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PARENT / STUDENT

HANDBOOK



CORNERSTONE CHRISTIAN SCHOOLS
Cornerstone Christian *Online School*

4802 Vance Jackson Road

San Antonio, TX 78230

Toll-Free: (888) 872-8554

www.cornerstonechristianschools.org

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Introduction

Welcome to Cornerstone Christian Online School

Cornerstone Christian School Online School is an online virtual school grades 3-12 for parents looking for a new option to teach their children at home or from other remote locations. Cornerstone Christian Online School serves as a powerful solution for parents looking for the benefits of an online, private Christian school with a nurturing environment and the time-saving features of a computer-based curriculum.

The Online School provides an environment of intellectual vitality and promotes a love for learning by providing opportunities for students and parents to interact with caring, professional, Christian educators. The Online School is state and nationally accredited and has the resources and expertise to provide a quality online, virtual school education. The program covers core subjects and electives integrated with Biblical principles and a Christian worldview. Courses are enhanced by degreed/certified Christian teachers responding to parents and students enrolled in the virtual school.

How Cornerstone Christian Online School Works

Students enjoy completing their daily schoolwork on the computer, working through scheduled assignments in the Cornerstone Christian Online School curriculum. Supported by Switched-On Online® (SOO), the curriculum provides students a variety of interactive exercises, movies, animations, and audio clips that add to the learning experience.

Instant-grading features in the software allow students and parents to receive immediate feedback on academic progress. The exception to this is the grading of essays, projects, and reports which are done directly by the teachers. Assignment due dates and past-due notices help keep students on their individualized learning tracks. Our highly qualified teachers enhance learning by providing additional guidance, feedback, and encouragement while monitoring daily progress.

As students complete schoolwork, they link up with Cornerstone Christian Online School via the Internet, transfer their work to our teachers, and download grades and/or written comments provided by teachers.

Once students submit completed assignments, our degreed/certified teachers grade written paragraph answers, essays, and projects in addition to monitoring progress in computer-graded assignments. Teachers may also assign extra work or identify problems for students to rework.

Communication between teacher and student is accomplished through notes posted to the student's message box, comments made directly on the assignments, and/or through phone conversations.

For accurate placement in the curriculum, academic advisors set up an individualized education plan for each learner. By utilizing previous school records, placement test data, and parent feedback, these academic advisors empower students to begin working on subject units at their learning levels. Each subject (math, science, language, etc.) is comprised of approximately ten learning units covering daily lessons, quizzes, tests, and projects. Students must successfully complete all units in each core subject

to accomplish a year's grade level of schooling. Students can work at their own pace (some faster, some slower) in order to achieve subject competency.

Statement of Philosophy & Purpose

Cornerstone Christian Online Schools seeks to serve as an extension of the Christian home and church, when both are in submission to God's authority. In training students, Cornerstone Christian Online School follows the guidelines of Deuteronomy 11: 18 –19, which requires that God's words to mankind be taught in all settings, and Proverbs 22:6, which states that through the training of the child the commitment of the adult is developed as well. Further, it is desired that our students know the truth and believe that Jesus Christ is the source of all truth (John 14:6). Therefore, Cornerstone Christian Online School is designed to provide Christ-centered, quality education in all disciplines.

Cornerstone Christian Online School endeavors to move students from a simple understanding of the love of God to a Holy Spirit filled, intense and abiding personal relationship with Him through Jesus Christ. Nurturing this relationship is done through sharing and discussing the relevance of scriptures as it relates to both the subject content and daily life. In so doing we believe the students will be led to an understanding of the expectations and responsibilities of a life committed to Christ in their school environment, their homes, and their community.

Through a focus on the spiritual, mental, physical, and social development; students are assisted in discovering their unique gifts and talents for use in God's plan for their lives. Cornerstone Christian Online School will impact society through the Christ-centered education of the next generation. It is an endeavor to develop a holy, responsible, participatory, citizenry within the community. Cornerstone Christian Schools will train students to defend their faith by utilizing their God-given freedoms and be capable of maintaining this nation's Judeo-Christian heritage in the face of all the challenges to it. Cornerstone Christian Online School will facilitate the maturation process within a Christ-centered educational environment. In all these endeavors the unifying purpose is a desire to glorify God and to spread the Gospel knowledge proclaiming Him as Lord of all.

STATEMENT OF OBJECTIVES

GOD

- To develop in the minds of students a respect and love for God.
- To lead students to know God personally and intimately.
- To guide students into a life of obedience to God and His will.

WORLD

- To teach students concerning the world as God's handiwork.
- To show God's sovereignty in His creation.
- To awaken a realization that God has a purpose and plan for each life.

MAN

- To teach a biblical view of man, his origin, nature, history and destiny.

TRUTH

- To show students the unity of all God's truth.
- To aid the student in learning how truth is known.
- To develop in the student an ability to discern truth and error.

VALUES

- To point out that values are rooted in an eternal God.
- To lead students to know what is good and what is evil and to pursue that which is good.
- To help pupils develop an appreciation of the arts.

Cornerstone Christian Online School Statement of Faith

- A. The Bible is the infallible Word of God given to man through the inspiration of His Holy Spirit; as such it is our highest source of truth and our final authority. (2 Tim. 3:16 – 17; Hebrews 4:12; 2 Peter 1:20-21)
- B. By faith, we believe in the Holy Trinity – Father, Son, and Holy Spirit-as supported by scripture. (Matt. 28:18-19, Matt. 3:16-17)
1. We believe in God the Father, first person of the Trinity, Creator of all things in heaven and on earth, seen and unseen. He is eternal, omniscient, omnipresent and omnipotent. (Gen 1: 1; Acts 17:24; Colossians 1:16 – 17; Hebrews 1:3).
 2. We believe in Jesus Christ, second person of the Trinity, son of the one true God, the only source of salvation as the propitiation for sinful man. We believe in the life and ministry of Jesus Christ as outlined in the following:
 - a. He was born of the Virgin Mary through the Holy Spirit (Matt. 1:23 Luke 1:31).
 - b. He is wholly man and wholly God (John 1:1; 1 John 2:22 – 23; 3:16).
 - c. He was crucified for our sins, buried and rose again on the third day, ascended into heaven and He sits at the right hand of the Father as judge, advocate and high priest (1 Peter 2:24; 1 John 2:2) (Luke 24:34; Mark 16:19; Romans 8:34).
 - d. He will come again to judge the living and the dead and establish the eternal kingdom of God (John 5:24 – 25).
 3. We believe in the Holy Spirit, third person of the Trinity, the divine Paraclete, source of all godly inspiration and sustainer of our faith and spiritual maturity (Romans 8:26-27).
- C. We believe in the communion of believers in Christ and in a corporal resurrection of the saved in Christ and the unsaved, the former to eternal life and the latter to eternal damnation (John 5:28-29).

Mission Statement

Cornerstone Christian Online School will create and sustain a Christ-centered teaching-learning environment of unprecedented excellence designed to develop each student spiritually, intellectually, physically and socially to their maximum potential.

Vision Statement – Key Verse - Matt. 5:14

“You are the light of the world. A city on a hill cannot be hidden.” To facilitate the whole-hearted pursuit of this vision, CCS will form a highly qualified, spiritually dedicated faculty and staff supporting a program of excellence in instruction and modeling a Christ-centered life to our students.

Accreditation

Parents have the assurance that the Cornerstone Christian Online School curriculum meets national and state standards and is taught by highly qualified and degreed/certified teachers. Cornerstone Christian Online School is accredited by The Association of Christian Schools International (ACSI), International Christian Accrediting Association (ICAA), and AdvancED. Our school is certified by the Texas Private School Accreditation Commission and is recognized as an accredited school by the State of Texas Education Agency (TEA) and the State Commissioner of Education. Cornerstone Christian Schools is afforded all privileges and responsibilities of a state accredited school. CCS has achieved all accrediting standards and works continually to maintain them in our pursuit of excellence of God’s glory.

AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). AdvancED is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services. AdvancED creates the world's largest education community, representing 27,000 public and private schools and districts across the United States and in 65 countries worldwide, educating 15 million students.

General Policy Information

Parent/Guardian's Role

CCS Online School is an extension of the Christian Home. The parent is partnered with the Online School faculty and staff. This is a powerful partnership. Parental involvement is necessary to insure your student's success. You are your child's "first-responder" with help for academic questions. Next in line is your online school teacher who will help through the built-in memo pads for student/teacher correspondence. CCS Online School teachers are available for (real-time/live-voice) additional assistance via telephone when needed. In our online school parents play two important roles as follows:

Academic Supporter: Parents will need to help the student stay on task, study, and review for quizzes and tests to ensure success. When you receive graded work back from the online school, it is important to use this feedback to guide the student accordingly.

Communicator: Parents must keep the lines of communication open to ensure success. Cornerstone Christian Online School commits to be available and responsive to the academic needs of each student.

Teacher's Role

Cornerstone Christian Schools' faculty and staff are ready to meet the needs of your student's total educational experience.

Every faculty member is degreed/certified and committed and able to teach in their prospective area. More important than educational training every teacher and staff person at Cornerstone Christian Schools is a believer and has accepted Jesus Christ as their personal Lord and Savior. What does this mean for your student? You can expect that all the adults that your student interacts with are good Christian role models. The spiritual and life questions your students ask will be answered with biblical sound responses.

Every member of the Cornerstone Christian Schools faculty and staff see their position as ministry and they each believe that they are appointed by God to serve at our school.

Parents/Guardians and students will be supplied with their teachers contact information after they have been placed in courses. When a teacher does not answer their phone you may leave them a phone mail message. This message is available to the teacher and your call will be returned within 24 hours. The contents of the messages are also e-mailed directly to teachers so that they may retrieve the message when away from their phone. Teachers will also have blocked out office hours, 10-15 hours a week.

Enrollment Agreement

The purpose of this agreement is to provide a mutual understanding of the goals and responsibilities of Cornerstone Christian School Online School by defining the Online School parent/student relationship.

CCS Online School's Responsibility

Cornerstone Christian Online School has been developed to support parents and guardians by

1. Helping them fulfill their God-given responsibility to educate their children
2. Accepting students at their current skill level
3. Prescribing a suitable course of study
4. Supplying the curriculum needed for the courses
5. Providing students with academic support and advisement through degreed/certified teachers
6. Supporting parents with quality technical, administrative, and academic assistance
7. Evaluating, grading/reviewing, recording, and reporting student progress in a timely manner
8. Issuing a diploma upon successful completion of our graduation requirements

The Parent/Guardian's Responsibility

Parents and guardians are required at the time of enrollment to indicate their agreement with the following policies:

1. I acknowledge that CCS Online School's curriculum is written from a Bible-centered, Christian worldview in accordance with the school's statement of faith.
2. I will study the CCS Online School orientation materials and parent/student handbook and will abide by all policies and procedures therein.
3. I understand that it is my responsibility to meet all applicable local and state homeschool laws and requirements. I acknowledge that it is my responsibility to select the course of study to meet any applicable homeschool graduation requirements in my state.
4. I understand that it is my responsibility to contact my child's future colleges and universities to confirm what course(s) will be necessary for acceptance.
5. I will fully support the education of my child and will guide and motivate my student to follow and complete the course of study assigned.
6. I understand that the work my student submits to CCS Online School must be his/hers solely. Tests and quizzes should be completed by my student independent of any other resources (e.g., answer keys, lesson text, "coaching," etc.).
7. I will ensure that my child submits work on a regular basis to allow for ongoing oversight by the CCS Online School staff.
8. I understand that the registration fee is nonrefundable once it has been processed, regardless of placement test results.

9. I understand that full payment with a 5% discount or first half of the tuition is due prior to activation of the curriculum. After 90 days the second half of tuition is due. See tuition guidelines.
10. I understand that CCS Online School reserves the right to cancel enrollment at any time due to nonpayment of fees, unsatisfactory progress, program abuse or plagiarism, or failure to follow procedures.
11. I have read and understand the cancellation and refund policy. If I choose to cancel or withdraw my student(s), I must notify the CCS Online School in writing or by email.
12. Cornerstone Christian Online School does not discriminate against applicants on the grounds of race, color, sex, age, national origin, or disability.
13. I have read the previous information and understand and agree to each point.

Re-Enrollment

Students may be re-enrolled at any time of the year, but must be working in at least the tenth unit in all subjects of their current coursework. To complete the re-enrollment process, the parent will need to call to have the new curriculum released as soon as the current coursework is complete. To re-enroll, fill out our enrollment form at www.cornerstonechristianschools.com. An academic advisor will review your student's work from the previous year and contact you to discuss recommendations for the upcoming school year.

Tuition

The following information provides a basic overview of tuition and registration fees for enrollment in Cornerstone Christian Schools Online School.

Full-Time Online Students

Registration Fee:
(Registration fee is per student, and non-refundable.)
\$125 - First-time Student Registration Fee
\$75 - Re-Enrollment (for returning students - no placement testing.)

Annual Tuition - Full-Time Enrollment:
(Tuition includes 5 core subjects: Math, Bible, Language Arts, History, and Science.)
\$1,600 - **3rd through 5th Grades**
- (Tuition includes 5 subjects: Bible, Math, Language Arts, History, and Science.)
\$1,700 - **6th through 8th Grades**
- (Tuition includes 6 subjects: Bible, Math, Language Arts, History, Science and one elective.)
\$1,800 - **9th through 12th Grades**
- (Tuition includes 6 subjects: Bible, Math, Language Arts, History, Science and one elective.)

Discounts:
Families who enroll full-time students can receive 5% off tuition by pre-paying the entire tuition.

Graduation Fee - \$50*
*Covers cap, gown and diploma. Optional official graduation ceremony will be held at Cornerstone Church, San Antonio, Texas.

Part-Time Online Students / Independent Courses

Please Note: High school diplomas are issued to full time enrollees only.

Registration Fee: *(Registration fee is per student, and non-refundable.)*
\$100 - First-time (no placement testing)
\$75 - Re-Enrollment

Tuition:
(Part-Time students may register for 1 to 5 courses. High school diplomas are not issued to part-time students.)
\$345 per full year course
\$200 per semester course
**Extension Policy: after the 10th month, there will be a fee of \$50.00 for each uncompleted course for the 11th month and the 12th month. Thereafter, a fee of \$345 per course for 10 additional months will be required.

Payment Plans:

Registration fees are billed at time of registration. CCS Online School offers a tuition payment plan, for full-time students only, as follows:

1st payment - 50% of Total Tuition - Due after placement, before curriculum is sent.

2nd payment - 50% of Total Tuition - Due in 90 days

Note: Tuition will be paid by the same method used during registration. If a credit card is used to register, that same credit card information will be used to collect tuition costs. If paying by check, please provide the check numbers for the registration fee and tuition payments at time of registration. Withdrawal and Cancellation Policy:

Any request for withdrawal must be made in writing. Registration fee is non-refundable. Tuition refunds are available up to 60 days after shipment of curriculum and are allowed on the following basis: 0-60 days: Upon written withdrawal, 100% refund, less units opened (pro-rated fee). No refunds are given after 60 days.

Note: The Online School reserves the right to cancel a student's enrollment at any time for non-payment of fees, unsatisfactory progress, inadequate record-keeping, failure to submit work on a regular basis, or obvious student cheating. Once a student is dismissed, reinstatement is considered only upon application to, and approval by, the administration of Cornerstone Christian Schools. If reinstatement is allowed, tuition fees must be brought current, and a reinstatement fee of \$50.00 will be assessed.

Online School Policies

Achievement Testing

The CCS Online School is pleased to offer our students the Measurement of Academic Progress (MAP) test through the Northwest Evaluation Association (NWEA). While we only require this test for our students in grades 3, 5, 8, and 11, we strongly encourage all of our students to take advantage of this service. This information may be helpful to show accountability to local school boards or state departments of education.

MAP is a nationally normed, nationally accepted achievement test delivered to the online school students through the home computer. Parents do not have to find a proctor (a supervisor of exams). MAP can be proctored by the parent. Computerized testing means faster testing times and quicker results. See Financial Information for the testing fee.

In addition to the MAP test, Cornerstone Christian Online School requires all students enrolled in Language Arts and/or Mathematics to take an additional diagnostic test to assess adequate yearly progress (AYP) at course completion.

Please note that Cornerstone Christian Online School utilizes standardized test data for program development, therefore, test scores do not impact students' grades in any way.

Academic Schedule

The CCS Online School does not have a "traditional" school year. Each course is designed to be completed in a 10-month time frame, 5 months for a semester. Students who wish to move at a faster pace may schedule extra time during the week or on weekends; however, we caution students not to rush through the curriculum.

Each unit typically takes three to four weeks to complete. This time may vary according to the length of the unit, individual student ability, daily scheduling, and the difficulty of the material. You may need to vary scheduling for each subject so that your student can complete all assigned units within the appropriate timeframe. Language or math may occasionally have one or two extra units if your student is making up some skill gaps. If so, allow extra time for these subjects. The curriculum itself records time spent working on the curriculum. The CCS Online School teachers can easily see that daily work is done.

Student Progression Plan

The following information provides the subject area, the grade level in which it is commonly taken, and the credit value given to each of our high school level courses. This information facilitates in the planning for a student's graduation.

English

Course	Grade	Credit
English 1	9-10	1
English II	10-11	1
English III	11-12	1
English IV	12	1

Bible

Course	Grade	Credit
Bible 900	9	1
Bible 1000	10	1
Bible 1100	11	1
Bible 1200	12	1

Math

Course	Grade	Credit
Pre –Algebra	8-9	1
Algebra 1	9-10	1
Geometry	10-11	1
Algebra II	11-12	1

Trigonometry	12	1
Pre-Calculus	12	1
Consumer Math	12	1

History & Geography

Course	Grade	Credit
World Geography	9	1
World History	10	1
U.S. History	11	1
U.S. Government/Economics	12	1

Science

Course	Grade	Credit
IPC	9	1
Biology	10	1
Chemistry	11	1
Physics	12	1
General Science III	12	1
Earth Science	12	1

Electives

Course	Grade	Credit
Story of the Constitution	9-12	½
College Planner	9-12	½
Spanish 1	9-12	1

Spanish II	9-12	1
French I	9-12	1
French II	9-12	1
Consumer Math	9-12	1
H.S. Health	9-12	½
American Literature	9-12	½
British Literature	9-12	½
Civics	9-12	½
Civil War	9-12	½
Accounting	11-12	1
College Planner	11-12	½
Art	9-12	1
Essentials of Communication	9-12	½
Family and Consumer Science	9-12	1
Health Quest	7-8	
H. S. Health	9-12	½
Vietnam Era	9-12	½
Business Computer Information Systems IA	9-12	½
Business Computer Information Systems IB	9-12	½
GED Prep History & Geography	No Credit	
GED Prep Language Arts	No Credit	
GED Prep Math	No Credit	
GED Prep Science	No Credit	

Electives for lower grades:

Elementary French	3-5
Elementary Spanish	3-5
Secondary Spanish	6-8

Grading Scale (for all grade levels)

A	=	90-100%
B	=	80-89%
C	=	74-79%
D	=	70 -73%
F	=	Below 70%

Weighting System

A unit's weight is one-tenth of the yearly average.

Tests are 40% of the unit average.

Quizzes are 30% of the unit average.

Projects are 20% of the unit average.

Lessons are 20% of the unit average.

Failed Course Policy

Generally speaking, if a student fails a course, the course will need to be repeated until the student passes. At the elementary level, it is critical that a student master the concepts and skills at each level because they are foundational for the next. At the high school level, a course generally needs to be repeated to meet particular credit requirements. However, this will be decided by a counselor in consultation with parents.

CCS Online School looks at failing courses by semesters. If a student fails a semester, he/she will be required to retake that semester for credit.

Clearing/Retake Policy

1. Retakes are granted upon request one time only for quizzes that have earned a D or F.
2. Applicable lessons preceding a cleared quiz or test will also be cleared if requested or at the discretion of the online school.
3. Alternate tests will be assigned upon request of the parent and at the discretion of the online school.

Final Work Policy

Once the final test of a subject is taken, the subject is closed. Students and parents should be sure they are ready to close a subject prior to taking the final test.

Academic Interaction

1. While on the internet, students are NOT to give their name, home address, school Internet address, school internet address, e-mail address, passwords, or telephone number to any other student, relative, or acquaintance of anyone else enrolled in Cornerstone Christian Online School. The student or parent must report any questionable contact with another user immediately to Cornerstone Christian School Online School at 888-872-8554.
2. No student is to share his/her work with another student.
3. Students must show courtesy and respect in all communications with Cornerstone Christian Online School staff. Teachers should be referred to with the appropriate salutation (i.e., Mr., Mrs., Miss, Dr., etc.)
4. Students must obey all Cornerstone Christian Online School rules while online.

Program Abuse

Program abuse is evidenced in a number of different ways. It primarily occurs when students pursue alternative ways of completing the coursework outside the conventional use of the software/curriculum as understood by both the parent and the student through the CCS Online School communications in the form of the handbook or department policy.

A conventional approach means that students read the lessons, answer lesson questions, study for quizzes and tests without previewing the test, and then complete those quizzes and tests independent of “outside” resources of any form (i.e., notes, etc.). In other words, during assessments, students are to rely solely on their mental preparations for that assessment.

When program abuse has occurred, a determination is made regarding the student’s coursework. Depending on the form and extent of the abuse, consequences can range from clearing the coursework for resubmission to dismissal from the program.

Plagiarism

Definition: Plagiarism is submitting work without proper documentation. Students must document thoughts and opinions originating from another source.

The CCS Online School, in partnership with the parents of our students, is committed to ensuring that students are properly equipped to follow accepted guidelines of research, properly cite sources used, and receive appropriate feedback and consequences when they fail to do so. Students will receive a grade of a zero and a parental call is made.

Support and Contact Information

Contact Information

Cornerstone Christian Schools Online School is not restricted in its course offerings by traditional factors such as student enrollment or class demand. Each class session is composed of one student and one teacher. Students may enroll full-time or part-time in our comprehensive curriculum. If you are interested in enrolling in CCS Online Campus and have further questions, you may contact

Administrative Assistant directly at 210-979-9203 ext. 1834 or Toll Free at 1-800-872-8554

Tech support at 1-800-735-4193

Toll Free @ 1-88-872-8554

www.ccsonline@sa-ccs.org

Please feel free to contact the Admissions Office at 210-979-9203 or Toll Free at 1-800-872-8554. Office hours are 8 a.m. to 4 p.m., Monday through Friday, Central Time.

Administrative Services

The CCS Online School Administrative Services is available to provide direction and help related to the following:

- Official enrollment verification for private online school reporting
- Grade reports for eligibility requirements
- Transcripts
- Graduation information
- Registration and enrollment processing
- Curriculum and tuition payments
- Evaluation of new student transcripts and placement into the CCS Online School curriculum
- Re-enrollment recommendations for an academic year

- Four-year course-planning for high school graduation
- General ACT/SAT college entrance test information
- Recommendations to prospective colleges/universities

Feel free to call our Administrative Services at 210-979-9203 ext. 1834 or Toll Free at 1-800-872-8554.

High School Information

General High School Course of Study

Recommended Diploma = 28 credits (2 yrs. of a foreign language)

Minimum Diploma = 26 credits

High School – Grades 9-12

English – 4 Credits*

Mathematics – 4 Credits

Science – 4 Credits

History – 4 Credits

Bible – 4 Credits

Fine Arts – 1 Credit

Electives – (Dependent on choice of diploma)

Total hours required to graduate are 26 credits. At least five (5) credits must be earned from the CCS Online School. (See graduation requirements below.) Students may be required to take more credit hours depending on their state's requirements.

*One credit equals one year-long course or two semester courses.

Graduation Requirements

At a minimum, twenty-six (26) credits are required for a Minimum Diploma and 28 credits for a Recommended Diploma.

High school students contemplating college should take college entrance tests in their junior (11th) or senior (12th) year. Check with the college(s) of your choice to see which test is preferred. The two most common are the American College Testing (ACT) Assessment and the SAT (Scholastic Aptitude Test). Information and registration can be accessed through a local high school or online at www.act.org for the ACT or www.collegeboard.com for the SAT. The CCS Online School's school identification code is 446022.

Course Credits

A unit of credit is awarded in a subject when the course is successfully completed. One-half credit would be awarded for 5 units, and one credit would be awarded for 10 units of work. A half-credit course typically takes one semester (3-5 months) to complete, and a one-credit course takes approximately two semesters (approximately 10 months) to complete.

To graduate within four years, students should be enrolled in approximately 7 credits each year. Additional credits may be earned for courses taken outside of the online school, as long as the courses meet the requirements as outlined below.

Part-time student status includes all who register for 1-3 classes while enrolled as full-time students in another academic program. An Online School part-time student may be required to take a placement test and submit a transcript. Upon completion of the course(s), the online school will prepare a transcript for the primary school or parent of the student reflecting individual courses taken, but no diploma can be earned from CCS Online School as a part-time student.

Transfer credits taken prior to CCS Online School enrollment are accepted based on official transcripts and placement test results. Students who have taken high school courses through homeschooling must show mastery on diagnostic tests in order to receive transfer credits. Documentation of attendance and evaluation of mastery will be required for all courses, including those not tested. Students must list all high school courses taken previously for credit. These should be verified by an official transcript received from the transferring school.

Outside Credit Approval (OCA)

While a student is full-time (5+ courses) with the CCOS, all outside (additional) credits earned must be preapproved by the CCOS Administration before courses are taken. An Outside Credit Approval form must be submitted and approved **prior** to the student beginning the course or activity for which credit is requested. Outside credit will **NOT** be given for courses taken without **prior** approval from the CCOS Administration—no exceptions. There is a fee for adding outside credit to the transcript.

Only Bible, PE and elective courses can be earned through the Outside Credit Approval process. In rare cases, the student may petition for exception.

All OCA credits will be a pass/fail credit on the CCOS student transcript.

Not more than 1/3 of a student's high school credits can be OCAs while a full-time student with CCOS and working toward graduation. All other outside credits earned (over 1/3) will simply be considered concurrent credits and will not count toward graduation requirements. Please check with the CCOS administrator to determine how many courses this represents.

To submit a request for an outside credit, contact the Online School administrative offices. After completing the form, please fax to 210-979-0452 or scan and email to: ccsonline@sa-ccs.org

Course Offerings

Bible

Provides a developmental and in-depth academic study of the teachings of the Old and New Testaments that fits broadly within an "Evangelical Protestant" position. It covers a variety of biblical material in order to assist the student in the development of a Christian life-view and the integration of this view into academic studies and practical living. Strands including Theology, Attributes of God, Biblical Literature, Biblical Geography, Christian Growth and Christian Evidences are covered on most grade levels. In addition, each grade level places special emphasis on a unique study. Not only does the curriculum provide a complete Bible survey, it also uses Book Studies to teach students study methods. A variety of multi-media resources (audio, video and animation presentations) compliments the text material and assist students in understanding abstract concepts.

300 Introduction to the Bible

400 Christian Discipleship

500 Christian Basics

600 Bible Survey

700 Christian Basics II & Life of Christ

800 Practical Christianity & Church History

900 New Testament Survey

1000 Old Testament Survey

1100 Bible Doctrine

1200 Christian Faith & Living

History & Geography

Is presented in a reading based format and utilizes a combination of on-and off-computer assignments. The program is presented with the goal of developing in students an understanding of and appreciation for God's activity as seen in the record of man and his relationships. The use of primary sources of history (photos, videos, recordings) is a valuable means of introducing students to actual historical documents, speeches, etc. This allows them to "view" the events of history in context. The following content strands are included; Geography, History, Government and Citizenship, Economics, Social Studies Skills and Special Topics. Geography focuses on both world and American geographic distinctives. History includes World History and the History of Religion while Social Studies Skills are incorporated in Map Reading, Research Skills and the Historical Method. Special Topics consist of Career Preparation and Financial Management which guide the students in practical life skills.

300 U.S. Communities
400 World Geography
500 History of the Western Hemisphere
600 World History & Culture
700 Social Science Survey & State History
800 U.S. History
900 Civics and World Geography
1000 World History
1100 U.S. History
1200 Government and Economics

Language Arts

Is a comprehensive curriculum for grades 3-12 focusing on the sequential development and integration of communication in reading, writing, listening and speaking. The program targets these skills by delivering a combination of on and off computer assignments. Grades 3-6 weave these skill topics together within units, whereas, in the upper grades, the skills are treated more discretely unit by unit. Content strands in Reading include Vocabulary, Comprehension skills and Literature studies. Book report projects are interspersed across grades 3-8. Upper grades provide instruction intended to equip students to effectively analyze, interpret and appreciate varieties of literature. Content strands in Writing include Spelling, Grammar and Composition. Spelling lessons appear in every unit grades 3-8. Grades 7-12 cover sentence structure; verb forms; phrases and clauses; usage and sentence reduction and expansion. Composition skill are taught and reinforced throughout the curriculum in all grade levels providing opportunities for students to apply principles of grammar and usage in written assignments. Speaking and listening skills introduced as vital components of effective communication and are taught as specific skills in grades 7-12 including topics such as conversational etiquette, note taking, interviewing, and preparing, delivering and evaluating speeches.

300 Reading and Sentence Building
400 Word Study: Grammar Skills, Composition
500 Literature, Poetry, Reports
600 Reading for a Purpose: Sentences & Poetry
700 Composition & Literature
800 Speaking & Writing Skills
900 Elements of Literature: Structure & Language
1000 Literature Genres: Effective Writing
1100 American Literature: Research and Reports
1200 British Literature: Structure of Language & Poetry

Mathematics

3-12 is a fully comprehensive math curriculum designed to meet and exceed necessary standards at all grade levels. Content strands include Number skills, Geometry, Algebra, Statistics and Pre-Calculus. Number skills are developed throughout the elementary grades with emphasis on basic operations, whole numbers, fractions & decimals as well as estimation and rounding skills. Emphasis is also given to application and story problems throughout. Geometry is integrated into all grade levels, reinforcing and extending the numeric skills the student is working on. Tenth grade contains a full year of geometry study. Algebra preparation begins in sixth & seventh grade with eighth grade expanding on these skills. Ninth grade is our standard Algebra I course and eleventh grade covers advanced algebraic concepts equivalent to a standard Algebra II course. The study of Statistics is integrated throughout the curriculum, beginning with simple charts and graphs in the elementary grades, and moving on to the formal study of statistical measures throughout the high school curriculum. Pre-Calculus study begins in the eleventh grade and is continued and broadened in the twelfth grade with the formal study of trigonometry.

300 Math

400 Math

500 Math

600 Math

700 Pre-Algebra, Pre Geometry

800 Pre-Algebra, Pre-Geometry

900 Algebra I

1000 Geometry

1100 Algebra II

1200 Trigonometry, Pre-Calculus, Consumer Math

Science

Focuses on the development of observational skills while studying the physical universe which God created. The elementary and Jr high grades (3-9) present each area of science in an independent survey basis, usually unit by unit. The high school grades focus on particular areas of science, specifically Biology (10th), Chemistry (11th) and Physics (12th). The major strands that flow through the lower curriculum and into specific classes are Life Science, Earth and Space Sciences, Physical Sciences and nature of Science. Life Science covers Plants and Animals, Human Anatomy and Personal Care. Earth and Space Sciences includes the topics of Geology, Weather and Space. Physical Sciences contain concepts in Chemistry and Physics and the Nature of Science incorporates the Scientific Method, Experimentation and Technology.

300 Plants & Animals; Energy

400 Changes in Matter; Solar System & Planet Earth

500 Life Cycles: Balance in Nature

600 Plant & Animal Behavior; Molecular genetics & Chemical Structure

700 General Science I

800 General Science II

900 Integrated Physics & Chemistry

1000 Biology

1100 Chemistry

1200 Physics, General Science III, Earth Science

Electives

CCS Online Campus offers 12 electives courses that add variety and excitement to your student's learning experience.

College Planner
Consumer Math
Health Quest
High School Health
Spanish I
Spanish II
French I
French II
State History
The Story of the Constitution
American Literature
British Literature
Civics
Civil war
Accounting
Art
Essentials of Communication
Family and Consumer Science
Trigonometry
Vietnam Era
Business Computer Information Systems IA
Business Computer Information Systems IB
GED Prep History and Geography
GED Prep Language Arts
GED Prep Math
GED Prep Science

Electives for Lower Grades

Elementary French
Secondary French
Elementary Spanish
Secondary Spanish

Tips for Success

“Tips for Students on How to Have a Good School Year”

1. Make sure all your work is your own. Give your best effort. Looking for ways to “short-circuit” the learning process ultimately hurts you, the student. The “easy way out” is really quite difficult in the long run.
2. Understand that the curriculum you are using is a learning tool. It contains information that you need to learn as you progress through your educational levels. It can be abused and misused, but this only hurts the person using the tool.
3. Take notes and use them to prepare for quizzes and tests. When you take quizzes and tests, put the notes away, and hold yourself accountable for your learning. If you need structured accountability in this area, ask your parents for some guidelines during quizzes and tests. Be sure to read the CCS Online School policy on academic integrity.
4. Be sure you are diligent in your work ethic. If you need help with a question or concept, ask your parents.
5. Do not procrastinate with your projects/reports. Projects are an important part of your learning and our assessment. Give your best as you complete them.
6. Set your schedule and work to follow it.
7. Submit your work in each subject regularly.
8. Make sure you have a quiet environment in which to work. It may mean moving your computer to a different location or asking your parent or guardian to help keep the house quiet while you work on your classes.
9. Guard your school time. It should be school time, period.
10. Complete math problems on paper so you can work out all the steps. Keep your work in a notebook or folder for future reference.
11. Check out the reference section, and print it out for geometry or other subjects, as necessary.
12. Do not be afraid to ask for help. Mastering new concepts on your own is difficult, and to not communicate that you are struggling will usually result in frustration or failure.



Frequently Asked Questions

Is Cornerstone Christian Online School accredited?

Parents have the assurance that the Cornerstone Christian Online School curriculum meets national and state standards and is taught by highly qualified and degreed/certified teachers. Cornerstone Christian Online School is accredited by the International Christian Accrediting Association (ICAA). ICAA is recognized by the National Council for Private School Accreditation (NCPSA), a national consortium of private school accrediting commissions. NCPSA is a fully recognized member of the Commission on International and Trans-Regional Accreditation (CITA). CITA is the most rapidly growing accreditation agency in the world and provides expertise in accreditation and school improvement. The regional commissions accredit 32,000 schools in 100 countries. Participating organizations include:

Western Association of Schools and Colleges (WASC)

Southern Association of Colleges and Schools (SACS)

Middle States Association of Colleges and Schools (MSA)

North Central Association Commission on Accreditation and School Improvement (NCACASI)

National Council of Private School Accreditation (NCPSA)

National Study of School Evaluation (NSSE)

What is the purpose of the diagnostic test?

The diagnostic test is also known as a placement test; it is a tool to help in the placement of your student in our curriculum. It helps us to customize your student's program and identify any learning gaps. It is based on the mastery of skills covered in the curriculum.

Is there a transcript fee?

There is no fee for transcripts.

Do you know my particular state's homeschooling requirements?

No, parents are responsible for knowing their own state's homeschool laws. You may call your state homeschool organization for this information, or go to www.hslda.org.

What is the parent's role?

While students and parents participating in Cornerstone Christian Online School will be supported by a three-tiered support system, including university professional education faculty, degreed/certified teachers and administrators, and teacher candidates (future teachers), the parent holds the primary responsibility for making sure the student is prepared to learn. Once enrolled, you have agreed to partner with Cornerstone Christian Online School educators to accomplish the task of educating your student. This is a very powerful partnership. **Daily parental involvement is essential to ensure your student's success.**

Parents are expected to provide all of the materials necessary to ensure a successful educational experience for the student. Additionally, parents should consistently monitor student progress and stay informed through contact with the CCS Online School educators.

What is a typical school day like?

Although the yearly academic calendar is preset, you may arrange the school day as you see fit. You may have your student do all the work in one sitting or space it out over the day. Time spent on the computer will vary depending on the number of subjects that have been assigned and the student's level of understanding of the course material. Generally, a student taking a full course load will spend five to six four hours a day on the computer.

How are the lesson plans set up?

The online administrative staff, in conjunction with the parent, will set up a student's school calendar at the beginning of the semester. Based on this calendar, the computer will divide the entire course into a lesson plan. The calendar can be adjusted throughout the year to allow for unplanned events or illness.

How much time does the student have to finish the school year?

Each student is given 10 months to complete a 1-credit course and 5 months to complete half-credit courses.

Is it better to have two computers if there are two Cornerstone Christian Online School students in the same family?

If you have two (or more) students working in our computer-based courses, it is easier if your students have two (or more) computers, but it is not required. If there will be two students working on one computer, we recommend having one student complete his or her work in the morning and the other in the afternoon. If there are more than two students in the same family enrolled in the online school, an additional computer is highly recommended.

When can my student start?

You can enroll your student(s) any day of the year. Cornerstone Christian Online School accepts registrations for enrollment 24 hours a day, 7 days a week, through our "user friendly" online registration form on our website at: ccsonline@sa-ccs.org. You can also call the Online School Administrative Services at 210-979-9203 or Toll Free at 1-800-872-8554.

How long does the enrollment process take?

The entire enrollment process takes approximately one day to two weeks depending on information given to us by the previous school. The enrollment process includes online registration, transcript processing, placement testing (up to seven days to complete.), program placement, and advisement. (Students enrolling in Cornerstone Christian Online School will take a placement test.)

I have just pulled my student out of a public school. What do I do now?

States have different homeschooling requirements, so we recommend contacting your local homeschooling organization, as well as the Home School Legal Defense Association at www.hslda.org to find out what your state's homeschooling laws are.

What electives are available for third through eighth grades?

There are no electives available for elementary level students. Academic advisors will assist you with middle and high school student electives.

What does the Cornerstone Christian Online School tuition cover?

The tuition covers enrollment in the Online School online curriculum. There may be additional paperback books to purchase for literature and reading courses.

Can I enroll in Cornerstone Christian Online School if I live in another country?

Cornerstone Christian Online School offers online distance learning to students all over the world. Student work is then transmitted over the Internet for the CCS Online School to grade and record. However, a word of caution: there could be challenges with personal contact via phone or online while students are working on their schoolwork due to extreme differences in time zones.

How does the online school accommodate students who are a grade level behind in one or two of their subjects?

Based on the placement test results and transfer credits, our guidance counselors will determine the academic level of your student and customize the program accordingly. If your student is behind and needs to catch up, we can create a customized subject to help. Similarly, if your student is advanced, the appropriate level in each subject will be assigned.

Will my Internet filter cause any problems?

If you have an Internet service provider (e.g., AOL) that allows you to set a filter, you will need to set the filter to the lowest level. This program does not work properly with Satellite Dish.

Does my student have to be connected to the Internet while doing schoolwork?

Yes.

Do you offer payment plans?

Full tuition with a 5% discount or half the tuition must be paid before access is allowed for the student.

How does the online school work with a student who has a learning disability, such as ADD or ADHD?

While every student will have an individualized education plan based on the results of the placement test and/or previous school records, students with learning disabilities may find that working in an online, virtual environment is too challenging or overwhelming. However, with parental supervision, some students with learning challenges such as ADD or ADHD may find that the virtual learning environment will be the means to help them with their learning. Parents and teachers will need to monitor these students closely to determine their success rate. Please note Cornerstone Christian Online School is not

prepared to work with students who have been diagnosed with severe learning disabilities.

What should I do if my student misses a scheduled day of work? Do we need to notify the online school?

One of the benefits of virtual schooling is the flexibility of the schedule. With the online school, you have the flexibility to change your schedule when it becomes necessary. You do not need to notify the online school of a school day that has been missed. If your student will not be working for a week or more, you are required to inform the administrative services.

How often should I check my student's progress?

Daily. We encourage parents to take an active role in their student's education. Parents are essential in actively supervising throughout the lessons, and we encourage daily review of student progress. Your involvement is critical to your student's success. We encourage "parent conferences" if you need help interpreting scores, answering questions, providing additional instruction, etc., please call one of your student's teachers for help at 210-979-9203 ext. 1824 or Toll Free at 1-800-872-8554.

How does the student communicate with a Cornerstone Christian Online School teacher?

The student can communicate with an Online School teacher in three ways. The first is through the writing of messages left in the memo pads and "message from student" boxes built into the curriculum, which are sent through the Internet with the student's work. The second is through email with an onsite teacher. The final way is by phone. The student can call Administrative Services to speak to a teacher during our normal business hours.

Does Cornerstone Christian Online School periodically send report cards or progress reports?

Cornerstone Christian Online School allows immediate viewing for the parent to see the current and cumulative progress of the student. It also furnishes the parent with the capability of printing a "grade summary" at any time. If an official grade report is needed, we will send one upon request. Parents may request a conference call with the teacher or administration.

Do students have a set calendar?

Yes, upon purchasing the curriculum, the administrator sets the school calendar for your student to fit into a 10-month time span for a 1-credit course and 5 months for a half-credit course. Your school calendar is then used to establish the lesson plans and due dates.

Can I enroll my student for just one course?

Yes. Part-time students must take at least 1 full credit course. Simply fill out the online registration form and request the course(s) you wish for your student to take. If your student plans to earn a high school diploma through our online school, he or she should register as a full-time student with the usual placement testing and program planning. Please call Administrative Services at 210-979-9203 ext. 1834 or Toll Free at 1-800-872-8554.

How quickly will my student's work be graded?

Our teachers have 24-48 hours to review and grade each student's daily assignments, with the exception of essays, reports, projects, and weekends and holidays. For this policy to be enforced, the student must transmit schoolwork the same day it is completed.

Does my student need to be able to type to be successful?

Though typing skills are an advantage, many students successfully do the work using the "hunt and peck" method. Students are strongly encouraged to have keyboarding skills. There are several software packets geared toward aiding students with improving their skills.

Is there any work that is not completed on the computer?

Projects that are accomplished away from the computer include science experiments (if you choose to have your student complete them hands-on rather than by solely watching the videos), as well as research papers for language arts, history, and Bible. Also, in grades 7-12, our language arts course includes reading and evaluating printed novels, plays, and biographies.

Do you offer an official transcript for outside courses that are approved for the online school credit?

If approved, the credit will show on our transcript as a transfer credit with the school name from which the credit was transferred or as a "homeschool" course (if the course was administered by the parent).

Online School Privacy Policy

Personal Information:

Cornerstone Christian Online School has instituted policies intended to ensure that your Personal Information (information which is personal to you and your child, such as name, address, e-mail address, telephone number(s), grades, attendance records, etc.) is maintained in a safe and responsible manner. We want you to know what type of information we may collect or have access to and how it is maintained. Please understand that this Privacy Policy applies to the online school and not necessarily to its affiliates and/or partners.

If you have any questions regarding this Privacy Policy, we can be reached via e-mail at:
ccsonline@sa-ccs.org

The CCS Online School reserves the right in its sole discretion to modify this Privacy Policy at any time.

What We Collect:

We do not collect personal information about you or your child unless you have provided it voluntarily to the online school. We will not require disclosure of more information than is reasonably necessary for participation in our online school services. This information may include names, addresses, contact information, subjects enrolled in, grades, and other academic-related information. The online school may have access to information from students or parents of students via screen share technology for purposes of educational administration, diagnostic testing, to fix errors in the school's database, and/or to correct any deficiencies in our online school services. Such data includes information gathered from students or parents only upon their subscribing to our services.

How We Use Your Information:

We maintain all student data, student educational information, and student files as confidential and guard the privacy of our students and their families. We do not sell, share, or disclose our Online School client or student database information. We have established strict security procedures to ensure that student files and information are never disclosed to unauthorized parties. All student/child information is secured.

Privacy Protection for Children:

The CCS Online School urges parents, school administrators, and staff to discuss with their children and/or students the restrictions and sensitivity regarding the online release of personal information to any unauthorized person and to monitor their children/students' Internet activities at all times. We strive to comply with the Children's Online Privacy Protection Act of 1998 (COPPA).

Third Parties:

The CCS Online School, at its sole discretion, may contract third parties to perform certain online school responsibilities under our discretion. These responsibilities may include but are not necessarily limited to teaching, grading, counseling, hosting of student data, and placement testing. Some student information may be maintained by a third party in a storage facility or server, and some technical support issues may be handled by third parties via remote desktop access. Any third parties contracted for the responsibilities contained in this paragraph shall be duly advised of the confidential nature of personal information.

Please read this Privacy Policy in its entirety to understand what type of personal information is collected and maintained about children/students in order for the online school to provide its services and how we use such information. We use our best efforts to establish and maintain reasonable and prudent procedures to protect the confidentiality, security, and integrity of all personal information collected, although no specific assurances are provided.

The student's Online School administrator and/or teaching staff will provide to a parent or guardian, upon proper request and identification, a user name and password to access their student's data in the curriculum application.

If you are a parent, or similar party, entering information about children or allowing access of school records to the Cornerstone Christian Online School via screen share technology, you represent that you have proper authority to submit the child's personal information or allow access of school records via screen share technology and agree to hold harmless Cornerstone Christian Online School from any and all claims relating to the acceptance and use of such information.

How to Contact Us:

We hope this Privacy Policy provides sufficient information about our collection, use, and disclosure of your student personal information. If you have any questions, concerns, or suggestions, we invite you to contact us directly.

Cornerstone Christian Online School
4802 Vance Jackson Rd.
San Antonio, TX 78230
210-979-9203 ext. 1834
Toll-Free: 1-800-872-8554 or email us at ccsonline@sa-ccs.org



PARENT / STUDENT

HANDBOOK

CORNERSTONE CHRISTIAN SCHOOLS

CORNERSTONE CHRISTIAN *ONLINE SCHOOL*

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