to 40 minutes and may be served during breaks, lunch period or after school. When served after school, the detention will not go beyond 3:40 P.M.

4. EXCLUSION

The student is not allowed in class for a day or two or for an indefinite period, usually the remainder of the school year. A student who has been excluded for an indefinite period may re-enter on application at the beginning of the next school year, but admission will depend on

availability of space and whether or not the offender has shown evidence of rehabilitation. Admission is, therefore, not automatic. Two exclusions will be weighed as one suspension.

5. SUSPENSION: IN-SCHOOL COMMUNITY SERVICE

Suspensions (In-school Community Service Suspension) are given for a number of different offenses. See Appendix 3 for the details of the in-school community service suspension. The maximum number of suspension in one school year is **one**. A **second** suspension is considered an expulsion. Each school year the student will begin with a clean record.

A suspension is defined as a five (5) days of in-school community service (tasks that benefit the school and school community) at Cornerstone's campus. Under special circumstances and as deemed necessary by the Principal, a student may serve out-of-school community service under the supervision of parent/guardian or some other agreed-upon supervisor.

Notes about School Work and Suspensions

A student is **REQUIRED** to remain on task, conduct him/herself well, and complete satisfactorily **ALL** of the tasks assigned by the supervisor during the suspension. Failure to remain on task, conduct them well, or complete task satisfactorily will result in an additional day(s) of suspension.

A students will be given time in the suspension schedule to ask teachers for assignments.

A students has three (3) school days after the suspension to make up all work. If the work is not completed or not completed satisfactorily by the student, a letter will be sent home informing and inviting the parent/guardian for a conference. Student **MUST** do the work. Not completing the work is **NOT** an option. Failure to do the work satisfactorily may result in failure to pass the subject.

Notes about Suspension near the End of Semester or School Year

In order to diminish the effects of the suspension on academic performance, the following policies will be followed:

No suspensions will be served during the review week or exam week of the either first or second semester but rather will be postponed until the first week after examination week.

In the case of a first, second, or third form student who serves a suspension after the second semester examination, he/she will not receive the report card or be able to register until the suspension is served.

In the case of a fourth form student who serves a suspension after the second semester examination, he/she will not receive the diploma until that suspension is served.

Note: Students who are suspended are automatically placed on Disciplinary probation for the duration of the semester.

6. EXPULSION

Permanent cancellation of tenure with no possibility for re-admission.

In the pursuit of discipline the principal will encounter misconduct of diverse varieties and to varying degrees. The principal will attempt to deal with such behaviors and impartially hand out penalties that get progressively harsher in order to deter their re-occurrence.

As a last resort, the Managing Authority will hand out the ultimate penalty to students after exercising due process.

If the student is at school, he/she will be kept on campus until the end of the day during which time the parent/guardian will be informed by phone or note and asked to come in by the start of the next school day. If safety or security of personnel or property is endangered, the police may be called to escort the student off the campus.

The Principal/Vice-principal for discipline will submit to the Parents/Guardians a written statement of the rule(s) violated and the penalty of expulsion. In addition, a written report documenting the nature of the incident(s) shall be immediately sent to the District Education Officer.

VI. POLICIES FOR SERIOUS MISCONDUCT

1. BULLYING, INTIMIDATION, AND HARASSMENT

The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes

direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. It also includes the use of social media to bully, intimidate, and harass.

- Any student who engages in bullying will be subject to disciplinary action ranging from suspension to expulsion.
 - Students are expected to immediately report incidents of bullying to the principal or any member of staff.
 - Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
 - If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.
1. Any student found guilty of bullying, intimidation, and harassment will be subject to the following:
 - a. First offense: Parental conference plus suspension (expulsion may happen)
 - b. Second offense: Second suspension (expulsion)

CRIMINAL CHARGE

A student who is charged with a criminal offense must inform school's administration and the matter will be referred to the Board of Directors. Failure to report may result in the exclusion of the student.

- a. First offense: Parent conference and Suspension or expulsion may happen
- b. Second offense: Expulsion

2. DRUG USE AND ABUSE

The abuse and use of illicit drugs, tobacco and alcohol among high school students is insidious and represents a serious threat not only to the welfare, health and academic life of the individual student who abuses these drugs, but also threatens the fabric of discipline of the institution which is placed at risk by the occurrences of illicit drug possession, abuse, or trafficking by an individual or individuals within the institution (whether student or teacher). The school reserves the right to request a supervised medical test from a laboratory of any student suspected of using illicit drugs.

The Managing Authority, Principal and Staff of Cornerstone Presbyterian High School expect and demand as a basic principle, that all students refrain from using illicit drugs, tobacco and alcohol on or off campus. The Principal and staff of Cornerstone Presbyterian High School will endeavor to provide for all students all the information required to empower students to refrain from the use/abuse of illicit drugs, tobacco and alcohol.

Drugs include tobacco, alcohol, illegal drugs such as marijuana, crack, cocaine, etc. and non-prescribed drugs.

1. A student shall not (a) possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, cocaine, controlled substance, alcoholic beverage, anabolic steroids, or other intoxicants; (b) be in possession of any drug or alcohol paraphernalia; (c) be in possession of any substance represented to be one of such prohibited substance or paraphernalia:

- a. On the school grounds during or immediately before or after school hours;
- b. On the school grounds at any other time when the school is being used by any school group;
- c. And at any school-sponsored activity, function, or any Ministry-sanctioned event wherever these are held on or off campus.

2. A student shall not consume any quantity of tobacco, alcohol or illegal substance on or off the school campus at any time.

3. Use of drug authorized for the student by a medical prescription from a registered physician and taken by the student according to the prescribed directions shall not be considered a violation of this policy. All prescription drugs shall be kept in their original container.

Disciplinary Measures for Drug Use and Abuse

The Principal and staff of Cornerstone Presbyterian High School will provide student assistance as far as possible in the form of counseling and/or disciplinary measures as preventative and/or deterrent procedures in the case of possession and/or use as a first-time offense according to the discretion of the Managing Authority and bearing in mind the welfare of the individual student.

For any major offense or any felony as defined by the Criminal Code of Belize, done on or off campus, the student will be liable to the following:

- a. First offense: Parent conference and Suspension or expulsion
- b. Second offense: Expulsion

In every case, Parents/Guardians will be consulted. Students are required to undergo counseling. The school reserves the right to report any case possession, use or abuse of drugs to police.

A. General

1. Cornerstone Presbyterian High School is not equipped to deal with drug dependent students. Such students must withdraw from the school. The school will assist in these cases to identify and use rehabilitative options wherever these may exist.
2. A student who attends school or a school event under the influence of such substances shall be liable to mandatory counseling, suspension or expulsion from school.
3. Students who are arrested by the police for use of, possession of/or trafficking in illicit drugs off campus will be subject, at the discretion of the Managing Authority, to disciplinary measures and/or counseling assistance depending on the gravity of the case and the judgment of the court. Such students are liable for suspension or expulsion from school.
4. The sale, possession, or use of drugs is strictly prohibited on school property or at school functions and will result in mandatory counseling, suspension or expulsion from school.

B. Possession/Use of Tobacco, Alcohol or Illegal Drugs Off Campus

1. If a student is found in possession of or consumes drugs, the student will, in the first instance, be called together with his/her Parents/Guardians. The student may be given a five-day suspension or expulsion.. Students will be required to seek counseling and attend NDACC sessions. Failure to seek counselling and attend NDACC will result in the exclusion of the student

2. If there is a second offense, the student will be referred to Board of Directors. The student will be liable to an expulsion from school.

C. Trafficking of Drugs

1. Any student caught trafficking drugs will be automatically suspended for an indefinite period of time pending the decision of the Managing Authority. The matter will be reported to the police forthwith. Such a student is liable for suspension or expulsion. In every case Parents/Guardians will be duly informed. Students will be required to seek counseling and attend NDACC sessions. Failure to seek counselling and attend NDACC will result in the exclusion of the student

D. Search Policy

As a preventative measure and a deterrent, and also to ensure the safety of all students and staff, random, routine and individual searches will be conducted throughout the school. These searches will include the contents of school bags, desks, lockers, students' pockets and footwear.

If any student is found in possession of illegal item(s), the matter will be reported to the police and parent will be duly informed.

E. FIGHTING

Any student who exhibits signs of violent behavior on campus will be reported to the Principal who will initiate a program of assistance through in-school mentoring and/or outside counseling. Parents/Guardians will be informed.

1. Any student found guilty of fighting (violent behavior) will be subject to the following:
 - a. First offense: Parent conference plus Suspension for five (5) days + placed in disciplinary probation
 - b. Second offense: Expulsion from school.
2. In every case, Parents/Guardians will be informed and/or parental conference called.

F. OUTRIGHT DEFIANCE

Most outright defiance qualifies as insubordination, the open or persistent defiance of authority and/or school rules and regulations and/or reasonable requests of school employees.

It includes physical and verbal intimidation and/or threats and obscene or abusive language or recognizable derogatory gestures. It also includes but not limited to more subtle defiance such as repeated inappropriate uniform issues, repeated possession of prohibited items such as cell phones and other electronic devices, repeated neglect of practical work (chores).

1. Any student involved in outright defiance will be subject to the following:
 - a. First offense: Suspension for five (5) days plus placed in disciplinary probation
 - b. Second offense: Expulsion from school.
2. In every case, Parents/Guardians will be informed and/or parental conference called.

G. PAIRING OFF/INAPPROPRIATE SEXUAL BEHAVIOR

The school does not allow romantic/amorous relationships on campus.

1. Any student involved in a romantic/amorous relationship on campus will be subject to the following:
 - a. First offense: Parent conference

- b. Second offense: Suspension for five (5) days plus placed in disciplinary probation
 - c. Third offense: Expulsion from school.
2. In every case, Parents/Guardians will be informed and/or parental conference called.

Neither does the school allow any students to be involved in any sexually stimulating activity on campus.

1. Any student involved in any sexually stimulating activity on campus will be subject to the following:
 - a. First offense: parent conference plus Suspension for five (5) days
 - b. Second offense: Expulsion from school.
2. In every case, Parents/Guardians will be informed and/or parental conference called.

Students with visible vamps/hickey will be sent home until the mark(s) disappear.

Parents/Guardians will be informed and the student will be given 2 demerits.

H. PARENTING

Students are required to be living under the proper guidance and supervision of parents or guardians as long as they are students at Cornerstone Presbyterian High School.

1. Any student who moves out from his parent/guardian's home to go live with the his/her boyfriend/girlfriend house must withdraw from school or will be expelled from school.
2. Students who are boyfriend/girlfriend and are living together in the same house must withdraw from school or will be expelled form school.
3. Any student who becomes pregnant or is responsible for a pregnancy while registered as a student must withdraw from school or will be expelled from school.
4. A student who commits an abortion may be expelled forthwith whenever the information surfaces provided that there is concrete proof thereof.

I. PORNOGRAPHY

While we understand that it is normal for teenagers to seek information about sex and to have a curiosity about the naked human body, we also feel the need to set limits with regard to what is acceptable in the context of a school. As such the following limits have been set:

- The use of the school's computer network for sourcing, copying, distributing, emailing and/or storing sexually explicit material and/or naked images is prohibited.
- The possession, selling and/or distribution of sexually explicit material and naked images at school are prohibited.
- The public display of naked and/or sexually explicit images on the covers of books and files, on screensavers or as computer wall-paper is not permitted.
- Storing sexual explicit and/or images and video clips on a laptop computer which is brought to school is prohibited.

1. Any student involved in any sexually stimulating activity on campus will be subject to the following:
 - a. First offense: parent conference and Suspension for five (5) days
 - b. Second offense: Expulsion from school.
2. In every case, Parents/Guardians will be informed and/or parental conference called.

J. PUBLIC FUNCTIONS

Cornerstone Presbyterian High School students are not allowed to attend public dances, casinos, clubs, bars, discos and pool rooms where alcoholic beverages and illegal drugs are sold and consumed. They are further disallowed from serving, buying or consuming alcoholic beverages at any venue. Failure to comply with these rules will be subject to the following:

1. First offense: Parent conference.

2. Second offense: Parent conference and A five (5) day suspension,
3. A third offense will result in expulsion.

In every case, Parents/Guardians will be informed and/or parental conference called.

K. SOCIAL MEDIA

Age Restrictions: Cornerstone Presbyterian High School acknowledges that many social network sites require members to be at least 13 years of age. We encourage students to adhere the policies of these sites.

Individual Accountability: Cornerstone Presbyterian High School students are personally responsible for the content that they post, share and respond to online. When posting online, all information is considered representative of the student's views and opinions and not those of Cornerstone Presbyterian High School.

Confidential Information: Online postings and conversations are not private. Do not share confidential information, internal School discussions or specific information about other students or staff.

School Logos: Use of Cornerstone Presbyterian High School logos on student's social networking sites is prohibited.

Student-Staff Relations: Inviting or accepting staff members to join student's social network are not permitted.

Inappropriate Behavior: The core values of Cornerstone Presbyterian High School apply to student behavior both on and off campus. In the online environment, students must follow all Cornerstone Presbyterian High School policies and conduct himself/herself as in School. The School will work in partnership with Parents/Guardians to monitor behavior that negatively affects our students or reflects poorly on the values of our school, and students may face consequence for behavior that violates our values and policies.

1. Any student found using social media inappropriately will be subject to the following:
 - a. First offense: Parent conference

- b. Second offense: Suspension
- c. Third offense: Expulsion from school
3. In every case, Parents/Guardians will be informed and/or parental conference called.

L. THEFT

Theft, as defined by the Criminal Code of Belize, is “dishonest appropriating property belonging to another”. Theft in any form is unacceptable.

1. A student who is guilty of petty stealing or any misdemeanor on or off campus as defined by the Criminal Code of Belize may be penalized as follows:
 - a. First offense: Parent conference
 - b. Second offense: Suspension for five (5) days
 - c. Third offense: Expulsion from school.
2. In every case, Parents/Guardians will be informed and/or parental conference called. The student may be required to undergo counseling and school reserves the right to report any case of theft to the police.

M. VANDALISM

Vandalism is the intentional destruction of property. It includes behavior such as breaking windows and doors, writing a wall with graffiti, and destroying a computer system through the use of computer virus. Vandalism is a malicious act and may reflect personal ill will, although the perpetrators need not know their victim to commit vandalism. The recklessness of the act imputes both intent and malice.

1. A student who vandalizes will be penalized as follows:
 - a. First offense: Suspension for five (5) days and payment for repairs or replacement plus placed in disciplinary probation
 - b. Second offense: Expulsion from school and payment for repairs or replacement.

2. In every case, Parents/Guardians will be informed and/or parental conference called.

N. WEAPONS ON CAMPUS

Because of the rise in crime in our society and because of the easy access to weapons, the following rules are adopted to provide a safe environment in which to teach and learn.

Students are not allowed to bring any form of weapon on campus.

1. Possession:

Any violations concerning possession of any kind of weapon other than firearm on or off campus e.g. knives, sharp objects, etc. makes the student liable to the following:

- a. First Offense: Five-day suspension with mandatory counseling plus placed in disciplinary probation
- b. Second Offense: expulsion.
- c. Any student found in possession of a firearm will be expelled and the case will be reported to the police.

In the case of a student found in possession of a weapon on campus, his/her weapon will be held and Parents/Guardians will be informed and/or parental conference called. The incident will be reported to the police and the weapon handed over to them.

2. Use on campus:

Any student who uses a weapon on campus to

- a. threaten another student or a member of staff or
- b. inflict a wound on a student or a member of staff

will be liable to **expulsion**. Parents/Guardians will be informed and/or parental conference called. His/her behavior reported to the police.

3. Use off campus:

Any student who uses a weapon to threaten or inflict injuries on any person off campus will be suspended from school until the matter is resolved by the courts. Such a student is liable to suspension or expulsion.

INVESTIGATION OF CHARGES/MISBEHAVIOR

1. Where substantial grounds exist to accuse a student of use of illicit drugs, the school may require him to undergo a drug test. Refusal to take the test may lead to dismissal from the school. In the case of pupils of compulsory school age, the school shall inform the District Education Officer for appropriate guidance and action.

2. Where the Principal has substantial grounds on which to accuse or suspect a student of possession of illicit drugs, weapons, pornographic, unlawful or subversive material at school, a search may be conducted, without prior warning, by the Principal or a person duly authorized to be acting on his behalf. Such a search shall be in the presence of the student and an adult witness and shall be subject to the laws of Belize governing search of person and/or his property.

3. Where the Principal has substantial grounds to believe that it is in the best of other students and generally of the school, a student may be suspended while the school investigates an accusation against him involving sexual abuse or harassment or other forms of harassment, abuse or intimidation, including possession of illegal or dangerous weapons, or with the possession and/or use of illicit drugs, or with the possession of pornographic material or other unlawful or subversive material at school.

4. Where a student has been suspended from school pending the investigation of an accusation against him, the student and his parent(s) or guardian(s) shall be immediately notified in writing of the accusation against him and the student shall be given every opportunity to defend himself against such accusations. If the accusation is not heard within ten school days after suspension, he shall be immediately re-enrolled without prejudice to his status as a student; provided that the student and/or his representative has presented himself at each and every scheduled hearing of the accusation made against him.

APPEAL AGAINST SCHOOL

1. A parent or guardian who is aggrieved by the action(s) of a classroom teacher shall first report the matter to the Principal of the school who shall investigate the case and determine the appropriate action, if any, to take in respect to the complaint. The complaint and the results of the investigation by the Principal shall be recorded in the Log Book.
2. Where the complaint is against the Principal or where the parent or guardian is aggrieved with the decision of the Principal in a case against a teacher, the parent shall report the matter to the Managing Authority who shall take action on the matter and report the case to the District Education Officer.
3. The complaint and decisions or actions on the matter shall be recorded by the District Education Officer in a Log Book maintained at the Education Center.
4. If the parent or guardian is aggrieved with the decision or action of the Managing Authority, he shall report the matter to the Chief Education Officer, whose decision thereon shall be final. The Chief Education Officer shall act in accordance with the recommendations of the Regional Council in coming to a decision on the matter.

RECOURSE BY SCHOOLS AGAINST ABUSIVE PARENTS, GUARDIANS OR OTHER PERSONS

N.B. Where a parent or guardian or any other person acting in connection with a student, abuses, threatens, or assaults a teacher in connection with school matters, the Managing Authority of the school, with the approval of the District Education Officer Will issue a letter of transfer to the student in question and appropriate action Will be taken against said parent, guardian or other person. A written report shall be submitted to the District Education Officer documenting the incident(s) leading to the issue of the transfer and/or the initiation of legal action

Section IV: Assessment and Reports



STUDENT ASSESSMENT

GRADING SYSTEM ACADEMIC COURSES

Cornerstone Presbyterian High School uses a percentage grading system with letter grades and quality point equivalents. The letter grades, their percentage equivalent, and their quality points equivalent, are as follows:

Grade	Percentage	Quality Point	Grade Point	Percentage	Quality
A+	98 - 100	4.0	C+	78 - 79	2.3
A	93 - 97	4.0	C	73 - 77	2.0
A-	90 - 92	3.7	C-	70 - 72	1.7
B+	88 - 89	3.3	D+	68 - 69	1.3
B	83 - 87	3.0	D	63 - 67	1.0
B-	80 - 82	2.7	D-	60 - 62	0.7
			F	0 - 59	0

GRADING SYSTEM FOR TECHNICAL COURSES (ITVET)

Cornerstone Presbyterian High School in partnership with ITVET uses a competency-based rating scale. A rating of 3, 4, and 5 is considered a pass, while a rating of 1 and 2 is considered a fail. The scale is as follows:

Score (%)	Rating	Description
75-100	5	Can perform the task with initiative and adaptability to problem situation
60-74	4	Can perform the task satisfactory without assistance and/or supervision
45-59	3	Can perform the task but requires periodic assistance and/or

		supervision
30-44	2	Can perform some parts of the task satisfactorily but requires considerable assistance
Below 30	1	Cannot perform the task satisfactorily, but has some knowledge of the task

Note: When determining pass or fail, the Technical Course will be counted.

EVALUATION OF STUDENTS' WORK

Semester grades are to be calculated as follows: daily grades **70%** and final exam grades **30%**. Daily grades take into consideration the child's performance on tests, quizzes, and assignment, presentations, participation in class, etc.

Students are expected to hand in all work unless arrangements are made with the teacher. Certain activities must be completed in order to ensure pass or promotion. (Example: If a Science Fair planned, the student **MUST** present a science fair project and display that project. Third and fourth form students **MUST** complete School-based Assessments for CSEC even if they are not taking the examinations. If the child does not present or display that project or complete the CSEC School-based Assessments, the possibility of failing is greatly increased.)

MAKE-UP WORK

Make-up Tests

The teacher will submit test paper to the student who was absent

1. On the day he/she returns to school, the student is to ask the subject teacher for the test(s) that he/she missed while absent. The student and teacher will make arrangements as to when the student will be sitting the missing test.
2. The student is responsible for the notes and homework given in class while he/she was absent.
3. Not more than three tests can be sat in one day. If student has missed more than 3 tests, because of prolonged absence, then the other tests have to be made up in subsequent days.

4. Students with genuine and prolonged illness must be given special consideration by teachers in consultation with the principal.

Make-up Work

When a student has been absent, it is the responsibility of the student and Parents/Guardians to secure books and assignments in order to be ready to participate on the day the student returns to school. A student has at least **THREE (3) school days** for each day of absence in which to make up the work missed.

HOME STUDY

All students will be expected to spend at least **two-three** hours a night in home study, reviewing the lessons of the day and completing assigned material. Parents and guardians are asked to help their son or daughter by insisting that home study be done every day and by providing a work area free of disruptions.

PARENT/TEACHER MEETINGS

All Parents/Guardians are expected to participate in the parent/teacher meetings to discuss progress or lack of progress of his/her child.

Progress Reports

Progress reports will be sent to parents/guardians at about the mid-point of each Mid-semester report. Progress needs to be signed and returned.

Parents/Guardians of a student earning a grade of 69 or below will receive

1. A report by the subject teacher of why the student is failing.

Parents/Guardians of a student earning a grade of 69 or below are required to:

1. Meet with subject teacher to further discuss his/her child's lack of performance
2. Make arrangements for extra class or assistance with subject teachers during contact hours.
3. Have child attend extra classes scheduled by the subject teachers during contact hours.

Parents/Guardians of a student earning a grade of 69 or below are highly encouraged to seek the help of a tutor for their child.

MID-SEMESTER REPORTS

Mid-semester reports will be picked up by parents/guardians **ONLY** at about the mid-point of each semester. Mid-semester reports do not need to be returned. A teacher/parent meeting and conferences will be held on the day of mid-semester report to discuss progress or lack of progress of the student.

Parents/Guardians of a student earning a grade of 69 or below at mid-term will receive

1. A complete report by the subject teacher of why the student is failing.

Parents/Guardians of a student earning a grade of 69 or below at mid-term are required to:

1. Meet with subject teacher to further discuss his/her child's lack of performance
2. Make arrangements for extra class or assistance with subject teachers during contact hours.
3. Have child attend extra classes scheduled by the subject teachers during contact hours.

Parents/Guardians of a student earning a grade of 69 or below are highly encouraged to seek the help of a tutor for their child.

Parents/Guardians of a student earning very low grades (below 60) may be required by administration to seek the help of a tutor for their child.

END-OF-SEMESTER REPORTS

End-of-semester Reports will be picked up by parent/guardian **ONLY**. A teacher/parent meeting and conferences will be held on the day of End-of-Semester Report pick-up. Parents/Guardians who are unable to pick up the reports on the designated day should inform the Administration via a phone call or e-mail message and make arrangements for parent/guardian pick-up within one week of the designated day. *A parent/guardian conference will be scheduled when the report card is not picked up.*

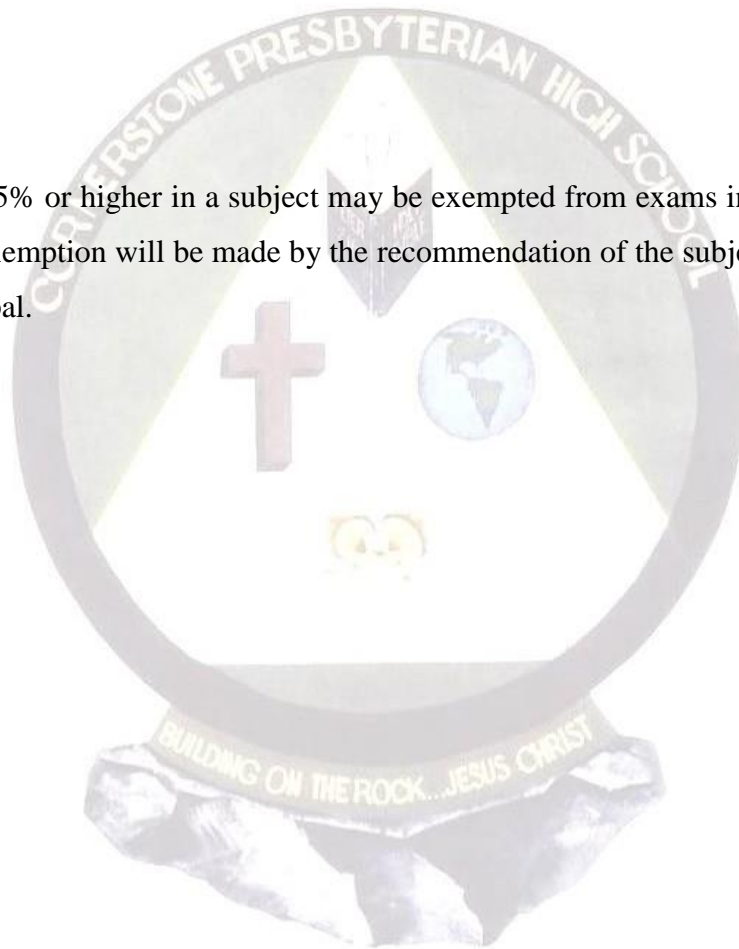
FINAL EXAM

Final exams are to be given in all core subjects every semester.(a semester may have exams exempted) Some components of the core subjects (writing, practical, laboratory, etc.) may be done prior to final exam week. Final exams account for 30% of the final grade.

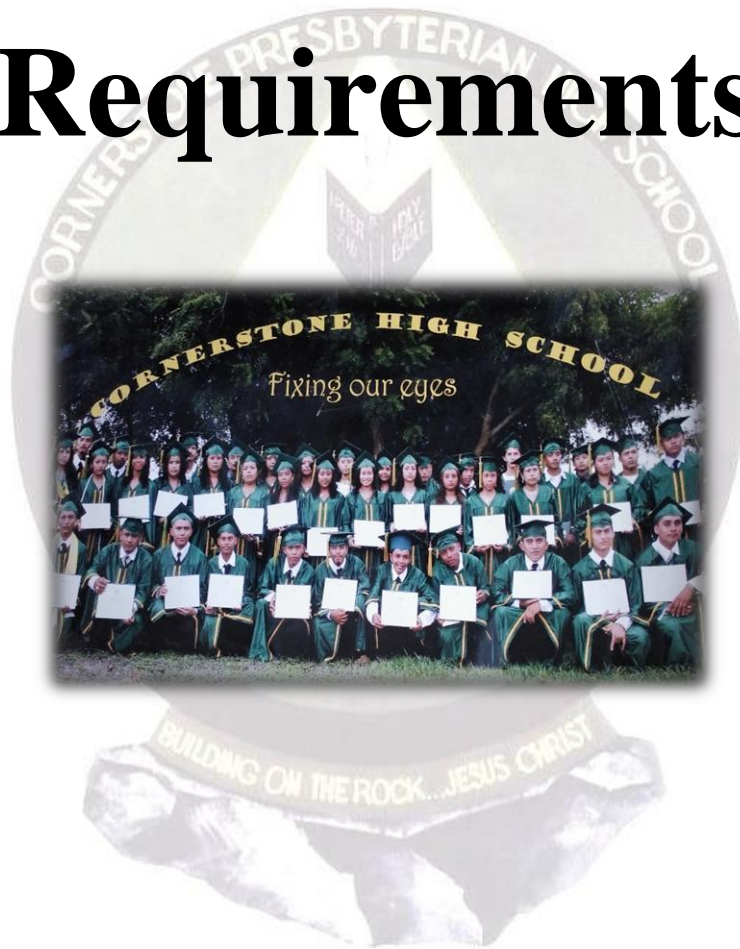
Subjects such as Speech, Physical Education, Computer, Home Economics, Art and Music, which require a practical exam, may be scheduled during the review week. (Cornerstone will only provide these subjects if there is adequate staff expertise and adequate equipment.)

EXEMPTIONS

Students scoring 95% or higher in a subject may be exempted from exams in that semester. The final decision of exemption will be made by the recommendation of the subject teacher and final approval of Principal.



Section V: Promotion Requirements



PROMOTION AND GRADUATION REQUIREMENTS

ACADEMIC PROMOTION REQUIREMENT FOR FORM ONE AND TWO

In order to be promoted to the next grade level students:

- a. Must pass English (Language Arts) with a minimum average of 70%.
- b. Must pass Math with a minimum average of 70%.
- c. Must not fail more than two subjects. (When determining pass or fail, the Technical Course will be counted for Forms 1-4.)

ACADEMIC PROMOTION AND GRADUATION REQUIREMENT FOR FORM THREE AND FOUR

In order to be promoted to the next grade level or to graduate, students:

- a. Must pass English (Language Arts) with a minimum average of 70%.
- b. Must pass Math with a minimum average of 70%.
- c. Must pass TWO (2) out of THREE (3) Major Subjects with a final average of 70%
 - Academic Major includes Biology, Chemistry, and Physics
 - Business Major includes Principles of Accounts, Principles of Business, and Human and Social Biology
- d. Must not fail any more than two subjects. (When determining pass or fail, the Technical Course will be counted.)

SUMMER REMEDIAL FOR STUDENTS WHO DID NOT MEET THE PROMOTION/GRADUATION REQUIREMENTS

Note: Students who fail to meet the promotion requirements **MAY** be given the opportunity to carry out summer remedial.

Summer remedial may take on any or a combination of any of the following forms:

- a. Formal classes with a final examination
- b. A period of intense studies with a final examination

- c. A project which may or may not include a final examination.

Duration and time of the summer remedial will be determined by the Principal and subject teacher.

NB: REMEDIAL IS NOT AUTOMATIC.

Eligibility for Remedial in Form 1 to 3

- a. A student who has failed ONLY English or ONLY Math or ONLY a Major with a 65% to 69% is normally eligible to take remedial class/studies and/or complete a project in that particular subject that was failed. However, in cases where the student did not demonstrate sufficient effort or competency in a particular subject, remedial will not be offered.
- b. A student who has failed **three subjects** other than English, Math, or Majors is normally eligible to take remedial class/studies and/or complete a project in **one** of the failed subjects provided that the student failed with a 65% to 69% in the subject to be taken. However, in cases where the student did not demonstrate sufficient effort or competency in a particular subject, remedial will not be offered.

NOTE: A student taking summer remedial may be required to attend Summer School in August so as to ensure that he/she is ready for the upcoming year.

Non-eligibility for Remedial

- a. A student who failed **Four** or more subjects is NOT eligible to take remedial classes.
- b. A student who has less than 65% in a particular subject is NOT eligible to take remedial class/studies and/or complete a project in that particular subject.
- c. A student who has less than 65% in three subjects is NOT eligible to take remedial class/studies and/or complete a project in any of those particular subjects that were failed.
- d. A students who has done remedial in the same subject in the previous year.
- e. A student who did not demonstrate sufficient effort or competency in a particular subject.

Form 4

- i. A student in Form 4 is NOT eligible to take remedial classes if student already did remedial for the subject in one of the three previous school years.

- ii. If a student fails only Mathematics or English with a 65% or above, the student will be granted his/her diploma if he/she passes the CSEC examination for the subject failed.

Completion of Remedial

Upon satisfactory completion of a particular summer remedial class, the student will receive a flat 70% for that course on a new report card.

Upon satisfactory completion of the summer remedial classes/studies and/or project, the student must meet the minimum promotion as stated previously in this section.

The fee for summer school remedial is **\$150** per subject. The fee for summer school in August is \$75.00.



HONOR ROLL REQUIREMENTS:

HONOR ROLL REQUIREMENTS EACH SEMESTER

At Cornerstone Presbyterian High School an honor roll is issued at the end of each marking period based on grades earned for those individual marking periods. To achieve honor roll status, a student must obtain a 3.0 grade point average for that semester. All subjects are included in determining eligibility for this status. A course average below a C (72%) in any subject disqualifies a student for that particular semester. The honor roll listings will be further broken down into four categories as follows:

Categories	HIGHEST HONORS	-VERY HIGH HONORS-	HIGH HONORS	-HONORS
Required GPA	4.0 (93-100%)	3.7 (90-92%)	3.3 (88-89%)	3.0 (83-87%)

We recognize all the hard work and effort necessary on the part of these students to achieve honor roll status. The administration and staff are very proud of their accomplishments.

HONOR ROLL REQUIREMENT FOR GRADUATION

A student who achieves a cumulative grade point average of 83% (3.0) and above will be included in the honor roll and will be recognized according to the categories highest honors, very high honors, high honors, and honors. The student must have attended at **least three out of the four forms** at Cornerstone Presbyterian High School.

VALEDICTORIAN, SALUTATORIAN, VOTE OF THANKS, AND PRESENTATION OF THE GIFTS

To qualify as a candidate for valedictorian, salutatorian, vote of thanks, and presentation of the gifts, the student must have completed **three or four forms** at Cornerstone Presbyterian High School.

The different addresses are usually awarded as follows:

Valedictorian Address	to the student who places first overall academically
the Salutatorian Address	to the student who places second overall academically,
the Vote of Thanks address	to the student who places third overall academically
the Presentation of the Gifts Address	to the student who places fourth overall academically.

Note: Other factors that may influence the final determination of valedictorian, salutatorian, vote of thanks, and presentation of the gifts include the student's conduct in and out of school and his or her active involvement in extra-curricular activities.

REPEATING AND ACADEMIC WATCH

POLICY ON REPEATING

Repeating is not an automatic option for a student who fails for the year. Repetition will depend on a review of academic effort and competence, conduct, and availability of space.

POLICY FOR AN APPEAL FOR A STUDENT NOT PERMITTED TO REPEAT

The parent/guardian has the right to appeal if the student has not been permitted to repeat. The process is as follows:

- a. Parent/Guardian must make a written appeal addressed to the principal. The appeal should be co-signed by the student. The appeal should state sound reasons for the consideration of the appeal.
- b. The student together with the parent/guardian must meet with principal and any other persons designated by the principal to discuss and evaluate the strength of the appeal.
- c. The final decision will be dependent on the strength of the appeal.

POLICY ON FEES FOR REPEATERS

Government of Belize will pay 100% grant for first-time repeaters.

Government of Belize will pay 65% grant for second-time repeaters. Second-time repeaters must pay the equivalent to the student amount granted by the Government of Belize (approximately \$305 Bz) .

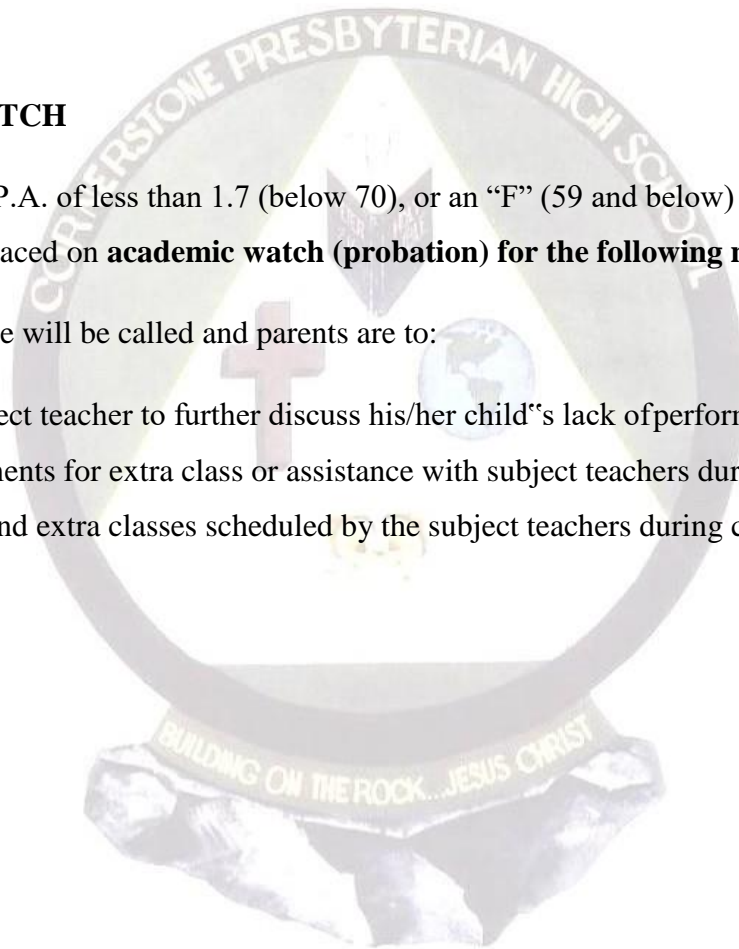
Government of Belize will pay 0% grant for third time repeaters. Third-time repeaters must pay the equivalent to the per-student amount granted by the Government of Belize (approximately \$875 Bz).

ACADEMIC WATCH

Students with a G.P.A. of less than 1.7 (below 70), or an “F” (59 and below) in two or more subjects, may be placed on **academic watch (probation) for the following mid-semester.**

A parent conference will be called and parents are to:

1. Meet with subject teacher to further discuss his/her child’s lack of performance
2. Make arrangements for extra class or assistance with subject teachers during contact hours.
3. Have child attend extra classes scheduled by the subject teachers during contact hours.



Section VI:

Fees and Transfer

Requirements



FEES AND PAYMENTS

WITHHOLDING SCHOOL DOCUMENTS FOR NON-PAYMENT OF APPROVED FEES

When student fees are outstanding, the school will withhold ALL OFFICIAL DOCUMENTS (semester and year-end report cards, recommendations, transcripts, and diplomas) until the outstanding fees have been paid in full.

In addition, Parents/Guardians will not be able to register their student for the following school year until all outstanding fees have been paid in full.

Students with outstanding fees will not be permitted to take remedial until all outstanding fees have been paid in full. In addition, remedial fees (\$150 per course) must be paid on the first day of remedial. Failure to pay the remedial fees will result in the termination of remedial.

Students with outstanding fees wishing to transfer to other high schools/other learning institutions will not be given recommendations or transcripts until all outstanding fees have been paid in full.

Students with outstanding fees no longer on the school roster will not be given any type of official school documentation until all outstanding fees have been paid in full.

APPLICATION FEE

All applicants (new or transfer) pay a \$5 application fee. If the application is received after the deadline, an additional \$5 fee may be applied.

	FEES			
	FORM 1	FORM 2	FORM 3	FORM 4
TOTAL	\$610	\$560	\$645	\$760
Registration fee	\$190	\$140	\$225	\$265
Major Fee			\$65	\$65
Graduation fee				\$130
ITVET's fee			75	75

*Note: ITVET fee is only for form 3 and form 4.

Registration Fee

This fee includes Subject Fee, Student I.D, elective course (Form 1 and 2 only), Furniture Fee, Student Insurance, Affiliation Fees, and Manager Fee and summer school.

Major/Core Subject Fee

This fee cover costs directly associated with major and the core subject area.

ITVET Fee

This fee covers some of the costs incurred at ITVET Corozal. It does not include transportation, text book or materials needed during a course of study at ITVET Corozal.

Graduation Fee

This fee covers costs associated with Graduation, Tassels, Diplomas, Jackets, Award, Gifts,

Summer School Fee

All New and Transfer students will take summer school during the month of August in English, mathematics, and possibly keyboarding. The fee for summer school is \$75.

Monthly Fees

This includes building and grounds maintenance and improvement fee, activity fee, laboratory fee, library fee, and computer fee. These fees are for both maintenance and improvement.

FEES FOR REPEATERS

Government of Belize will pay 100% grant for first-time repeaters.

Government of Belize will pay 65% grant for second-time repeaters. Second-time repeaters must pay the equivalent to the student amount granted by the Government of Belize (approximately \$305.00).

Government of Belize will pay 0% grant for third time repeaters. Third-time repeaters must pay the equivalent to the per-student amount granted by the Government of Belize (approximately \$875.00).

NON-BELIZEAN STUDENTS

Any non-Belizean student Cornerstone student must pay both school fees (according Payment Schedule at a Glance) and the amount provided per student by the Government of Belize (approximately \$875.00).

PAYMENT SCHEDULE AT A GLANCE (FEES, BOOKS, AND UNIFORM)

Option 1: BY INSTALLMENTS

Installments	Form 1	Form 2	Form 3	Form 4
Registration	190	140	225	265
Payment 2	105	105	105	105 +75 (ITVET fee)
Payments 3	105	105	105	105
Payment 4	105	105	105	105
Payment 5	105	105	105	105
Total	610	560	645	760

The fees and other items will be paid according to the following chart:

Option 2: ANNUAL PAYMENT - One payment (depending on form level) due on Registration Day.

ADDITIONAL FEES

Remedial Class/Studies and/or Project Fee

The fee for remedial at the end of the school year is **\$150.00** per subject.

External Exam Fees:

Several external examinations such as ATLIB and CSEC (CXC) will be offered. Although these examinations are optional, Cornerstone HIGHLY recommends that all students sit the ATLIB (approximately **\$35**) and at least the core CSEC examinations such as English, math, Spanish, and major subjects (approximately **\$50** per subject). ATLIB must be taken if the student plans to attend a tertiary institution in Belize.

A student will be exempt from paying the CSEC fees only when he or she is officially approved by Ministry of Education (or Authorized Body) to receive such exemption.

1 ATLIB is due on 18th of NOVEMBER.

2 CSEC (CXC) fees due on 30th of OCTOBER. For CSEC, the fee depends on the number of subjects sat by the student.

EXTERNAL EXAMINATIONS

CARIBBEAN SECONDARY EXAMINATION CERTIFICATE (CSEC) CURRICULUM

Cornerstone Presbyterian High School provides the Caribbean Secondary Examination Certificate.

Eligibility for CSEC

All students are eligible to take CSEC examinations after completing the course of studies as prescribed by the school. Students wishing to take INDEPENDENT STUDIES must receive an INITIAL approval from the Principal after consultation with the staff. Once approval has been given for independent studies, the student will be assigned a teacher to supervise/evaluate the student's completion of all CSEC requirements. Final approval of independent study will take place at the end of the first quarter of the fourth year. Final approval to sit the examination is dependent upon the recommendation of the teacher assigned to supervise and evaluate the student's progress during the third year and the first quarter of the fourth year.

Time to Sit CSEC Examinations

Students sit CSEC examination in MAY and JUNE of the FOURTH year of studies. Preparation for these exams starts from first form; however, the majority of the projects (SBA) and studying takes place in the third and fourth year.

Benefits of CSEC Examinations

Students who pass six or more CSEC examinations may qualify for scholarships at tertiary educational institutions. A pass is considered a score of Grade I, Grade II, and Grade III. Grades IV, V, and VI are considered unsatisfactory.

CSEC Opportunities

The following CSEC examination choices are available:

- English A (SBA)
- English B (Literature)
- Math (SBA)
- Spanish
- Human and Social Biology
- Information Technology (SBA)
- Chemistry (Academic Students ONLY, SBA)

- Biology (Academic Student ONLY, SBA)
- Physics (Academic Student ONLY, SBA)
- Principles of Accounts (Business Students ONLY, SBA)
- Principles of Business (Business Students ONLY, SBA)
- Social Studies (SBA)
- Religion Education

Fees

Caribbean Examination Council provides the fee schedule in the first quarter of the school year. (The average cost per subject is approximately \$50 Bz.)

Certification

Candidates who satisfy the requirements as outlined for CSEC will be awarded a Certificate that is recognized in the Caribbean, in other institutions abroad, and locally by Ministry of Education.

ASSOCIATION OF TERTIARY LEVEL INSTITUTIONS OF BELIZE EXAMINATION (ATLIB)

Students in the fourth form are eligible to sit the ATLIB examination. This is a placement examination for tertiary institutions such as junior colleges and universities in Belize. The content area of these examinations is English and Mathematics. Students performing well in these examinations will be placed in regular college-level courses while those performing poorly will be placed in remedial college-level courses and will be required to take additional courses. The cost is approximately \$35 Bz.

TRANSFER POLICIES

POLICY FOR STUDENTS TRANSFERRING INTO CORNERSTONE

Students requesting to transfer into Cornerstone from another high school:

1. Must submit a completed application form for transfers
2. Must submit a letter of conduct which is to be completed by the Principal and a Teacher of the last high school attended.
3. Must submit a transcript from the last school attended.
4. May be required to take an English and mathematics placement exam by our school. Acceptance will depend on the results.
5. Must pay all registration fees and minimum first payment. No refunds whatsoever.

6. Second or third-time repeaters must pay the repeaters fee (government grant) before the end of the first semester. No refunds whatsoever.

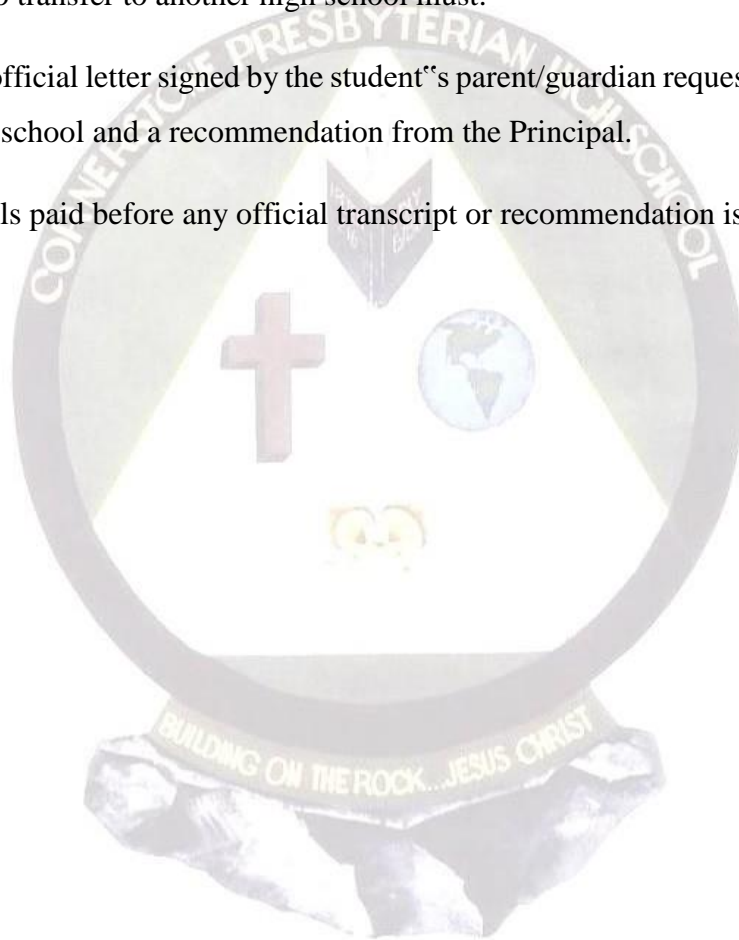
Accepted students will be placed on **conduct /academic probation** for the first mid-semester.

Cornerstone Presbyterian High School reserves the right to reject any transferred student with no explanation.

POLICY FOR STUDENTS TRANSFERRING TO ANOTHER INSTITUTION

Students wanting to transfer to another high school must:

1. Submit an official letter signed by the student's parent/guardian requesting an official transcript from the school and a recommendation from the Principal.
2. Have all bills paid before any official transcript or recommendation is given.



Section VII: General Policies and Regulations



GENERAL POLICIES AND REGULATIONS

ACCIDENTS

Staff and students must report all accidents to the office. Parents/Guardians will be informed of the incident.

ACCIDENTS AND CLAIMS FOR INSURANCE

Students are covered under a students' insurance plan and therefore qualify for certain benefits listed in the policy. Parents/Guardians should turn in the completed Health Insurance Claim Form and all receipts and/or bills associated with the accident to the Insurance Company.

ADMISSIONS POLICY

Cornerstone Presbyterian High School accepts students from families who agree with the philosophy of the school and who are academically able to function in a normal classroom setting. The school does not discriminate on the basis of race, religion, color, age, sex, or ethnic origin.

ADVERTISEMENT

Students shall not be permitted the widespread distribution of advertising materials of any kind in the classrooms or on the premises of Cornerstone Presbyterian High School. Exceptions are possible with Principal approval.

ANNOUNCEMENTS/NOTES/LETTERS

On occasion written announcements/notes/letters will be sent home informing parents/guardians of special events, student academic progress, or discipline issues. (Most announcements will be sent on Tuesdays). When a document requires a signature, Parents/Guardians must sign it and return it the following school day. If not returned to the office, students will be given a demerit and/or an ICS and Parents/Guardians may be called. The expense of that call will be charged to the student's account.

AREAS OFF LIMITS TO STUDENTS

Students will be informed of the off-limits areas. As general rules, students should not be in a room alone with the opposite sex, and students should be in places visible to teachers and other staff.

ATHLETICS

Cornerstone may participate in the following NSSSA and NSTA Sports competitions: Volleyball, basketball, softball, football, and track and field. Students must have parental/guardian permission to participate.

Cornerstone also has an in-school sports program which usually includes the following sports: volleyball, basketball, football, kickball, and track and field. This program usually takes place one to two times per week at the end of the school day from 3:00 P.M. to 3:35 P.M. **ALL STUDENTS MUST PARTICIPATE.**(Exceptions for medical conditions)

BOOKS, BOOK RENTALS AND SUPPLIES

A Book and Supplies List will be given to the students at registration. All rental books are the property of Cornerstone Presbyterian High School. Teachers are to keep records of rental books given to each student and thus be able readily to account for their use and maintenance. The student will be charged a \$25 fee if books are, damaged or lost.

BUS ARRIVAL

All students must be dropped off at designated areas. To avoid possible accidents, students should not walk on the road. Students must always respect traffic.

BIBLES

Education in a Christian school is based on the Word of God. Students are required to have a personal NIV Bible for their use and for classroom instruction. (All memorization is to be from the New International Version [NIV] of the Bible.) Students should bring their Bible to each chapel time.

CELL PHONE/COMPUTER/TABLET/ELECTRONIC DEVICE USE

- Cell phones/computers/tablets/electronic devices are not permitted at school. Electronic devices include items such as but not limited to iPads, iPods, MP3s, walkmans, and portable

radios. This rule applies as well for special school days such as but not limited to patriotic day, fun day, sports day, or track and field day. It also applies to all students taking CSEC examinations.

Electronic Calculators (Exception to the Policy)

- Electronic calculators for legitimate school purposes are permissible.

All Electronic Devices (Exception to the Policy)

- From time to time, a staff member may permit a student to use a device to carry out school/class assignments or projects. These devices must be left at the office during regular school hours and used only during the designated time that staff members have set for their use.

Consequences for Inappropriate Possession of all Electronic Devices

- If a student is caught with a cell phone or any other electronic device in his/her possession without permission, it will be held until the end of the semester when the parent/guardian comes to clear it at a cost of **\$50**.
- The penalty for a second offence is the cell phone/ electronic device will be held for the rest of the school year and will only be released when parent/guardian comes to clear it at a cost of **\$50**.
- Repeated inappropriate possession to of prohibited items is considered as outright defiance and will be dealt with according to the policy Outright Defiance.

Failure to Claim the Cell Phone/Computer/Tablet/Electronic Device at End of School Year

- Any item that is held until the end of the school year and has not been claimed will be auctioned and proceeds will go to the school project fund. The exception would be when parents specifically request in writing that the item be held for a specified time period. If after the time period the item is still not claimed, it will be auctioned.

Responsibility for Cell Phones and Electronic Devices

- The school does not take responsibility for cell phones and other electronic devices held at the office or brought on campus with or without permission.

CHEATING

Cheating on exams, tests, and quizzes is a very serious matter. Students caught cheating on an exam, test, or quiz may have their paper confiscated by the teacher and may receive a grade of “F” (failing).

CHILD ABUSE

The faculty member who believes that a child coming before them is an abused child shall immediately report such case to the Principal. The Principal is authorized to report any known or suspected cases of abuse to the appropriate authorities.

CLASSROOM DISCIPLINE

Individual classroom teachers may have additional rules for their classroom. Students will be expected to comply with such rules. Failure to do so may result in a demerit and/or an ICS being issued and/or a parent-teacher conference. Continued failure to comply may result in a conference with the principal.

CLASSROOM RESPONSIBILITIES

Students must be neat and tidy.

At the end of each class period, the following should be done:

- Adjust uniform.
- Turn off lights and fans.
- Properly arrange chairs and tables/desks.
- Pick up paper from the floor and their desks.

At the end of the day the following should be done:

- Arrange the desks in an orderly fashion.
- Place chairs upside down on the tables/desks.
- Pick up paper from the floor and their desks.
- Close the louvers.
- Sweep and mop the floor.
- Sweep the front and back verandas.
- Dust and arrange the shelves.
- Take the garbage to the pit and wash the garbage container.
- Clean the chalkboards and erasers. Erasers should not be dusted against the building or on the sidewalk.

Any area of the building or property needing attention should be reported to the Homeroom Teacher.

CLASS TRIPS (DAY TRIPS/OVERNIGHT TRIPS) – NOT FIELD TRIPS

Each class or homeroom may have class/day trip per school year. The trip may take place in the month of May and will be educational in nature. Overnight trips for Fourth Form require board approval. Swimming may be permitted when there are qualified persons to supervise and the child has a signed note permitting the child to swim.

The following criteria must be met in order to qualify for a class trip:

- A written class trip proposal with details (place, cost, date, supervision, etc.) has been developed by the class/homeroom and has received approval from the principal before the end of the first semester.
- The class/homeroom for Form 1, 2, and 3 has raised sufficient funds by April 15 to cover the cost of the trip, the compassionate fund (\$50 by homeroom), the school project contribution (minimum

of \$15 per student), and classroom maintenance (\$10 per student). In the case of 3rd and 4th Form, they should also have set aside a reasonable amount for graduation savings.

- The trip must have the School's approval (Principal and Local Manager) 30 days before the planned date of the trip.
- The trip must have the Ministry of Education approval 14 days before the planned date of the trip.
- The ratio of students to supervisors must be no less than 5 to 1 and there must be at least three teachers/staff per class to ensure the proper supervision of students.
- Students must have the parent/guardian's written permission to participate in the trip.
- The class or homeroom has completed $\frac{3}{4}$ of both the community service and in-service.

If any of the above criteria are not met, the trip will be cancelled, or if time permits, modified. The Principal in consultation with the homeroom teachers will make the final decision.

CHAPEL

Students **MUST** attend chapel. Students **MUST** bring their Bible to chapel.

CLEAN-UP DAYS

All students are expected to participate in clean-up days such as but not limited to the day before Christmas Break and Easter Break as well as the last day of school. When students do not present themselves, a charge of \$5 will be added to the student account (students with no valid reason).

CLEARANCE FORMS

Clearance forms may be used at the end of the school year to ensure that all of the student's duties and responsibilities have been completed. If the clearance form is not handed in COMPLETE on the day designated, the office will not give the final clearance and the student will not receive his/her report card until that clearance is complete. In addition, if the clearance form shows outstanding fees, those fees must be paid first in order to receive his/her report card.

RELATIONSHIPS

- A student living in a common law relationship will not be accepted to study at Cornerstone Presbyterian High School
- Any student who enters into a common law relationship while attending Cornerstone Presbyterian High School will be excluded
- Students who live in the same house as their boyfriend/girlfriend will be excluded from school.

COMPLAINTS/PROBLEMS

During the course of the year, occasional misunderstandings or problems may arise between a teacher and a student, a teacher and parent, etc. This is often the result of miscommunication. It is Cornerstone's policy to address these situations as mentioned below. This policy is consistent with teaching found in Matthew 18.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. For where two or three come together in my name, there I am with them.” Matthew 18:15, 16, 20

1. All questions, problems, or complaints should first be brought discreetly to the teacher before anyone else is involved.
2. If the problem is not resolved at this level, it should be brought to the attention of the administrator.
3. If the problem is still not resolved, it should be presented to the school board **IN WRITING**. The board will determine the appropriate action to be taken.

COPIES AND PRINTING

The copier is for the exclusive use of the Office and school-related activities. When a student requires copies or printouts for school-related activities, he/she will be charged \$0.50 per copy or printout. No personal copies or printouts will be made at the office.

COPYING

Copying the work of others is the same as stealing. Anyone caught taking credit for the work of other classmates:

- 1) will be given a ZERO on the assignment or required to redo the assignment or similar assignment to prove that he/she has learned the material.
- 2) will be given demerits and/or ICS if copying persists
- 3) will result in a Parental/Guardian Conference if copying persists.

Students who willingly persist in assisting others to copy will receive consequences similar to the person who copies.

CORPORAL PUNISHMENT

Corporal punishment will not be used as a means of discipline at Cornerstone Presbyterian High School.

COUNSELING

The principal and the teachers of Cornerstone Presbyterian High School are always willing to talk with a student who is in need, and encourage students to come to them with problems and concerns immediately. In the case of discipline issues, the principal and the teachers know that lasting change never occurs as a result of manipulating behavior without addressing the underlying (heart) issues. Therefore, the principal and the teachers of Cornerstone Presbyterian High School are committed to one-on-one counseling aimed at helping students come to understand the underlying issues that have resulted in unacceptable behavior.

In cases of serious misbehavior or repeated misbehavior, the principal Will require the parents/guardians of their child to seek professional counseling. Failure to seek counseling may result in the exclusion of the child.

CXC (CSEC) EXAMINATIONS STUDY TIME

Cornerstone gives all fourth form students the opportunity to sit CXC examinations. In this regard, the school may set up an in-school study time for CXC examinations, and students are

expected to be at school to study. This study time may occur during the internal examination and during the early part of June.

Students must abide by ALL the rules during this time.

DEPARTURE

At the end of the day students must wait for their respective buses/transport on the Cornerstone Campus at designated areas near the main entrance. Exceptions will be made when parent/guardian provides written consent and the administrator considers the exception valid. No students other than those with a valid parental permission slip and living on the San Pedro/Chan Chen Road should be at the San Pedro bus stop.

No students should be on campus after 4:00 P.M. unless they have permission from parent/guardian.

Students are expected to go home immediately after school. The faculty of Cornerstone strongly discourages students to go elsewhere other than home without parental/guardian supervision.

Walking home (Concepcion, Louisville, and San Narciso) from school on the main highway is highly discouraged.

EXTRA-CURRICULAR ACTIVITIES (SPORTS, CLUBS, ETC)

Parents/Guardians will be notified of all extra-curricular activities. Students are expected to participate in all in-school events. Permission slips will be sent home for all after-school events. These slips must be on file in the school office in order for the student to participate. Otherwise, ALL students are expected to go home immediately at the end of a school day.

FUND RAISING (CLASS OR HOMEROOM)

Although government grants, tuition and fees cover the majority of the cost of running the school, they do not provide all that is needed to achieve a truly successful program. All students will be expected to participate in fund raising activities. These activities should not interfere with normal classroom instruction. Any class or group desiring to raise special funds must have permission from the principal to do so.

Every homeroom may be required to raise an amount of no less than \$50 per student.

Homeroom teachers are expected to follow the guidelines for appropriate accountability of class funds.

Homeroom fundraising has been divided into categories to ensure a more stewardly use of funds raised by the class or group.

- Compassionate fund – \$50 per class will be set aside as a compassionate fund.
- family Contribution – Each will be asked to contribute/fundraise a minimum of \$15 per student to a school project.(need to be paid by the First Friday in December)
- Classroom Maintenance – Each will be asked to fundraise \$10 per student for classroom maintenance. This contribution allows for purchase of mops, broom, garbage containers, paint, brushes, and other items necessary for classroom maintenance. (need to be paid by the First Friday in December)
- Class Trips (educational focus) – If a class wishes to take a class trip or have a class party, they may raise the additional funds.
- Graduation Savings

o 3rd Form should set aside a considerable contribution for graduation activities such as parent's night and graduation.

o 4th Form should raise additional funds for graduation activities such as parents'/guardians' night and graduation.

If a homeroom/class has not made its school contribution, fulfilled its obligation to classroom maintenance and set aside its tithe, that homeroom/class will not be allowed to go on a class trip.

FIELD TRIPS (NOT CLASS TRIPS)

Field trips for specific subject areas are permitted. The following criteria must be met for a field trip:

- The organizing teacher has submitted a detailed plan of the trip to the principal.
- Finance has been secured to cover the cost of the trip. Parents/Guardians may be asked to contribute.

- The trip must have the School's approval (Principal and Local Manager) 30 days before the planned date of the trip.
- The trip must have the Ministry of Education approval 14 days before the planned date of the trip.
- The ratio of students to supervisors must be no less than 5 to 1 and there must be at least three teachers/staff per class to ensure the proper supervision of students.
- Students must have the parent/guardian's written permission to participate in the trip.

If any of the above criteria are not met, the field trip will be cancelled.

FUNDRAISING (PARENT/GUARDIAN)

Cornerstone Parents/Guardians, students and staff will work together to raise funds to improve the school campus. The fundraisers may be initiated by the school or by the Parents/Guardians themselves.

FUNERALS

All students are requested to attend the funeral of: (organized by faculty)

A member of the Cornerstone Presbyterian High School managing committee.

A Cornerstone Presbyterian High School faculty or staff member.

A Cornerstone Presbyterian High School student.

A representation of the class and homeroom teacher of a student whose immediate family member (father, mother, brother, or sister) has died may attend.

The faculty, staff, homeroom class and any student who wishes, may attend the funeral of an immediate family member of the faculty or staff.

If the family member of one of their fellow students dies, then the students who wish to attend the funeral must get special permission from administration, a written consent from the parent/guardian and a teacher to accompany them.

All students attending a funeral must wear full uniform.

GANG INSIGNIAS AND CULTIC INSIGNIAS

Clothing, books, book bags, and any other item which displays gang or cultic insignia or which could reasonably be construed as gang- or cult related is prohibited.

Students will be asked to replace these items in the case of books and items will be confiscated. Gang and cultic insignias will be dealt with as inappropriate uniform and a parent conference will be held. If issue persists, students will be referred to external counselling to address the issue.

GRADUATION: ACTIVITIES LEADING UP TO PARENTS' NIGHT AND GRADUATION

Students are expected to participate fully in all activities planned by administration/staff in charge of parents' night and graduation. For the success of these events, it is crucial that students fully participate. When a student does not present him/herself, a charge of \$10 will be added to the student account. When a student present him/herself late for such activities, a \$5 (within fifteen minutes) or \$10 (after fifteen minutes) late fee will be charged. If a student does not participate fully, he/she may NOT be permitted to participate in the graduation ceremony. A list of these activities will be provided.

GRADUATION – PROPER ATTIRE

Students are expected to dress in appropriate attire for a formal graduation ceremony. If the student does not come in proper attire and is unwilling to change into the proper attire, he/she will not be permitted to participate in the graduation ceremony.

HEALTH AND MEDICATIONS

Students must inform the principal of any health situation that may require special attention.

The office will dispense only the very basic-first aid.

HOME ROOM

Each homeroom meets every day from 7:40 to 8:00 A.M. and on Mondays from 3:00-3:35 p.m. In this time the class participates in devotions, discussion and planning. A plan is submitted every two months to the Principal that includes class activities such as parties and class field trips (educational), service projects, class projects, and maintenance projects. In order to sustain these activities and projects, the class must raise funds. Methods of fundraising are decided upon by the class with the approval of the homeroom teacher and the principal.

ILLNESS AT SCHOOL

When students become ill during the day, the teacher must give permission for the student to come to the office. If a student must go home, the office will call the parent/guardian. Parents Must pick up their child. If no arrangements can be made, the students will remain under the care of the school. Under no circumstances are ill students to leave school without permission from the parents/guardian and office.

INSTITUTE OF TECHNICAL VOCATIONAL EDUCATIONAL TRAINING (ITVET)

Cornerstone is honored to partner with the Corozal ITVET. Form 3-4 student select a trade and move into a Study Phase where they study that trade for the next two years. At the end of the Study Phase students will receive a certificate from Corozal ITVET. In certain trades, students are also able to take the BzNVQ examinations.

While at Corozal ITVET students are expected to follow both the rules of Cornerstone Presbyterian High School and any additional rules particular to Corozal ITVET.

INCLEMENT WEATHER (HURRICANES, RAIN, AND FLOODING)

Occasionally school will be postponed due to hurricanes, excessive rain, or flooding. School closure announcement will be made through the local radio stations Radio Bahia, and Love FM. Normally the Ministry of Education through NEMO will make the OFFICIAL closure.

N.B: LISTEN ONLY TO OFFICIAL ANNOUNCEMENTS. DO NOT LISTEN TO RUMOR.

LETTERS AND ASSOCIATED SERVICE FEES

Parents/Guardians, students, and the general public requiring letters not related to school will be charged a \$10 service charge. Examples: recommendations for visas or employment, etc.

Students requiring letters related to the school will be charged a \$2 service charge to cover the cost of the envelope, ink, paper, and time. Examples: Recommendations to other educational institutions, letters that verify students' enrolment at Cornerstone, etc.

LIBRARY

Students should make full use of the library and take good care of library books.

- Students may only enter the library with proper supervision.
- Food and drinks are not permitted in the library.
- Only the librarian and/or designated staff or students may sign out books to students.
- Books may be signed out for a period of two weeks.
- Books not returned or signed out again will be considered overdue and the student will be charged \$0.25 for each library day that passes. (The maximum overdue charge per week is \$0.50.)
- Students will be expected to pay \$20 for any lost or unreturned books.
- When books are damaged, the student will be charged according to the extent of the damage.

NON-CUSTODIAL PARENT POLICY

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school.

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between Parents/Guardians.
- A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
- If the actions of parent(s), custodial or non-custodial, become disruptive to school operations, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.
- Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

These guidelines will be applied to further the mission of the school and the best interests of its students.

PARTIES

All parties must be approved by the administrator and placed on the school calendar. Please make sure that the facilities are left clean and that all materials are back in the proper places.

PAYMENT OF SCHOOL FEES

Students are permitted to pay school fees only at times designated by the Office. No students should be permitted to pay fees during instructional time.

All school fees must be paid in full in order to receive report cards at the end of each semester. No student will be permitted to register for the following school year unless fees are paid.

PLAGIARISM

In the case of plagiarism of material from books or from the internet, students will be given two or more demerits. They **MUST** redo the assignment giving appropriate credit to their sources

and will receive a 10% (one letter grade) reduction on the final grade. A conference with the teacher will be held and a report will be handed in to the principal.

PURCHASING CLASS SUPPLIES

Students are permitted to purchase class supplies only at designated times.

PRACTICAL WORK (CHORES)

All students are assigned an on-campus practical work detail of up to two hours of work (i.e. Cleaning, grounds keeping, teacher's aide, library monitor, etc.) each week to keep our campus clean and orderly. Reoccurring neglect of work detail will result in the implementation of the policy for Outright Defiance.

READING

All students ARE required to read and report on books during the summer vacation and regular school year. A book list with specific guidelines will be provided at registration. Failure to complete the book reports on time will result in Academic Detention until the book reports are completed.

RELIGIOUS EXERCISE

All students MUST attend and respectfully listen to daily devotions, weekly chapel services and other special religious services throughout the year. Students MUST take religion courses in Old Testament Survey, New Testament Survey, Church History, and Biblical Doctrine over the four year period.

SEARCHES

Cornerstone Presbyterian High School is committed to ensuring that students are free at school from sexual or other forms of harassment; from intimidation; and from exposure to drugs, pornography, and any form of morally, mentally, or physically harmful activities.

Searches will be done on a regular basis to maintain a safe, learning environment.

Where the Principal has substantial grounds on which to accuse or suspect a student(s) of possession of stolen goods, illicit drugs, weapons, pornographic, unlawful, subversive, or prohibited (according to school handbook) materials at school, a search may be conducted, without prior warning, by the Principal or by the police at the request of the Principal or a person(s) duly authorized to be acting on his behalf. Such a search shall be in the presence of the student and an adult witness and shall be subject to the policies of the school and/or to the laws of Belize governing search of a person and/or his property. If items are found, Parents/Guardians or guardians will be informed as soon as possible.

SEARCH PROCEDURE

Students will be required to take out all items from their purses, bags, lockers or any other personal belonging.

Students will turn their pockets inside out and/or remove shoes and socks.

Where the Principal suspects the student to have something on his/her person and is not cooperating, the Principal will contact the parent and the police.

SELLING ON CAMPUS

Only those person's with Principal's approval may sell on the school campus.

SERVICE PROJECTS

Community Service (By Class Is Preferred): Students are required to participate in at least four (4) hours of approved and meaningful community service(By Class Is Preferred): Community service is an activity of compassion done for the benefit of persons or communities other than the school community.

In-Service (By Class Is Preferred): Students are required to participate in at least four (4) hours of approved and meaningful in-service. In-service is an activity done at school that will improve the school or school community.

TELEPHONE NUMBERS KEPT CURRENT

Whenever the parents/guardians change telephone numbers, they should immediately inform the school. This is especially important for communication in cases of emergency and discipline.

TRANSCRIPTS

A fee of \$10 is charged for those students requesting a transcript. It will be made available five working days after payment.

A fee of \$20 is charged for those students requesting a transcript for the next working day. It will be made available no earlier than 12:00 p.m.

A fee of \$30 is charged for those requesting a transcript for the same day. It will be available no earlier than 12:00 p.m.

A transcript will not be made unless the fee is paid in full.

USE OF FACILITIES ON SUNDAYS

The facilities shall not be used on Sunday except for church services or when permission and proper supervision is provided.

USE OF FACILITIES ON SATURDAYS

The facilities may be used on Saturdays when permission and proper supervision is provided.

VISITATION: PARENT/GUARDIAN/STUDENT COMPORTMENT

Parents/Guardians are encouraged to visit the school to inquire about their child's progress.

When a Parent/Guardian needs to see a teacher, the Parent/Guardian must first visit the office and schedule time to meet with the teacher or call to make arrangements.

Parents/Guardians are expected to be respectable, courteous and passive when visiting the campus and in meetings with staff.

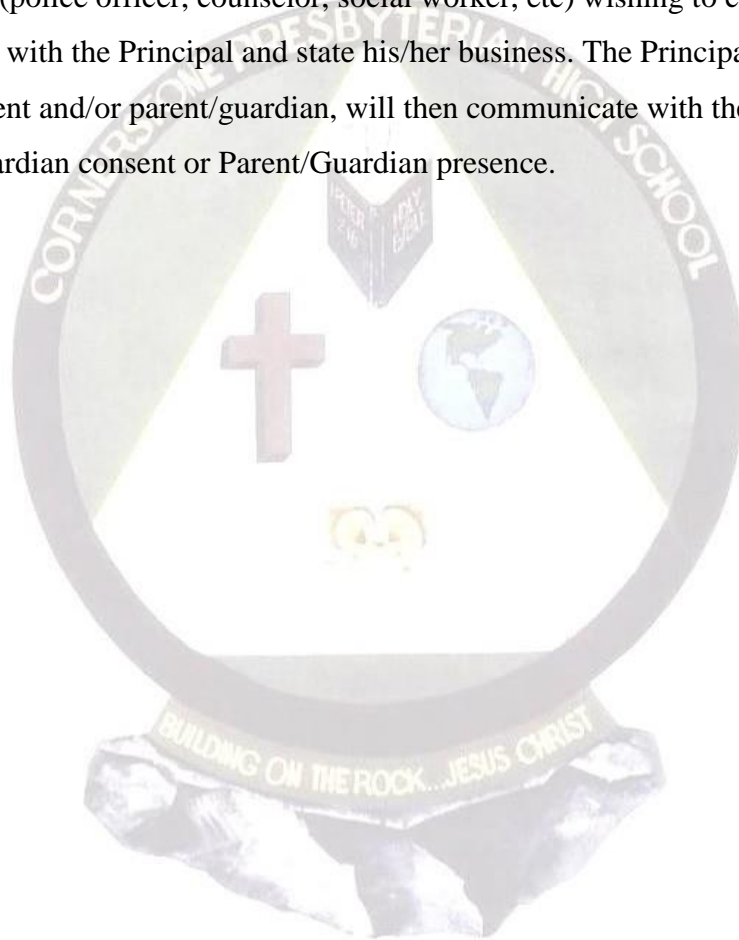
VISITORS

All visitors (including Parents/Guardians) must immediately report to the office. The visitor will sign the visitor register.

Any visitor who wishes to stay on campus for a period of time (other than regular business) must receive a visitor's ID pass and then sign out when they leave.

Any visitor other than parent or guardian wishing to communicate with a student must speak with the Principal and state his/her business. In most situations, the visitor will NOT be able to meet personally with the student. The Principal will simply take the message and pass on the message. The Principal, acting in the best interest of the student and/or parent/guardian, may choose not to pass on the message but rather communicate immediately with the parent/guardian.

Any public officer (police officer, counselor, social worker, etc) wishing to communicate with a student must speak with the Principal and state his/her business. The Principal, acting in the best interest of the student and/or parent/guardian, will then communicate with the parent/guardian seeking Parent/Guardian consent or Parent/Guardian presence.



Section VIII:

Appendices



APPENDICES

APPENDIX 1: RULES AT A GLANCE

Here is an incomplete list of rules put into chronological order.

Arrival at School

- In most situations, students should not be at school before 6:45 A.M.
- Students must ARRIVE at school properly dressed in uniform.
- Student must immediately present to the office a Parent/Guardian-signed note explaining any deviation from uniform.
- Student must immediately present to the office a Parent/Guardian note explaining any absence.
- Students arriving late must report immediately to the office to receive a late slip.

Homeroom

- Students must communicate in English. This rule begins at the first bell and carries on throughout the day except for lunch period and Spanish class.
- Students must hand in any notes issued by the office requiring signature from Parents/Guardians.
- Students absent the day before must not be permitted to enter homeroom without a note from the office.
- Students arriving late without a late slip must be sent to the office and should not be readmitted into homeroom or class until the late slip is presented.
- Students not dressed in proper uniform should be given an ICS (unless they have a note from office).
- Students must present to the homeroom teacher their demerit card and Bible.

- Students must abide by any other homeroom rules provided by Homeroom Teacher.

Classes

- Students must abide by the individual-teacher rules.
- Students must speak English (exception of Spanish class).
- Students must not be late for class. (The individual teacher deals with these late problems.)
- Students must come to class prepared with books, equipment, or material.
- Students must not be permitted to get books, equipment, or material from other classes.
- Students must not be sent to the office to buy supplies.
- Students must not be sent to the office to make personal photocopies (only planned class activities).
- Students must wear uniform properly.
- Students must not chew gum or eat in the library, science, or computer room/classroom.
- Students must not disrupt class.
- At the end of each class period, the following should be done:
 - o Readjust uniform.
 - o Turn off lights and fans.
 - o Properly arrange chairs and tables/desks.
 - o Pick up paper from the floor and their desks.

Between Classes (two-minute class changes)

- Students must not find books, equipment, or material from other students.
- Students must not go to the bathroom unless they have permission from the next-period teacher.

- Students must not go to the office.
- Students must speak English.

Breaks

- Students MAY go to the bathroom.
- Students MAY go to the office unless otherwise posted.
- Students must speak English.

Lunch

- Students MAY speak Spanish but are encouraged to speak English.
- Students MAY eat in rooms where teachers are present.
- Students must not be in off-limit areas as identified by the Principal.
- Students MAY be assigned to Academic Detention.
- Students MAY be assigned to RT (Reflection Time) and/or ICS (In-school Community Service) Duties

End of Last Class of Day

- Arrange the desks in an orderly fashion. (All students)
- Place chairs upside down on the tables/desks. (All students)
- Pick up paper from the floor and their desks. (All students)

After School Duties and Homeroom

- Students must report to Homeroom Teacher at beginning of duty time. Teachers will take attendance.
- Student must do assigned work duty:
 - o Close the louvers.
 - o Sweep and mop the floor.

- o Sweep the front and back verandas.
- o Dust and arrange the shelves.
- o Take the garbage to the pit and wash the garbage container.
- o Clean the chalkboards and erasers. Erasers should not be dusted against the building or on the sidewalk.
- The room should be locked when the teacher leaves the room at the end of the day.
- Do any other work assigned by teacher.
- All students must report to Homeroom Teacher at end of duty time (about 3:05 P.M.)
 - o for final attendance and receipt of any official notes
 - o to report any demerits
 - o for prayer
- Students having accumulated 5 demerits or have been given ICS must report for ICS duties when advised.

Departure

- Students must leave campus by 4:00 P.M. except when involved in an OFFICIAL after-school activity.
- Students must wait in designated areas for pick-up. The designated area is considered the entrance area and along the round-about.
- Students must not be in areas considered off-limits by the Principal.
- Students with permission to come to school on bicycle must place bicycle in designated area. Bicycles should be well-secured. The school is not responsible for any bicycle brought on campus.
- No students, except those living on the San Pedro/Cristo Rey/Patchakan road and have permission from Parents/Guardians, are permitted to catch bus by the San Pedro bus stop.

- No students should walk home unless given Parent/Guardian and staff permission.

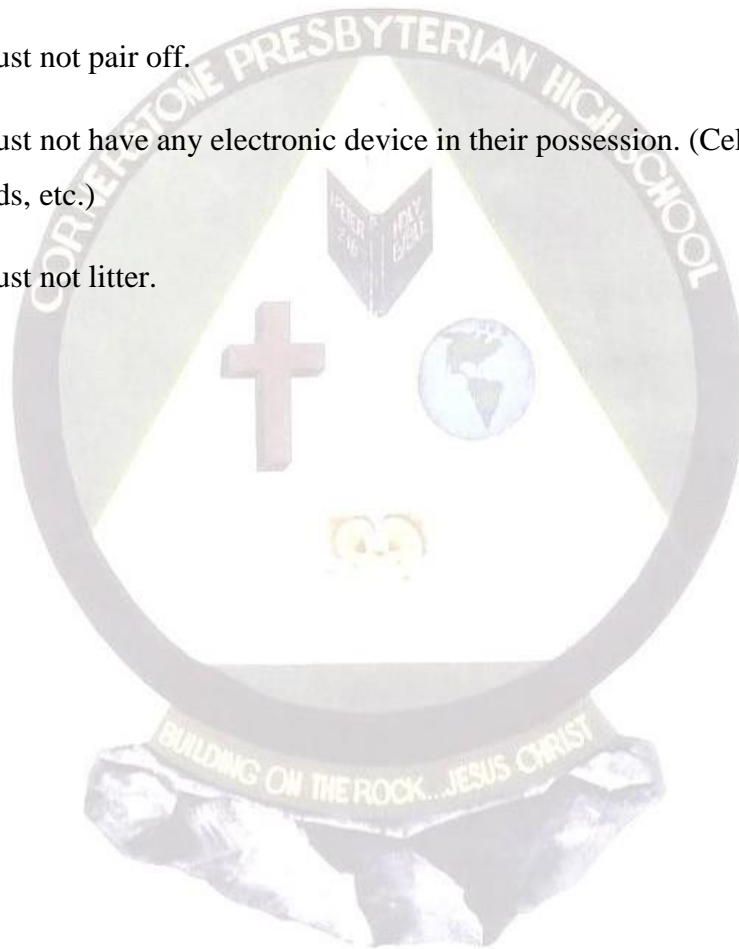
After School Activities

- Academic Detention
- ICS (In-school Community Service) Duties
- When a student is issued an ICS, he/she must report to the ICS master and/or other designated person without reminder at the assigned time.
- Students must begin ICS promptly and work diligently.
- Student must report to the ICS master at the end of the assigned time.
- Failure to do any of the above will be given an additional ICS.
- Extra-curricular Activities
- For any organized event, students must have a signed note filed at the office to participate
- For any impromptu event with teacher supervision and involvement, students must not stay beyond 4:00 P.M. (Impromptu events may include but not limited to events like volleyball and football activities.)

General Rules

- Students must not copy.
- Students must not cheat.
- Students must not forge signatures.
- Student must obey at all times.
- Student must not steal.
- Student must not fight.
- Students must not use obscene language.
- Students must not have any obscene materials.

- Students must not take God's name in vain.
- Students must not use vulgar actions.
- Students must not be rude.
- Students must not disrespect authority.
- Students must not vandalize, destroy, or abuse school property.
- Students must not vandalize, destroy, or abuse other's property.
- Students must not pair off.
- Students must not have any electronic device in their possession. (Cell phones, CD players, iPods, iPads, etc.)
- Students must not litter.



APPENDIX 2: STUDENT/PARENT/GUARDIAN COMMITMENT

CORNERSTONE PRESBYTERIAN HIGH SCHOOL

Student/Parent/Guardian Commitment:

Cornerstone Presbyterian High School (CPHS) is a school dedicated to the glory of God. It is in existence to help you grow spiritually, emotionally, physically, socially, and academically. It is expected that you will live in accordance with what the school represents and believes, and that in all things you will represent it well.

Student Commitment:

I agree to uphold the high expectations with regard to respect, obedience, honest, integrity, and effort. I also agree to faithfully abide by the policies that govern our students as found in the Parent/Guardian/Student Handbook.

Student's Name (Printed)

Student Signature

Date

Parent/Guardian Commitment

I agree to:

- uphold the high expectation of this Parent/Guardian/Student Handbook.
- pay all my financial obligations to CPHS on or before the date due.
- fulfill my obligation to insure that my child is dressed in the proper uniform.
- support the spiritual, educational, and disciplinary standards of the school as stated in the Student Handbook.

- assume the responsibility for my child's education by supervising assigned homework and keeping in regular contact with the teachers/principal.
- support, to the best of my ability, the various activities of the school and to participate in fund raising.

I understand that:

- My child will receive training in the Bible and the doctrines of the church as stated in the "Statement of Doctrine," and I will support the school in its endeavors to encourage and to guide my child in applying those teachings to his/her life.
- Corporal punishment will not be administered, but I agree to give to the principal and the teachers permission to lovingly discipline my child in other ways as necessary.
- The school reserves the right to dismiss any student who consistently refuses to cooperate with the teachers, consistently disrupts classes, and neglects to perform academically.
- The school reserves the right to withhold report cards, diplomas, or any other official school documents when financial obligations have not been met.

Parent's/Guardian's Name (Printed)

Parent's/Guardian's Signature

Date

APPENDIX 3: IN-SCHOOL COMMUNITY SERVICE SUSPENSION POLICY

1. Parent/Guardian Involvement

Parent/Guardian of student on suspension must attend a conference with the Principal/Vice Principal.

2. Duration

The maximum duration of suspension is five (5) days.

3. Procedure

- a. Student comes to the school for regular time in school uniform.
- b. Student may change in a T-shirt or other shirt and long pants to perform suspension chores.
- c. Student will be involved in doing various school chores such as sweeping, raking, chopping, general cleaning, and other activities that improve the overall appearance of the campus.
- d. Lunch break and dismissal remain the same, but the morning break will be taken after regular break for the remainder of the student population.
- e. At 7:45 A.M. students start the suspension chores sweeping and dusting the staff room and office, sweeping the staff bathrooms, kitchenette, and kitchen hallway. Thereafter, students must report to the Vice-principal for further suspension chores.
- f. If the student is not diligent in doing the assigned suspension chores, then the suspension period may be increased by a day or more.
- g. If a student is late while on suspension, he/she will work extra time after classes are dismissed.
- h. While on suspension, a student is not allowed in any building including his/her classroom without permission from the Principal or Vice-principal.

4. Responsibilities

While on suspension, a student must:

- a. Get notes from someone in the class at the end of the day.
- b. Check with all teachers about quizzes and tests given.
- c. Arrange dates with teachers for quizzes and tests missed (if this is not done, the student will get a zero).

5. Suspension Essay

- a. At the end of the suspension period, the student must write an essay before being readmitted to classes.
 - b. The essay must be done on two (2) folder sheets – double-spaced, front and back.
 - c. The content of the essay **MUST** include the following:
 - i. Why he/she went on suspension
 - ii. What he/she did while on suspension
 - iii. Thoughts and reflections while on suspension
 - iv. Resolutions.
 - d. Parent/Guardian must sign essay before it is presented to Principal or Vice-principal.
 - e. Principal/Vice-principal will read essay before returning student to his/her class.
6. After Suspension Status
- a. The student will be required to finish class work that was given during suspension in Academic Detention.
 - b. Student may be required to undergo counseling.