Cornerstone Christian School of Jacksonville

Parent-Student Handbook
Discipline Appendix

2026-2027 School Year

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Jacksonville, Florida 32216
(904) 730-5500 (Phone)
www.csjax.org (Website)

Discipline, Withdrawal, & Expulsion Policies

School Discipline and Demerit System | Kindergarten-5th Grade

Campus discipline focuses on teaching expectations, practicing skills, and partnering with families.
Use reminders and redirection before minor demerits; consider the student's age and understanding.
Campus totals use half-point increments. Bus demerits and consequences remain the same.

Campus Demerit Levels

Level	Demerits	Examples
Minor	0.5	Minor classroom disruption, difficulty following routines, or minor disrespect after a reminder.
Moderate	1	Repeated minor violations, classroom disruption, leaving an assigned area, dishonesty, or unsafe horseplay.
Serious	2	Fighting or physical aggression, bullying, serious defiance, vandalism, or leaving campus without permission.
Major	3	Threatening behavior, major property damage, serious harassment, or dangerous conduct.
Severe	5	Weapons, serious assault, major safety threats, or other extremely serious misconduct.

Campus Demerit Consequences

Total Demerits	School Response
0 to under 5	Reminder, reteaching, and a brief age-appropriate classroom response.
5 to under 10	Parent/guardian contact, teacher check-ins, and a simple behavior goal.
10 to under 15	Family-teacher conference and a written classroom support plan.
15 to under 20	Administrative conference and an individualized behavior intervention.
20 or more	Team review with the family; additional supports and age-appropriate action.

Serious safety incidents may require immediate administrative action regardless of demerit total.

Bus Demerit Levels

Level	Demerits	Examples
Minor	1	Excessive talking, eating/drinking when prohibited, minor bus-rule violation
Moderate	2	Repeated disruption, changing seats without permission, disrespect toward the driver, minor horseplay
Serious	3	Refusing to follow the driver's instructions, unsafe behavior, bullying, repeated disruption
Major	5	Fighting, throwing objects, interfering with the driver, serious harassment
Severe	10	Weapons, serious assault, or behavior that creates an immediate safety threat

Bus Demerit Consequences

Total Bus Demerits	Transportation Response
0 – 4	Warning and/or parent/guardian notification
5 – 9	Parent/guardian contact and transportation intervention
10 – 14	Temporary suspension of bus privileges
15 +	Longer transportation suspension and/or administrative review

Discipline, Withdrawal, & Expulsion Policies

School Discipline and Demerit System | Grades 6-12

Our school uses a demerit system to help students understand the importance of following school expectations and making safe, respectful choices. The goal is to provide clear, consistent, and fair consequences while giving students opportunities to improve.

Campus Demerit Levels

Level	Demerits	Examples
Minor	1	Tardiness, minor classroom disruption, dress-code violation, unauthorized phone/device use, minor disrespect
Moderate	2	Repeated minor violations, significant classroom disruption, leaving an assigned area without permission, academic dishonesty, unsafe horseplay
Serious	3	Fighting or physical aggression, bullying, serious defiance, vandalism, leaving campus without permission
Major	5	Threatening behavior, major property damage, serious harassment, dangerous conduct
Severe	10	Weapons, serious assault, major safety threats, or other extremely serious misconduct

Campus Demerit Consequences

Total Demerits	School Response
0 – 4	Warning and/or normal classroom consequence
5 – 9	Parent/guardian contact and behavioral intervention (ISSP)
10 – 14	Detention or other assigned school consequence
15 – 19	Administrative conference and additional disciplinary action
20 +	Formal disciplinary review

Bus Demerit Levels

Level	Demerits	Examples
Minor	1	Excessive talking, eating/drinking when prohibited, minor bus-rule violation
Moderate	2	Repeated disruption, changing seats without permission, disrespect toward the driver, minor horseplay
Serious	3	Refusing to follow the driver's instructions, unsafe behavior, bullying, repeated disruption
Major	5	Fighting, throwing objects, interfering with the driver, serious harassment
Severe	10	Weapons, serious assault, or behavior that creates an immediate safety threat

Bus Demerit Consequences

Total Bus Demerits	Transportation Response
0 – 4	Warning and/or parent/guardian notification
5 – 9	Parent/guardian contact and transportation intervention
10 – 14	Temporary suspension of bus privileges
15 +	Longer transportation suspension and/or administrative review

Important Safety Provisions

A serious safety violation may result in immediate removal from bus transportation privileges, regardless of the student's current demerit total. Likewise, serious campus violations may result in immediate disciplinary action in accordance with school policy, regardless of the student's current total.

Our Goal

The purpose of the demerit system is not simply to assign consequences. It is to help students:

- Make responsible choices
- Understand how their behavior affects others
- Follow school and transportation safety expectations
- Take responsibility for their actions
- Learn from mistakes and improve

Disciplinary Process

Below is a list of sanctions that can be used in the disciplinary process. Cornerstone reserves the right to deviate from the guidelines listed below in order to best serve the student and the school community. The Disciplinary Process described herein is in addition to, and is not intended to limit in any way, Cornerstone discretion with respect to its Withdrawal Policy and Expulsion Policy.

Cornerstone cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition, a student is considered contrite if he/confesses wrongdoing before being called to accountability by the office or by any other adult school personnel. Any student confession must be made to a school official.

In short, it is assumed that students do not become repentant from the classroom to the office because of "grieving for sin" but rather because of "grieving for being caught." Therefore, once a student is called to account for their actions, contrition (administrative mercy) is no longer available as it relates to disciplinary penalty.

Once enacted, however, contrition means that a measure of grace may be extended for the student. Whatever the punishment, contrition must include:

- Disciplinary probation for not fewer than two semesters.
- Probationary contract between the school, student and family.
- Professional counseling/discipleship.

Definitions

Bullying - "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Cheating - Cheating is defined as the act of lying, deception, fraud, trickery, or imposition. Cheating is employed to create an unfair advantage, usually in one's own interest. Using unauthorized notes, study aids, or information on examination; altering a graded work after it has been returned, then re-submitting the work for

re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

Profanity - Profanity is described as, "the use of profane or offensive language." As a school system, Cornerstone School has an obligation to the Florida Department of Education, to our community, and most of all to our students to educate them academically, socially, and spiritually. Profanity does not fit into any of these three areas. Not only are profane words socially unacceptable, psychiatrists say that profanity is a prelude to aggressive behavior. In saying this, there is never a place for profanity at school – especially at Cornerstone School. It is our responsibility to teach our students the difference between formal language and casual language. We strive to model and to demonstrate that formal language is the language of the "work world." School is the children's "work world." Students, parents, and staff are expected to practice formal language while at school. Simply put, profanity is not permitted at Cornerstone School. If we are to walk in excellence of character, the culture of Cornerstone School is not only intolerant of profanity, but also of any other words that are unkind or negative towards others. As educated Americans we must realize that our speech represents our education level and dictates our ability to communicate with others. As a "Christian" school our mandate is even higher. The Bible has 31 passages that deal with the topic of profanity; for instance, Ephesians 4:29 (New Living Translation) clearly states: "Don't use foul or abusive language. Let everything you say be good and helpful, so that your words will be an encouragement to those who hear them."

Sexting - Sexting is a term coined by the media that generally refers to sending, receiving, or forwarding sexually suggestive nude or nearly nude photos or sexually suggestive messages through text message or email.

Sexual Harassment - Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, school environment and unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive environment. It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim should notify a teacher or school administrator as soon as possible. Note: All matters of sexual harassment are to be reported to a school administrator immediately.

Expulsion Policy

Cornerstone may involuntarily withdraw or expel any student from school for any one of the following reasons:

- Violation by the parent or student of any Policy in this handbook or in the enrollment contract.
- Failure to timely pay any tuition, fee, charge, cost or other sum of money that becomes due under or is authorized by this handbook or in the Enrollment Agreement.
- Breach by the parent or student of any covenant, restriction, representation, obligation or requirement under the Enrollment Agreement or any other agreements between the parent and the school, including without limitation the Statement of Cooperation.
- Breach by the parent or student of any rule or regulation of the school.

Attendance at Cornerstone is a privilege that can be withdrawn at any time, and the school's involuntary withdrawal or expulsion of a student shall provide no remedy, right or cause of action to the student or his/her parent(s) or legal guardian(s), and to the extent that any such remedy, right or cause of action may exist, it is hereby waived by execution of this handbook and the Enrollment Contract.

The school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process, be it curricular or extracurricular, or whose attitudes and actions are not in harmony with the aims and ideals of the school. The Executive Administrative Team has full discretion in the discipline of students, including the issuing of detentions, Saturday School, suspension and expulsion from the school for conduct deemed by the school to be improper, regardless of where the incident giving rise to such discipline occurs.

In addition to Cornerstone's discretion with the respect to expulsions and involuntary withdrawals described in its Expulsion Policy and Withdrawal Policy, students who commit an offense that is deemed in gross violation of the Christian philosophy or who accumulate total offenses in conjunction with the Progressive Discipline system will be removed from the school for the remainder of that school year. Students who are expelled may have expulsion placed on their transcripts.

Withdrawal Policy

Each parent affirms that he or she has read, reviewed, understands, accepts and agrees to and will abide by this Withdrawal Policy. Cornerstone reserves the right to maintain absolute control over admissions, including the acceptance, retention and dismissal of its students. Cornerstone may at any time request any parent(s) to withdraw their student(s) from the school for any reason whatsoever, with or without cause. Each parent understands and acknowledges that Cornerstone may request his/her student to be withdrawn from school with or without cause, with or without a breach of this agreement, with or without a violation of any rule or regulation of the school, with or without any disciplinary problems, for any reason the school deems fit, whether it may be arbitrary or capricious, and without application of traditional principles of due process or any review procedures, other than the procedures outlined herein.

The school may, but shall not be required to, provide a reason for requesting a student to withdraw. Upon receiving a request to withdraw a student, the parent(s) shall immediately withdraw their student from the school. In the event of a student withdrawal upon request by the school, Cornerstone as applicable, will waive the withdrawal / expulsion fee, unless the basis for the school's request was that the student has violated the school's Discipline Policy and the school has provided notice of the reason for requesting the student's withdrawal. However, no refunds of tuition or any other charges will be provided under any circumstances. Attendance at Cornerstone is a privilege that can be withdrawn at any time, and the school's request for the withdrawal of a student shall provide no remedy, right or cause of action to the student or his/her parent(s) or legal guardian(s), and to the extent that any such remedy, right or cause of action may exist, it is hereby waived by execution of this Handbook.

Request for Reconsideration of Withdrawal and Expulsion

Despite the wide discretion afforded to Cornerstone with respect to involuntary withdrawal and expulsion, Cornerstone desires to provide a limited opportunity for a student and his/her parent(s) or legal guardian(s) to request reconsideration of involuntary withdrawal and/or expulsion decisions under the strict guidelines stated in this section. This reconsideration process is not intended to restrict or otherwise affect the discretion afforded to Cornerstone with respect to involuntary withdrawal and/or expulsion decisions but is intended only to allow students and/or their parent(s) or legal guardian(s) to state why they believe Cornerstone should reconsider involuntary withdrawal and/or expulsion in a particular situation. Cornerstone's decision under this section with respect to one student's situation shall not affect Cornerstone's discretion with respect to another student's situation, even if those situations are identical or substantially similar. Upon being notified of Cornerstone's decision to involuntarily withdraw or expel a student, that student and/or his/her parent(s) or legal guardian(s) may, within ten calendar days of such notification, mail a letter to Cornerstone School, Attn: Mr. Donald Corley at 9039 Beach Blvd., Jacksonville, Florida 32216 detailing the reason(s) why the student should not be involuntarily withdrawn and/or expelled. Mr. Donald Corley, or such other person(s) as Mr. Donald Corley appoints, will review the letter, and, within ten calendar days of receipt, will respond in writing with the decision of Cornerstone. During this process, the student shall not attend classes at Cornerstone or otherwise

enter the campus of Cornerstone. If the student and/or his/her parent(s) or legal guardian(s) enters Cornerstone campus during this period without express consent of Cornerstone, the student's opportunity for reconsideration of his/her involuntary withdrawal or expulsion will be deemed waived and reconsideration deemed denied without further action necessary on the part of Cornerstone. The reconsideration process described in this section represents the sole opportunity for further consideration of any involuntary withdrawal or expulsion from Cornerstone, and all decisions of Cornerstone are final. Failure to strictly comply with the process described herein will result in waiver of any opportunity to request reconsideration of an involuntary withdrawal or expulsion.

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