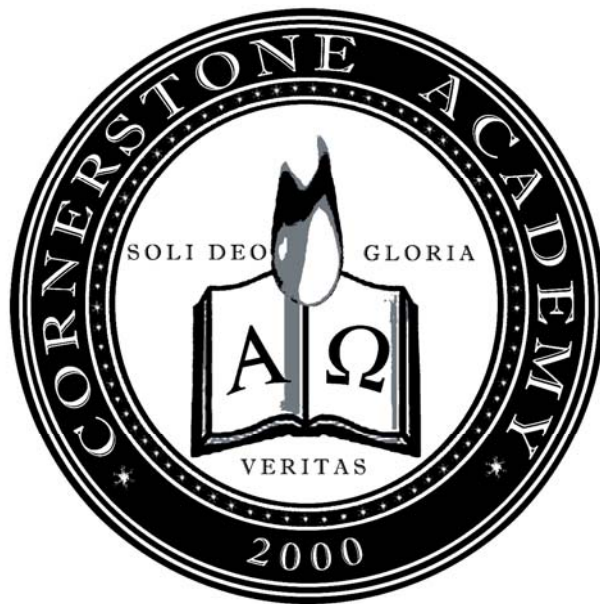


Cornerstone Academy

A Christ-Centered Classical School



Parent-Student Handbook

2009 - 2010

Table of Contents

I. GENERAL PURPOSE AND PHILOSOPHY OF CORNERSTONE ACADEMY

- 1.1 Objectives and Standards
- 1.2 Mission and Vision
- 1.3 Statement of Faith
- 1.4 Nondiscrimination Policy
- 1.5 Secondary Doctrine
- 1.6 Code of Ethics
- 1.7 *In Loco Parentis* Policy
- 1.8 Educational Philosophy of Cornerstone Academy
- 1.9 History of Cornerstone Academy

II. CORPORATE STRUCTURE

- 2.1 Board of Governors

III. SCHOOL OPERATIONAL POLICIES

- 3.1 New Student Admissions Policy
- 3.2 Re-Enrollment
- 3.3 Extra-curricular Participation Fee
- 3.4 Campus Visits
- 3.5 Cell Phones and Electronic Equipment
- 3.6 Early Morning Drop-off
- 3.7 Drop-off and Pick-up Procedures
- 3.8 Communication
- 3.9 Storm Days
- 3.10 School Calendar
- 3.11 Required forms / Records
- 3.12 Health Policies
- 3.13 Medication Policy
- 3.14 Serious Disease Policy
- 3.15 Telephone Usage/ Parent Messages
- 3.16 Lockers
- 3.17 Lost and Found
- 3.18 Lunch Program (“Lunch Pail”)
- 3.19 Textbooks – Damaged or Lost
- 3.20 Tuition and Fee Collection Policy
- 3.21 Tuition Responsibility Policy
- 3.22 Withdrawal Policy
- 3.23 Grievance Policy
- 3.24 Student Cumulative Folders
- 3.25 Privacy Policy
- 3.26 Communication with Divorced and Separated Families
- 3.27 Parental Involvement and Service Hours
- 3.28 School Hours and Office Hours

IV. POLICIES REGARDING EDUCATIONAL PROGRAMS

- 4.1 Admission Requirements for Students
- 4.2 Admission Requirements for Parents
- 4.3 Homework
- 4.4 Student Promotion Policy
- 4.5 Grading Scale
- 4.6 Semester Exams
- 4.7 Progress Reports
- 4.8 Report Cards
- 4.9 Parent/Teacher/Dean Conferences
- 4.10 Attendance and Tardy Policy
- 4.11 Academic Probation
- 4.12 Homeschool Participation on Athletic and Other Teams
- 4.13 Upper School Graduation Requirements
- 4.14 Honors and Awards
- 4.15 Honor Roll Requirements
- 4.16 Field Trips
- 4.17 Computer Usage Policy
- 4.18 Learning Disabilities Policy
- 4.19 Standardized Testing
- 4.20 Summer Reading
- 4.21 College Counseling

V. STUDENT CULTURE

- 5.1 Code of Conduct
- 5.2 Discipline
- 5.3 Uniform Code

I. GENERAL PURPOSE AND PHILOSOPHY OF CORNERSTONE ACADEMY

1.1 Objectives and Standards

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and staff, Cornerstone Academy strives to: teach all subjects in the curriculum as parts of an integrated whole with the Scripture at the center (II Timothy 3:16-17); provide a clear model of biblical Christian life through the school staff and board (Matthew 22:37-40); encourage every student to begin to develop a personal relationship with God the Father through Jesus Christ (Matthew 28:18-20); emphasize grammar, logic, and rhetoric as applicable in all subjects. As a school that has adopted classical methodology we emphasize grammar (the fundamental rules of each subject), logic (the ordered relationship of particulars in each subject), and rhetoric (how the grammar and logic of each subject may be clearly expressed); encourage every student to develop a love for learning and live up to his/her academic potential; and provide an orderly atmosphere conducive to the attainment of these standards.

1.2 Mission and Vision

Mission Statement: Cornerstone Academy seeks to assist parents in providing an excellent classical education by building godly character founded on a biblical worldview resulting in passionate disciples of Jesus Christ.

Vision Statement: Cornerstone Academy seeks to further impact this community and the world with young Christian leaders who think clearly and listen carefully with discernment and understanding; who reason and articulate precisely; who are capable of evaluating their range of experience in the light of the Scriptures and who do so with eagerness in joyful submission to God.

The Cornerstone Academy mission and vision statement represent the desired results which we believe will come from our educational support of godly homes. We intend to fulfill these established goals through supporting parents who are already dedicated to such goals in their respective households. The school's implementation of mission and vision statement is not intended to supplant the responsibility of parents before God.

1.3 Statement of Faith

The following is the foundation of beliefs on which Cornerstone Academy is based. They are also the key elements of Christianity that are unapologetically taught in various ways through all grade levels.

We believe the Bible to be the only inerrant, authoritative Word of God. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. We believe that salvation is by grace alone through faith. We believe that faith without works is dead.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.

We believe in the spiritual unity of all believers in our Lord Jesus Christ.

1.4 Nondiscrimination Policy

Cornerstone Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial assistance, athletics or any other school administered programs.

1.5 Secondary Doctrine

Doctrinal issues not addressed in the Statement of Faith are dealt with in the following manner:

1. Teachers must strive to present all classroom discussions of non-essential issues and doctrines in an informative, non-partisan fashion. Teachers must strive not to speak to the students in a manner causing offense to the parents.
2. Teachers must strive to portray fairly various perspectives on a given controversial issue. Teachers may communicate personal beliefs without playing the role of their advocate.
3. Teachers should encourage students to seek counsel on such issues from their parents and pastor.

1.6 Code of Ethics

To maintain the testimony of Cornerstone Academy as a Christian school, all teachers, staff members, and representatives of Cornerstone Academy are expected to conform to biblical standards of behavior at all times. Wherever possible Matthew 18 shall govern dealing with issues of moral character. The Board shall act as the church body.

1.7 *In Loco Parentis* Policy

Definitions: *In loco parentis*: Latin phrase meaning "in place of the parents."

To ensure that parental authority over the education of their children is respected at Cornerstone Academy at all levels, the Cornerstone Academy Board, administration, teachers, and staff acknowledge that the school does not function above parental authority, but rather with delegated authority in from the parents, i.e., *in loco parentis*.

1.8 Educational Philosophy of Cornerstone Academy

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child/ren. Therefore, below are the most important philosophical elements that we at Cornerstone Academy believe distinguish our approach to education.

1. We believe that the Bible clearly instructs *parents*, not the Church or State, to "bring children up in the discipline and instruction of the Lord." The Church's commission is essentially to spread the Gospel and train believers (Matthew 28:18-20). The State has been directed to enforce God's laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Ephesians 6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God's character is revealed not only in His Word, but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore we seek to individually challenge children at all levels and teach them *how* to learn, by using the centuries-old, proven *classical* method, incorporating instruction in Latin and logic.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical principles of discipline.
5. We have a full range of grades because we believe that as long as a child is under his/her parents' authority and undergoing formal education, he should be trained biblically (Deuteronomy 6:6,7; Proverbs 22:6).

Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ's love at Cornerstone Academy.

1.9 History of Cornerstone Academy

Cornerstone Academy began as the brainstorm of several homeschool families who were achieving success in a one-day-a-week homeschool co-op. They saw the benefits of a group schooling experience, but still valued a homeschool setting. In February of 2000, these home educators began discussing the possibilities for schooling in the fall of 2000. One of the desires that surfaced was that of allowing for group teaching experiences three days per week, with home study on the other two days.

In March an Advisory Board was established to explore the possibility of a school which would have paid teachers, dedicated classrooms, and would create a new educational model weaving together home study and classroom instruction. This Board was expanded to include a gifted public school teacher, and two businessmen from the community with duties as follows: Leigh Glover - President; Bob Muni – Vice-president; Erin Cook – Secretary; Craig Morrison – Treasurer; Theresa Zerr – Director; and Kathy Muni – exofficio (non-voting) member.

Research was done to locate other like-minded Christian schools around the country and to identify the philosophy of education that was right for the new school. After much prayer and consideration, the Board felt that God was leading in the direction of classical Christian education and information was garnered from Logos School in Idaho among others. Visits were made to several schools in Florida to observe and learn.

By April of 2000 the Board was meeting for several hours each week for prayer and discussion. Each member took responsibilities and drew in advice from others in the Christian community to obtain the best information possible to create a school as God directed. After prayer and consideration, the name *Cornerstone Academy* was selected to represent the firm foundation of Christ upon which the school would be built. (Isaiah 28:16 “So this is what the Sovereign Lord says: “See, I lay a stone in Zion, a tested stone, a precious *cornerstone* for a sure foundation; the one who trusts will never be dismayed.”)

A series of information meetings were planned and carried out in various churches between April and June to share with the community Cornerstone’s vision. A web site was established, and a brochure and other materials were designed to communicate the goals of the school.

Teacher and staff interviews were conducted by the Board, and curriculum committees spent countless hours examining the best texts and materials available for instruction. Input was sought from the homeschool community, and both public and private school teachers, all of which was bathed in prayer.

The facilities at Vineyard Christian Fellowship became available in June and the cleaning, painting, and decorating began. Many hours of labor were donated by the families that were to be a part of Cornerstone’s founding year, and on August 21, 2000, Cornerstone Academy opened its doors with 90 students for an Orientation/Meet the Teacher Day. Classes began on Tuesday, August 22. God had provided the vision, the direction, the facilities, the staff, the families, and the students. Cornerstone Academy was a reality, a testimony of God’s grace.

II. CORPORATE STRUCTURE

Cornerstone Academy and Ministries, Inc. is a private, non-profit (501[c][3]) organization registered as such with the federal government and the State of Florida. The school is located at 3401 NW 34th Street, Gainesville, Florida 32605, a location that may be changed at the discretion of the Board.

2.1 Board of Governors

Cornerstone Academy is a board-governed school with five permanent Board members one of whom is on sabbatical each year. Three Board members are elected, one each year, to serve for a three year term. Thus a new Board member is elected each year as one rotates off.

III. SCHOOL OPERATIONAL POLICIES

3.1 New Student Admissions Policy

All parents wishing to enroll their student at Cornerstone Academy are required to submit an Application for Admission form. Details of the complete application process including the fees required, testing dates, and when parents will be informed of a decision can be found on the school website (www.cornerstone.st). If a student is accepted, enrollment will consist of paying the appropriate enrollment and material fees. Any other necessary paperwork will be completed and collected at that time.

3.2 Re-Enrollment

Current families may re-enroll current students when the opportunity opens in February. Details of procedures, dates, fees, and tuition rates for the upcoming year are posted on the school website in January. If there are issues about grade placement, the Guidance Counselor in consultation with the student's teachers, parents, and the appropriate Dean, will determine what is in the best interest of the student.

3.3 Extra-curricular Participation Fee

Students are required to pay a participation fee for each sport or activity in which they participate.

3.4 Campus Visits

1. All visitors to Cornerstone Academy campus must sign in at the office. Any visitor other than a parent must be pre-approved by the parents of a child being visited and confirmed through the administration. Only people approved by the parents or guardians will be allowed on the campus unaccompanied. If the school is unable to get approval from a parent, a staff member will accompany the visitor.
2. Cornerstone Academy welcomes parental involvement in the classroom and school office. Parents should coordinate with their student's teacher, room mother, or the school office.
3. Visits from parents who wish to sit in and observe class are always welcome. However, all visits must be arranged with the teacher and the office in advance.
4. With the exception of parents and guardians, students will not be permitted to receive visitors on campus during school hours except during the lunch period. Such visitors must sign in at the front desk and have administrative approval.
5. For the safety of Cornerstone Academy students and employees, teachers and staff should stop anyone seen on the campus without a visitor badge, elicit their name, and direct them to the school office.

3.5 Cell Phones and Electronic Equipment

1. Students are not allowed to use cell phones during regular school hours (including lunch times).
2. Students are not allowed to have electronic devices on campus such as electronic games, CD players, or MP3 players without permission from the administration.
3. Students may use laptop computers or PDA's strictly for school work.
4. Students may use recording devices in specific classes with the permission of the teacher.
5. Students in violation of these rules will have their device or equipment confiscated. It will be returned at the discretion of the Headmaster. Continued violation of these rules may result in the permanent confiscation of the device or equipment.

3.6 School Hours

Pre-K and K5	First week: 8:30 am – 1 pm Remainder of the year: 8:30 am – 3:00 pm
Grades 1 – 6	8:00 am – 3:00 pm
Grades 7 – 12	7:50 am – 3:00 pm

Please note that classes begin promptly at these times. An early arrival allows your student time to prepare for the day.

3.6 Early Morning Drop Off

Grammar school students may be dropped off at Cornerstone Academy to be supervised by an employee beginning at 7:30 AM each school morning. Parents are to pay \$20 per month for their family to participate in this program whether the service is used one time per month or every time the school is open. The price is also the same whether there is one child or five in the family. This amount should be included with the tuition check. Forms for Early Morning Drop Off must be filled out with the Early Morning worker prior to your child participating in the program.

Students may arrive as early as 7:50 AM without participating in Early Morning Drop Off.

3.7 Drop-off and Pick-up Procedures

Drop-off: Parents may drop all students off at the Safety Patrol operated Drop-off zone. Students will be helped out of the car and sent to the supervised morning entry zone. Alternatively, parents may park, escort their young children to the morning entry zone and then into the care of a teacher at the designated time. Students should not arrive before 7:30 am. Early Morning Care will be provided for an additional fee by Staff for students who arrive more than 10 minutes before the beginning of class. Parents may arrive early and supervise their own child until the students are allowed into the building.

Secondary students will be able to enter the building at 7:40 am through an assigned entrance. Grammar Grades 1 – 6 will enter the building at 7:55 am through assigned entrances. K5 students will be able to enter the building at 8:15 am through an assigned entrance and K4 students will come into the building at 8:20 am through an assigned entrance.

In case of inclement weather, students will be allowed access to a supervised, waiting zone inside the building prior to the start of school.

Pick-up: School is dismissed at 3:00 PM. Parents should pick up their student/s by 3:15 PM unless they are involved in a supervised after-school activity such as a club, or sports practice. This applies to Grammar and Secondary students. Students who are not picked up by 3:15 PM will be taken to the office or a previously designated classroom to be supervised until a parent or designated person picks them up. The driver must come into the school and sign the student/s out. Childcare will be provided after 3:15 PM at a cost of \$1 per minute. Bills for childcare will be mailed out and should be paid with the next tuition check.

Please remember these safety guidelines in the Drop-off or Pick-up line:

1. Please only park in designated parking spots in the lot with 34th Street access.
2. Please watch the people directing traffic, and follow their directions. Even if there are pedestrians waiting to cross, please go by what the traffic director and Safety Patrol tells you.
3. Please drive slowly.
4. Please pay attention and move forward as the cars ahead of you do so.
5. Be sure your doors are closed and your children buckled in their seats before driving off.
6. Pedestrians: If you are crossing from the parking lot to the school, please watch the person monitoring the crosswalk and only cross when you are given the right of way. Please tell your children to watch as well.

Student Drivers

Cornerstone Academy welcomes students to drive to and park at school.

3.8 Communication

Back to School Night (the Thursday evening before school starts)

Back to School Night is a school-wide parent meeting during which teachers are introduced and general information is communicated to parents.

Grammar School - Meet the Teacher: 9 AM – 11 AM (the Monday before school begins on Tuesday) This provides teachers the opportunity to communicate effectively and clearly to parents their enthusiasm for the curriculum. More basically, it is a way for teachers to communicate schedules, policies, and procedures that form the basis on which their classes operate.

Secondary School Orientation: 9 AM – 1:30 PM (the Monday before the first day of school)

Students will arrive and be given a copy of their schedule, locker assignment, House Assignment, and will be involved in House contests, team building program arranged by Student Government, and other fun activities. They will meet their teachers and figure out their classes. There will be an assembly with the Headmaster and other student leaders.

Parent/Teacher and Parent/Department Head Conferences

1. Parents of Cornerstone students are encouraged to stay in close communication with their child's teachers and, if necessary, the Guidance Department. Educating children is the responsibility of parents and as such, the administration and faculty at Cornerstone Academy see themselves as part of a bigger team.
2. Regular parent/teacher conferences will be held each fall and spring on the date indicated on the annual school calendar. Parents are encouraged to utilize these conferences in order to communicate directly with their child's teachers. It is only through close home and school cooperation and communication that the educational ideals of Cornerstone Academy can be achieved. These conferences should be scheduled through the school office if you would like to arrange a conference on that particular day.
3. A parent can schedule a conference with a teacher at any other time during the school year by contacting the teacher directly. To schedule an appointment with the Department Head, parents should call the school office.

CA Communication Vehicles

Cornerstone Academy strives to be distinctive in the area of relationships and communication and to that end many vehicles are used to communicate with parents. The following is a summary of the variety of communication vehicles utilized by the school. In addition, the school uses email extensively to communicate with parents. Parents should check their email regularly and inform the school if their email address changes.

Nota Bene: This weekly email communication is sent to parents and employees every Friday during the school year and periodically during the summer. It provides a calendar of events and information pertinent to the life of the school.

School Directory: This publication is available for download from the Parent section of the Cornerstone website. It is a listing of school families and employees. Teachers encourage communication with them at home on Monday and Thursday but may establish guidelines as to the times that they will receive calls from students.

Call-em-All: This is an automated phone message system that will be used to communicate important information to families and employees of the school.

Teacher Websites and Blogs: Many teachers have websites and/or blogs which they use to communicate information about the grammar class or secondary course to students. Some secondary school assignments require students to post writing assignments to the blog and/or include discussion groups via the blog.

Grammar School Cougar Binders: The Cougar Binder (or folder) is a vehicle used to communicate with parents. In the lower grades, the Cougar Binder is used to send home graded papers from the week as well as communications from teachers and administration. In grades 4–6, the Cougar Binder is expanded to include additional resources to assist students in developing organizational skills, independence, and academic responsibility. Parents should review the contents of their child(ren)'s Cougar Binder carefully (and frequently) for important information and documents that require a response from the parents.

Grade Link: This computer software program is used to record student attendance, serves as a grade book for teachers, and allows parents to check their child's attendance, course syllabi, assignments, and grades. Teachers are asked to keep their grade book up-to-date so that at any given time a parent can see all past and current assignments and their student's grades. A link to Gradelink can be found on the homepage of the school website.

The Blue Print: The school's monthly email newsletter conveys school-wide information. Cornerstone Academy does not endorse or permit publicity for non-CA groups and events except in the form of paid ads in *The Blue Print*. Parents and non-CA groups may not use Cornerstone's various communication vehicles to publicize or promote anything other than a CA-sanctioned club, group, or event.

Grade Reports: Parents can review their child's progress through Gradelink at any time. Midway through the quarter, Progress Report comments will also be available through Gradelink. Students in K5–12th grade receive report cards at the end of each quarter. Grammar school students receive these documents in their Cougar binder. Secondary students receive their report cards during homeroom.

Website: As well as serving as a strong recruitment tool for prospective parents and students, the Cornerstone Academy website (www.cornerstone.st) also serves as a wonderful resource for existing parents and employees with its parent, faculty, and homeschool links.

School-Wide Mailings: The school tries to consolidate mailings to parents whenever possible and often uses the Cougar binder for delivering information to grammar school parents. On some occasions, mail will be used school-wide to assure simultaneous delivery to all families.

3.9 Storm Days

Cornerstone Academy will normally follow the Alachua County Public Schools' decisions about suspending school on storm days. However, for specific details, please check the school website, major media outlets (radio and TV), be alert to administrative emails and the automated phone message from the school.

3.10 School Calendar

The school calendar is located on the school website. Additional specific athletic schedules are available from the Athletic Office and on the website.

3.11 Required forms / Records

To ensure that the school complies with all necessary state regulations and to maintain pertinent information about all students in its care, the following guidelines must be observed:

1. The following forms are required to be on file for all students:
 - a. Application for Admission
 - b. Signed Statement of Faith
 - c. Signed Re-Enrollment Application (one for each year)
 - d. Copy of Birth Certificate or Passport
 - e. Physical Examination Form (Florida Department of Health's form 3040)
 - f. Immunization Record (Florida Department of Health's form 680)
 - g. Student Records (see #2 below)
2. The school will coordinate the transfer of student records from schools attended previously by newly enrolled students. Should parental permission be required, the parents will be contacted to sign a release.
3. The records will be kept confidential.

3.12 Health Policies

It is the expectation of Cornerstone Academy that families will keep ill children at home so that infectious conditions are not spread to classmates, faculty and staff. This includes not sending children to school if they have had any of the following within the previous 24 hours:

- a. Fever > 100.0
 - b. Vomiting
 - c. Diarrhea
 - d. Excessive coughing
 - e. Excessive nasal drainage
1. Should a child become ill or injured during the school day, the office will make every effort to care for him/her so that the child may return to class. If necessary, students will be allowed to rest 15 – 20 minutes before deciding if they will return to class or if a parent will be contacted in order to take the child home.
 2. A student whose temperature is 100.0 degrees F or higher, who experiences vomiting or diarrhea at school, or whom the teacher feels has excessive coughing or nasal drainage will be asked to go home and should not return to school until he/she has not experienced these symptoms for 24 hours.
 3. When parents are notified of the need to pick-up their child, the child should be picked-up within 30 minutes of being called.

4. Please keep the office updated of any changes in relevant health history or medication. When you choose your local emergency contact, make sure that person is aware of your choice, and consider providing him/her with copies of your medical insurance information/card and a Power of Attorney that legally authorizes him/her to seek medical care for your child in the even in the event that you are unavailable.
5. See “Medication Policy” for the school’s guidelines for administering medication to a student at school.

3.13 Medication Policy

The policies regulating the administration of medication during school hours are for the student’s safety and are mandated by the state. School personnel will only be able to administer medication after the medical administration portion of the application is properly completed and signed by the parent for all medication and by the physician for prescription medication.

1. It is recommended that the first dose of any medication be administered at home. If you or your child’s physician decides it is necessary for your child to receive medication during the school day, including self-administered medication, authorization must be on file in the office. The medical administration portion of the enrollment application or re-enrollment application must be on signed by a parent annually and updated immediately as changes occur.
2. Over-the-counter medication must be in the original manufacturer’s container and must be brought to the school office by the parent.
3. Prescription medications must be brought to the school office by the parent in the current, original, properly-labeled container, as dispensed by the pharmacist or physician. Under no condition will children, including siblings, be allowed to share prescription medications. A Medical Administration Form must be signed by both the parents AND the physician who prescribes the medicine.
4. The parent must deliver all medication (over –the-counter and prescription) for verification and inventory. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use. Any medication not picked up by the end of the school year will be discarded.
5. Medication labels must contain the student’s name, name of medication, directions for use, and date. Physician’s order and medication label must be the same.
6. For those students with Epi-pen prescriptions, an Authorization of Administration of Emergency Medication for Severe Allergic Reaction Form must be completed and signed by the parent AND physician. This form is available on the school website. Two sets of emergency medications are to be supplied by the parent – one to remain in the classroom with the child and one in the office.
7. NO medication of any kind may be carried on a student’s person, with the exception of cough drops, Chap Stick, inhalers for asthma or emergency medications for allergies and diabetes. If your child has asthma and carries an inhaler to be self-administered, state law requires that an Authorization for Asthma Medication Administration at School Form be completed and signed by the parent AND the physician. This form is available on the school website. Routine medications are to be administered through the office or by a teacher if specific arrangements have been made.
8. The Cornerstone Academy office supplies the following medications or their generic equivalents: Tylenol (acetaminophen), Advil/Motrin (ibuprofen), Benadryl (diphenhydramine), and Tums (calcium carbonate). Permission to administer these over-the-counter medications to students is given by the parent on the Enrollment Application and/or Re-Enrollment Application.

3.14 Serious Disease Policy

This policy applies to all students, employees and volunteers of the school. Serious diseases are communicable diseases that are potentially life-threatening or that can cause permanent bodily damage. Meningitis, AIDS (Acquired Immune-Deficiency Syndrome) and pneumonia are examples. Common colds, acute influenza, chicken pox, strep throat and the like, though unpleasant and contagious, are not considered serious diseases.

1. The administration will take all appropriate precautions (including isolating the student(s) who may have contracted or been exposed to the disease) to reduce the risk of any student, employee or volunteer by any known serious disease.
2. The school will not be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.

3. Upon receiving reliable information that a student, employee or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student, the Board and (at the discretion of the Administration) local health officials and the Center for Disease Control in Atlanta, Georgia, to obtain pertinent information.

4. Based upon all available information, the Administration will determine what actions are necessary. The Administration will then contact the parents of the affected student(s) and relay to them the information it has received as well as the decisions it has made.

5. The Administration may require a student to remain home for either a specific or indefinite period of time.

6. The Board and Administration may close the school in extreme cases.

3.15 Telephone Usage/ Parent Messages

1. Students may use the phone in the office to make necessary local phone calls (i.e., to inform a parent that after-school practice is cancelled or that they left their lunch at home).

2. Important messages for students may be called in to the office and the receptionist will make sure students receive them. Please limit the number of messages for your child, particularly at the end of the day when the office staff is very busy. It is very difficult to ensure delivery of messages called in after 2:30 pm.

3. We prefer that students not be taken from their class to take a phone call.

4. Because the use of cell phones by students during regular school hours is prohibited, please do not call or send text messages to a student during these hours. Important messages should be called in to the school office.

3.16 Lockers

1. School lockers are the property of Cornerstone Academy and are issued to the students for a period of one academic year.

2. The lockers are subject to inspection by senior administrators without notice or consent.

3. No food is permitted inside the lockers overnight. No stickers or markings shall be posted on the outside or inside of the lockers.

4. Only combination locks will be permitted and the combination must be on file in the office.

3.17 Lost and Found

As a courtesy to parents and students, the school has a Lost and Found bin in a designated location on campus. Periodically this bin will be emptied. Labeled items will be returned to students. Unidentifiable uniform items will be laundered and added to the school's stock of used uniform items that are available for parents to purchase. Unidentifiable non-uniform items will be taken to a thrift store. A notice will be sent home via email whenever the lost and found bin is scheduled to be emptied.

It is very important that all students' clothing be marked with a complete and legible name. Please do not use the student's initials or the student's first name to mark clothing. The purpose of the marking is not only for the student to recognize his/her clothing, but so that a staff member will know to whom it should be returned. The use of iron-on or sew-in name labels is highly recommended. **In addition, please do not forget to clearly mark your student's lunch box, backpack, and notebooks.**

3.18 Lunch Program ("Lunch Pail")

Cornerstone Academy offers a lunch program for students in K4 through 12th grade.

Orders: At the beginning of each semester (for one order for the entire 18 weeks), and for each month during the school year, an order form will be distributed in the following ways:

- a. emailed out to the entire school
- b. posted on the school website in the Parents area
- c. made available in the office

We ask that an order form be completed for each child in a family who will be participating in the lunch program. You may, however, write a combined check for all orders for your family.

Due to the nature of our ordering process, we ask that there be no late orders and all order forms and checks must be at the school office by the deadline. We cannot provide change, so if you pay with cash, any overage will be a donation to the school.

Menu: Each meal will include an entrée, fruit or chips, and water to drink. Our vendors include Chick Fil A, Pizza Hut, The Bagel Bakery, and others.

Allergies: Cornerstone Academy is sensitive to the needs of all students with allergies; however, we cannot be absolutely certain that all food products are free of potential allergens, notably peanut or peanut related products. If a student has a severe allergy we strongly advise you to consider other lunch options.

3.19 Textbooks – Damaged or Lost

1. In the case of lost textbooks, parents will be billed for the total replacement costs.
2. Appropriate fines for damaged books will be determined by the office.
3. Report cards and transcripts will be held until books are returned or replacement fines paid.

3.20 Transportation Policy

This policy covers driver selection, maintenance, rentals and miscellaneous transportation issues.

1. Students may not drive other students on official school trips or to and from sporting events without explicit written parental permission for each occasion from both the parents of the driver and passengers. If permission is granted, the student must carry a valid Florida driver's license and liability insurance with prudent limits.

3.21 Tuition and Fee Collection Policy

To ensure that tuition and other accounts payable are collected in a timely manner and to establish policies whereby unpaid bills (fees) are collected as quickly as possible, Cornerstone Academy has adopted the following collection policy.

Tuition pays for the cost of instruction at Cornerstone Academy. In addition to tuition, families pay certain additional expenses (Activity and Material Fees) to cover field trips, curriculum, teacher gifts, and awards for students. Parents also pay for uniforms and participation fees for various extra-curricular activities that are related to choices and options during the school year.

Tuition Payment Options

The different tuition payment options available to parents are stated on the Enrollment Application and/or Re-Enrollment Application and on the school website.

Definitions

Overdue Account: An account of any family whose tuition or fees, or any money owed to the school is past due to the school and have not been received by the fifth of the month after they are due.

Late Fees: A \$10 penalty assessed to all overdue accounts.

Financial Probation: The status of an account which is more than 30 days past due.

1. If tuition is paid monthly it is due on the first day of each month. In the event tuition is not paid by the fifth of the month, the Bookkeeper will send a notification of delinquency by email no later than the fifteenth of the month.
2. Any family who becomes concerned about their ability to meet their financial obligation to the school should immediately contact the Headmaster or Bookkeeper before their account becomes past due.
3. If at any time a family's account with the school becomes more than 30 days past due, they will immediately be placed on "Financial Probation." The Bookkeeper will be responsible to see that the family is advised in writing of their status and the consequences of financial probation which are:
 - a. None of the students of this family may participate in any field trips costing \$50 or more and may not participate in athletics or other optional extracurricular activities.
 - b. The family must operate on a "cash only basis" with the school; i.e., no charges may be made to their account for any reason.

4. If at any time during the school year a family's account with the school becomes more than 60 days past due, the Headmaster will be responsible to see that the family is advised in writing and by phone call that their child's education at the school is subject to immediate discontinuance. Continued failure to pay past due accounts will result in the locking of the child's Gradelink account along with the withholding of a child's progress report, report card, transcript and ultimately the suspension and/or permanent dismissal of a child. Board members will be advised of all accounts more than 60 days past due and of the Headmaster's proposed course of action.

5. If at the end of the school year a family's account is not paid in full, the child's final report card will be withheld. If a student is transferring to another school (including college or university), records and transcripts will not be sent until a family's account is paid in full.

3.21 Tuition Responsibility Policy

This policy defines a family's responsibility for tuition payments upon withdrawal of a student. It reflects the fact that when a child is enrolled at Cornerstone, the school must make substantial financial commitments (facilities, texts, faculty, etc.) which normally cannot be terminated in the event a child is withdrawn. This policy applies to a family who initiates the withdrawal of a child from the school anytime after a student has been enrolled through the application or re-enrollment process. For this reason parents must understand that they are entering into a contractual agreement with the school. A student is considered enrolled once the relevant forms have been submitted and the enrollment fee paid.

The following is the specific wording taken from the Parental Agreement which carries the signature of the parent(s):

Because the school must make year-long financial commitments to faculty, staff, vendors, and others on behalf of our student, the following financial agreement is accepted by each parent/guardian through our signatures. ***We understand that by signing this application, we are committing to pay the full year's tuition.*** Exceptions to this are outlined in the Withdrawal Policy (Parent-Student Handbook, section 3.21). Additionally, a request for withdrawal must be submitted in writing and all accounts paid in full including two months tuition if withdrawal occurs before May 1st.

Arbitration/Mediation

The Bible commands Christians to make every effort to live at peace and to resolve disputes in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, any claim or dispute arising from or related to this policy shall be settled by biblically-based mediation and, if necessary, legally-binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the rules is available at www.Peacemaker.net). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. These methods shall be the sole remedy for any controversy or claim arising out of this policy. By signing the Cornerstone Academy Student Enrollment Agreement, the parties expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration agreement.

3.22 Withdrawal Policy

A withdrawal of a student is one that takes place after an Enrollment Application or Re-Enrollment Application has been signed for the *current* or *upcoming* school year.

If a family chooses to withdraw their children, the parents should:

1. Notify the school in writing.
2. Set up an exit interview with Guidance or the Headmaster.
3. Sign a Request for Withdrawal Form.
4. Turn in all textbooks, athletic uniforms, and any other items belonging to the school.

Financial Obligations following Withdrawal

If a family notifies the administration in writing of their intent to withdraw at any time prior to the receipt of the last tuition payment, the family is liable for tuition and fees except if the student is withdrawn before the start of the school year. If the classes in the withdrawn student's grade are full on the first day of school, and the school experiences no loss in total tuition income, any tuition fees will be refunded. For a student withdrawn during the academic year, the family is liable for two full months' tuition.

3.23 Grievance Policy

The purpose of this policy is to establish guidelines for the resolution of disputes and grievances in the operation of Cornerstone Academy that are in line with biblical principles. These guidelines should be followed whenever a dispute or grievance concerning any aspect of the school's operation arises between or among any parties connected in a direct way to the school, including students, parents, volunteers, staff, administration and Board.

Definitions

Dispute: Any disagreement that results in broken fellowship or trust between or among parties that disrupts the lines of authority in the school, or that (in the judgment of either disputant), threatens the successful implementation of the school's objectives and goals.

Grievance: A concern about any decision made by one in authority, where the concern is substantial enough to warrant an appeal of the decision to the next higher authority.

Concern: The substance of a dispute and/or grievance.

Students or Parents to Faculty

1. Parents or student (if sufficiently mature and respectful) should present their concerns about in-class situations first to the appropriate teacher.
2. If there be no resolution, then parents or students may bring the concern to the appropriate Department Head. The Department Head will decide if the respective teacher should attend the conference as well. If the student brings the concern, a parent may also attend.
3. If there be no resolution, then parents or students may bring the concern to the Headmaster. If the student brings the concern, a parent may also attend.
4. If there be no resolution, then the parents may request of the Headmaster a hearing from the Board.

Parents (including volunteers) to Administration

1. Parents should bring their grievances or disputes about the general operation of the school (apart from particular in-class situations) to the appropriate administrator.
2. If there be no resolution, then they should request a hearing with the next higher authority, be it the Headmaster or the Board.
3. This procedure applies also to Board members who are acting in the capacity of parent or patron, not as representatives of the Board.

Additional Guidelines: Should any dispute arise that this policy does not address, the administration will determine a procedure to follow based on parity of reasoning from the procedures established by this policy.

3.24 Student Cumulative Folders

1. Student cumulative folders shall contain permanent and current records showing each child's name, address, parent's name, attendance, health, weight, physical examinations, evidence of state required immunizations, cumulative academic progress, periodic progress reports, and individual results on standardized tests.
2. The Headmaster, Principal, Director of Business Operations, Director of Student Operations, Guidance Department and admission personnel have free access to student's cumulative folders. Parents and teachers may request access to a child's cumulative folder by contacting the office.

3. 25 Privacy Policy

For the purposes of this policy, “Cornerstone Academy” refers to persons who are part of the faculty, staff, and/or members of the governing Board of Cornerstone Academy. “The Community of Cornerstone Academy” refers to persons who are students, other members of the student’s own household, and persons who are part of “Cornerstone Academy.”

The Community of Cornerstone Academy – Personal Information: The privacy of the students, parents, faculty, staff and Board of Cornerstone Academy is valuable, and is a matter of great importance and trust.

Personal information, (including, but not limited to: names, addresses, phone numbers, and email addresses) may only be distributed among persons belonging to the community of Cornerstone Academy and may not be distributed by Cornerstone to other parties.

Friends and Guests – Personal Information: Personal information received by Cornerstone Academy belonging to persons other than the community of Cornerstone will be treated with care. Reasonable efforts will be made to ensure that the information is distributed only as needed at Cornerstone Academy and will not be distributed to other parties.

Cornerstone Academy – Internal Communication: Personal information may be distributed within Cornerstone Academy for purposes of school-related business only. Cornerstone will endeavor to avoid excessive reproduction of personal information to minimize the possibility of improper distribution of personal information belonging to the community of Cornerstone Academy and personal information belonging to friends and guests.

3.26 Communication with Divorced and Separated Families

The following policy is intended to clarify a number of issues that are sometimes confusing to both staff at the school and parents in a divorce or separation situation.

- **Applications:** Unless one parent has sole custody of the student enrolling at Cornerstone both parents must sign all applicable applications.
- **Primary Parent:** The school will send all correspondence requiring a response to the parent living at the student’s primary residence.
- **Non-Primary Parent:** The school will mail all correspondence originating from the administrative offices to both primary and non-primary households.

3.27 Parental Involvement and Service Hours

The family unit is of first importance to Cornerstone Academy since the family is the most important human institution ordained by God. No other institution is given the high calling of *bringing forth and raising up children*. Therefore, Cornerstone Academy is continually seeking ways to constructively involve the parents, grandparents, and siblings of our students in the school’s regular and special programs.

Communication with the schools’ parents, in terms of parental involvement, is only second to having the parents actually in the classroom. The parents should *never* have to be in the position of wondering what is happening in their child’s class or how their child is progressing.

Ways parents may be involved in the school include, but are not limited to, involvement in the PAC (Parent Action Committee) as a Prayer Warrior, Homeroom Parent; Event Worker or Chairperson; Guest Speaker; Fieldtrip Host, Driver or Chaperon; Teacher’s Aide; Office Assistant; Building Maintenance Helper; Lunch Pail Assistant; Substitute Teacher; Drama Support Person, or Fundraising.

Grammar school parents are required to attend monthly Parent In-service meetings with teachers. Secondary parents are required to attend meetings as they are announced, usually once a semester.

Each family (mom, dad and/or grandparents) at Cornerstone Academy is expected to volunteer for a minimum of **35 hours of service** over the course of each school year. This is tracked by the family on the Honor System and is recorded on a Service Hour Log Sheet that is to be filed in the office by the last day of school. Hours that have not been completed by the last day of school may be "bought out" at \$20 per hour. There are also limited opportunities to earn hours during teacher post-planning. You may check with the office for availability.

Though the "letter of the law" is 35 Volunteer Hours, **Cornerstone is seeking to enroll families that understand the importance of parental involvement to the success of their student and the overall program. Such parents will have the attitude of a heart of service and will be willing to continue to help in appropriate ways even when their 35 hour obligation has been fulfilled.**

3.27 School Hours and Office Hours

School hours are for Tuesday, Wednesday and Friday. Grammar school students in K4 and K5 begin at 8:30 AM and are to be picked up at 3:00 PM. Grammar school students in 1st through 6th grade begin at 8:00 AM and end at 3:00 PM. School hours for Secondary are from 7:50 AM to 3:00 PM. Office hours are from 7:30 AM to 4:00 PM, Tuesday, Wednesday and Friday, 8:30 AM to 4:00 PM on Thursday, and 8:00 am to 1:00 PM on Monday. In the summer, the office will be open from 8:00 AM to 1:00 PM, Tuesday, Wednesday, and Friday. The office will be closed for two weeks during the summer. Dates will be announced prior to the end of the school year.

IV. POLICIES REGARDING EDUCATIONAL PROGRAMS

4.1 Admission Requirements for the Student

A child must have reached the age of *four years* by September 1st of the fall in which he/she would be entering the K-4 class. Exceptions may be granted on a case-by-case basis. A child must have reached the age of *five years* by September 1st of the fall in which he/she would be entering Kindergarten. Exceptions may be granted on a case-by-case basis.

If a child has successfully completed the previous school year and his/her school work and behavior seem equivalent to the comparable grade at Cornerstone, the child will likely be placed in the grade for which he/she is applying. However, if through the administration of Cornerstone placement tests or other evidence, it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he/she repeat the previous grade.

The child should also understand that his/her parents have delegated their authority to the school on days with classroom instruction. Therefore, he/she is subject to the instruction and discipline of the teachers and administration in their prescribed roles at Cornerstone Academy.

If the student and parents comply with the requirements outlined here, Cornerstone Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to and made available to all students at the school. Cornerstone Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, athletic, and other school administered programs.

4.2 Admission Requirements for the Parents

The parents of students in Cornerstone should have a clear understanding of the biblical philosophy and purpose of Cornerstone Academy and be in full agreement with the Statement of Faith. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should be willing to cooperate with all the written policies of Cornerstone Academy. This is most important in the area of discipline and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

4.3 Homework

The amount of homework a student needs to complete varies from day to day, from grade to grade, and from student to student. Students often need some amount of extra practice in specific new concepts, skills, or facts. In certain subjects (e.g. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.

Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study. Due to the unique educational model at Cornerstone Academy weaving together classroom and home education, homework is used as an opportunity for parents to actively assist their child in his or her studies.

Since homework, by its nature, takes time at home, it is not to be assigned due to the teacher's poor planning or in place of an assignment that could have been completed in school. The necessity for doing homework will vary from grade to grade and even from student to student. The guide below should be regarded as *maximum times*, not as required minimum times, and then only *if* homework is assigned. In any event of homework being assigned, a *Weekly Homework Assignment Sheet* in the lower grades and a Cornerstone Planner should be used.

Grade	Maximum Approximate Time on Tuesday Night
K4	None
K5	20 minutes
1 st and 2 nd	20-40 minutes
3 rd and 4 th	30-45 minutes
5 th and 6 th	45 -60 minutes
7 th and 8 th	60-90 minutes
9 th through 12 th	90-120 minutes

Normally homework is not to be assigned over the weekend or over holidays and vacation periods. On Monday and Thursday each teacher may assign a normal amount of work for a typical school day. The time taken to complete such work will be determined by the student's ability, work ethic, and the access to a distraction-free environment.

4.4 Student Promotion Policy

To establish consistent standards for academic promotion, current Cornerstone students must meet the following criteria in order to be promoted to the next grade:

1. Grammar students must pass reading, math, and English with at least a 70% average.
2. Grammar students must have no more than one failing grade (or 'U') per quarter in any other academic discipline, and have their teacher's recommendation to be promoted to the next successive grade.
3. Secondary students must receive at least 60% in a subject to pass it. Lower grades may result in that course being retaken. A Teacher recommendation would then be needed for promotion to the next successive course. Summer tutoring may be an option for such a student.
4. The Guidance Counselor, in consultation with the appropriate Department Head and Principal of Academics, will consider any petition to diverge from requirements of this policy and will make a determination regarding such an appeal.

Remedial Coursework:

Students may remediate a course once if they have earned a "D" or lower in that course. After completion of the course, if the grade earned is higher than previously earned, the transcript will reflect the higher grade. If the remediated course grade is lower, the initial grade earned will be reflected on the student's transcript. Departmental and Guidance approval is necessary prior to re-enrolling in said course. This policy shall also apply to transfer students.

4.5 Grading Scale

Cornerstone does not assign letter grades to students feeling that a percentage grade more accurately reflects the student's accomplishments. Secondary students who transfer from Cornerstone will find that their GPA is calculated at the new school according to the grading scale of the new school. While Cornerstone Academy only uses percentage grades, a table of letter grades, percentages and grade point equivalents follows for your convenience:

Percentage Grade	Letter Grade	Regular Courses	AP/Honors Courses
90-100	A	4.0	4.5
80-89	B	3.0	3.5
70-79	C	2.0	2.5
65-69	D	1.0	1.5
0-64	F	0	0

Other evaluation assignments are used primarily for Kindergarten and First Grade such as **E** = Excels (in skill acquisition); **S** = Satisfactory; **N** = Needs Work; **I** = Incomplete (work missing, not enough grades to assign letter); and **U** = Unsatisfactory (in skills or behavior).

There will be a minimum of 9 grades per 9 week period for each subject in Grammar and Secondary School.

4.6 Semester Exams

Comprehensive semester exams may be given in any Secondary course at the end of the first and second semesters. They may count as much as 20% of the semester grade. The exams may be given in class time or the designated day before the end of the semester.

4.7 Progress Reports

Cornerstone Academy is using a school-wide system called Gradelink (www.gradelink.com) which serves to increase the ability for parents to have more accurate and timely information on their student's progress throughout the school year. Each nine-weeks a "Progress Report" reminder to check Gradelink will be sent out and a reminder posted on the website in the Parents' area.

4.8 Report Cards

Report Cards are either mailed home or sent home at the end of every nine-week grading period.

4.9 Parent/Teacher Conferences (see page 8 of this document)

Parents of Cornerstone students are encouraged to stay in close communication with their student's teachers and, if necessary, the appropriate Department Head. Educating children is the responsibility of parents and as such, the administration and faculty of Cornerstone Academy see themselves as part of a bigger team. A parent can schedule a conference with a teacher at any time during the school year by contacting the teacher directly. To schedule an appointment with a Department Head, parents should call the school office.

4.10 Attendance and Tardy Policy

Regular school attendance is required by law and a prompt arrival to classes is important for a successful education at Cornerstone Academy. This policy is written with both the individual and the school community in mind. Cornerstone's attendance and tardy policy is motivated by the need for order and accountability. The following guidelines and procedures have been established regarding attendance, tardies, and early departures. Final judgment regarding the legitimacy of an absence or tardy (as it relates to academic reporting) rests with the Headmaster.

1. All students should be in their classrooms by the times determined at the beginning of the school year as published on the school website. Students are encouraged to be at school 5–10 minutes before the first-period class begins. This allows students to settle themselves and get ready for the day. Students late to class will receive a tardy which may negatively impact their grade.

2. Absences do not exempt the student from completing assignments. It is the responsibility of the parent or student to determine class and homework assignments they have missed. In situations of extended absences, the parent and/or the student should contact the teachers directly to discuss strategies for making up missed work.

4. Students/parents who wish to communicate a pre-arranged absence (i.e. family vacation, scheduled surgery, etc.) should fill out a *Pre-Arranged Absence Form* (this form is available on the school website and from the receptionist). The form should be returned to the receptionist a week prior to the requested absence. It is the responsibility of students and parents to determine missed classroom and homework assignments.
5. The school will maintain records of attendance for each student and will include on each student's quarterly report card the total number of absences and tardies for the given marking period.
6. Given the negative impact absence and tardiness can have on a student's overall academic achievement, the Headmaster will confer with the parents when absences or tardies become excessive in order to improve the student's regular and prompt attendance. A persistent problem in this area may impact a student's continuance at Cornerstone Academy.
7. It is absolutely essential that the school know at all times who is on campus. For this reason, students arriving late to school in the morning or returning from an appointment **MUST** be signed in at the front desk by a parent/guardian. Students in grades 7–12 may sign themselves in.
8. Parents wishing to pick up their child(ren) early from school must sign them out at the front desk. Advance notice of such early departures should be given whenever possible.
9. Students are not allowed to leave campus during school hours unless signed out by a parent, a person authorized by the parents on the *Authorization for Pick-up Form*, or accompanied by a faculty or staff member. This rule is in effect starting from the time students arrive on campus. Any requests for exceptions to this rule must be submitted in writing by a parent (note, fax, or email). Unless there are extenuating circumstances, a phone call from a parent is not sufficient for the school to allow a student to leave the campus.
10. The parent of a senior may give written blanket permission for their student to leave campus; however, the student must have an administrator's approval before leaving campus each time. An administrator must know where and why they are going and when they will return. The student must also sign out at the front desk.

Excessive Absences

Parents may keep track of their child(ren) absences on Gradelink. Excessive absences in any quarter may result in the student being referred to the Headmaster for possible consequences including receiving an Incomplete (I). Students who miss 11 or more days in a semester to any class will not receive credit for the entire semester for that class. Eleven absences represent approximately 20% of the semester. If half or more of the absences are school-related or are the result of one catastrophic event (illness, accident, etc.), the students may appeal to the Headmaster for a waiver to this rule. Families should understand that if a number of absences are the result of choice (i.e. family travel), no appeal is likely to be granted.

Excessive Tardies

Parents will be notified at the end of each quarter if their child(ren) have received an excess amount of tardies during the preceding quarter. Parents may also keep track of their child(ren) tardies on Gradelink. Excessive tardies in any quarter may result in the student being referred to the Headmaster for possible consequences.

Special Note to Students Involved in Co-curricular Activities

Students must learn the skill of planning ahead and good time management. Being an athlete or club member with long practice hours and possible late-night activities does not relieve one of the responsibilities of being at school on time, attending classes, turning assignments in on time, and taking tests when scheduled. Students may not participate in athletic events, academic competitions, school social activities, or other school-related activities on the same day they have been absent more than three class periods except where the absence is due to a medical appointment.

Make-Up Work

Students with absences are expected to make up missed work. Make-up work will be due on the following schedule:

Time Allowed for Make-Up Work

One day One extra day

Two days Two extra days

Three days Three extra days

Four days Four extra days

Five or more days To be worked out individually

For example, if a student is absent Monday and Tuesday they will have two extra days (Wednesday and Thursday) to make up any missed assignments including quizzes and tests. Any exception to this rule is at the discretion of the teacher.

Being absent the day before a previously announced test or quiz does not exempt a student from taking the test. Any exemption is solely up to the discretion of the teacher who can make the best determination of the necessity of any review for success on the test.

4.11 Academic Probation

Grammar School Students

1. Students in grades Pre-K – 6 will be assessed on a case by case basis. The Principal of Academics will work with the student's teacher and parents to determine the best possible action to take for a struggling student.

Middle and Upper School Students

All Cornerstone Academy students participating in extra-curricular activities **must maintain a 2.5 point average** (see Athletic policy).

4.12 Homeschool Participation on Athletic and Other Teams

1. Because school revenues from enrolled students augment and help support extra-curricular activities, fees for homeschooled students may be somewhat higher than for enrolled students.

2. All homeschool students who are allowed to participate on a Cornerstone Academy team must agree to abide by all of the rules and policies of the school.

4.13 Upper School Graduation Requirements

A total of 24 credits are needed to graduate from Cornerstone Academy. The credits must be in the following subjects:

4 Math	4 History
3 Science (2 with labs)	World History (1)
4 English	Worldviews (1)
1 Rhetoric/Debate	American History (1)
1 Logic	American Government (1/2)
2 Latin	Economics (1/2)
1/2 Life Management Skills (HOPE)	1 Performing Arts
1 Physical Education	2 1/2 Electives

In addition, each senior must complete a **Senior Project** and present it to the 7th - 12th grade students, families, faculty and staff at an assembly following the IOWA Test of Basic Skills during their Senior Year.

Students are required to perform Community Service hours as follows:

Community Service hours are required for graduation from Cornerstone Academy. A total of 100 hours must be served during a student's high school years and documentation turned in to the Guidance Office before graduation. Students may begin accruing community service hours the summer of the year in which they begin 9th grade and continue throughout their high school experience.

Hours may be served either at Cornerstone Academy or in the community. Some examples of community service hours are: working at VBS, serving in a soup kitchen, church nursery, outreach ministry, summer mission programs, etc. Service hours at Cornerstone may be: volunteering on a SG event, helping clean the school, volunteering in a classroom, etc. If a student is unsure if an activity qualifies for community service, please contact the Guidance Department for clarification and approval.

Documentation should include the following: Date(s) of service, hours served, activity pursued, and include a signature of the immediate supervisor of the ministry who is verifying the work. Duplicate copies of all community service hours should be kept by the student and originals submitted to the Guidance Office.

4.14 Honors and Awards

Cornerstone Academy maintains a system of formal honors and awards because the recognition of good work is endorsed in the Scriptures, from the writings of Solomon in Proverbs, to those of Paul (Romans, Ephesians, I Timothy, etc.). Therefore, we seek to publicly recognize those students accomplishing the necessary prerequisites to receive the applicable award/honor. We hope to encourage the motivation to good work among all the students by demonstrating to them that such work is not overlooked or taken for granted, but rather it is noticed and commended. We want to draw public attention to the high quality of work being done by our students, to the glory of God and their parents.

4.15 Honor Roll Requirements

To encourage excellence, the school will recognize honor roll students quarterly in grades 5 – 12, as determined by the given marking period. There are two designations for honor roll:

1. A student qualifies for Honor Roll when a grade of 80% or higher is earned in every subject that quarter.
2. A student qualifies for High Honor Roll when a grade of 90% or higher is earned in every subject that quarter.
3. A student will be promoted to the next grade with Honors if the cumulative average for the year is 80% or higher in every subject.
4. A student will be promoted to the next grade with High Honors if the cumulative average is 90% or higher in every subject.
5. A student will graduate from Cornerstone Academy Cum Laude if the cumulative GPA for 9 – 12 grades is 3.0 or higher.
6. A student will graduate from Cornerstone Academy Magna Cum Laude if the cumulative GPA for 9 – 12 grades is 3.5 or higher.
7. A student will graduate from Cornerstone Academy Summa Cum Laude if the cumulative GPS for 9 – 12 grades is 4.0 or higher.

4.16 Field Trips

Education is not limited to the four walls of a classroom. Teachers may choose to take their classes to on-site locations for firsthand experiences. In order to participate in a field trip, students must have a signed consent form from a parent or guardian on file in the office. Any faculty member, with the consent of the Headmaster, may chose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on the trip. Parents will be provided all the information concerning a field trip and adequate chaperones will be required.

Parents are required to conform to all Cornerstone Academy policies and protocol while they are acting *in loco parentis* as a chaperone.

4.17 Computer Usage Policy

Introduction

Cornerstone Academy is pleased to provide students in grades 7–12 access to its computer network for educational purposes, including restricted access to the public internet for research associated with their course of study. All access to the public internet is filtered and monitored using network equipment designed to prevent access to unsuitable internet content. This protection system undergoes continuous review and modification to accommodate the ever-changing nature of the World Wide Web.

The school is not able to guarantee that a student will *never* be able to access inappropriate internet content, particularly if that student makes intentional, determined and sustained attempts to do so. A log of all internet activity is kept on the school server and it is possible to identify which sites were visited (or attempted) by each computer on the network.

Student Guidelines

Students will be held accountable for any action associated with their computer usage. The school reserves the right to suspend student access. Please note that certain classes require computer access, and suspension of an account may affect the student's ability to complete that course of study with a satisfactory grade.

No food or drink is permitted near the computers.

None of the following is permitted without the explicit permission from the teacher:

1. Installation of non-approved software on computers
2. Opening the case / reconfiguring computers
3. Moving Ethernet cable/connections

Violating the guidelines may result in:

1. Restriction or loss of network access (this forfeiture may directly impact the student's grade)
2. Disciplinary action by the administration

In order to ensure that computers and the internet are used in a proper manner, the administration and staff have the authority to monitor all aspects of computer usage that occur within the school facility.

4.18 Learning Disabilities Policy

Definitions

Severe Learning Disabilities: Any condition in a potential student which would require a separate classroom, program, or personnel in order to provide the educational services desired by the parents. Severe learning disabilities include, but are not limited to, Downs Syndrome, deafness, blindness and students who are nonverbal.

Mild Learning Disabilities: Any condition in a potential student which does not require a separate classroom, program, or personnel in order to provide the education services desired by the parents. Mild learning disabilities include, but are not limited to, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD) and minor dyslexia. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

To clarify the school's educational goals with respect to learning disabilities, the following guidelines are to be followed:

1. The school cannot admit children with severe learning disabilities due to the lack of adequate staff, funding, and facilities.
2. Students who have been diagnosed with mild learning disabilities will be required to meet the same academic standards as all the other children in their grade level.
3. Students who have been diagnosed with learning disabilities will be given as much individual instruction and encouragement as their classmates. Cornerstone has accepted the McKay Scholarship on occasion. The determination is made based on interviews with the parents and child, and the teacher's and principal's assessment of Cornerstone's ability to serve the student well.

4.19 Standardized Testing

1. The Iowa Test of Basic Skills is given to all students in first through eleventh grades each year. Students and parents are given a copy of the results when they pick up their report cards at the end of May. School-wide results are also shared with the Board. If a parent wishes to receive a copy of the overall test results, he/she should contact the office.
2. The PSAT is given to all students in the tenth and eleventh grades and to lower grade students upon parental request during October.
3. Seniors are personally responsible to sign-up and take the SAT and/or ACT examinations given at the University of Florida. Information regarding the test dates is available from the Guidance Office, Cornerstone online calendar posted on the website, and on the College Board website (www.collegeboard.com).

4. Upper school students are eligible to participate in AP testing for college credit, Tech Prep testing for college credit, and CLEP testing for college credit.

4.20 Summer Reading

1. Part of the mission of the school is to help instill within its students a life-long love for learning. In order to help achieve this goal, the school partners with parents as they convey to students the importance of developing strong reading habits.
2. The school's hope and desire is that students read several books over the summer.
3. The school provides a list of suggested books for each grade. Books may be assigned as a requirement for each student.

4.21 College Counseling

Cornerstone Academy is committed to giving its students the tools for life-long learning and helping them pursue the ends of education, which it believes to be wisdom and virtue and to glorify God with their lives. Cornerstone Academy fully expects its students to desire admission to the best colleges for which they are fit. For that reason, the students and parents of the Upper school are served by a college guidance counselor. This person assists students and their parents as they prepare for college admissions. The school recognizes that planning for college is a multi-layered process, and therefore Cornerstone has taken a holistic approach to equipping students. The college guidance counselor takes the time to give attention to each individual in the 11th and 12th grades on a periodic basis, but is available to meet with students and parents in other grades. The Counselor assists with the full application process, test preparation, facilitating letters of recommendation, Bright Futures, financial aid issues, and generally helping to keep students on track.

V. STUDENT CULTURE

5.1 Code of Conduct

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to follow a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequence. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in a way that appears to be inconsistent with these core beliefs.

Love and Logic Core Beliefs for Cornerstone Academy

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a "due process" hearing whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Individual Classroom Rules

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, "I'm not sure that's fair," and we will talk about it.

5.2 Discipline

The kind and amount of discipline (correction) will be determined by the teachers, and if necessary, the Headmaster. The discipline will be administered in the light of the precipitating events, the student's intention, the personality and temperament of the student, what actually happened, and the damage or hurt caused by the misbehavior. All discipline will be based on biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level with gracefulness and without shaming the student. Love and forgiveness will be an integral part of the discipline of a student.

Office Visits

There are six basic behaviors that will **automatically** necessitate an office visit with the Headmaster (versus the teacher). Those behaviors are:

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.
4. **Fighting**, i.e. striking in anger with the intention to harm the other student(s).
5. **Obscene, vulgar or profane language**, as well as taking the name of the Lord in vain.
6. **Any act that endangers** the lives of students or staff.

If necessary, the Headmaster may determine the nature of the discipline. Restitution may be required and/or janitorial work, parental attendance during the school day with their student, or other measures consistent with biblical guidelines may be used as appropriate.

Expulsion

The Cornerstone Academy Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, the student will be expelled.

Serious Misconduct

Should a student commit an act with such serious consequences that the Headmaster deems it necessary, the office-visit process may be bypassed and **suspension** or **expulsion** imposed immediately. Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of Scriptural commands. Students may be subject to school discipline for serious misconduct that occurs after school hours.

Re-admittance

Should the expelled student desire to be readmitted to Cornerstone Academy at a later date this request should be made in writing. The Board, or its delegated committee, will meet with the student and his/her parents and will make a decision based on the student's attitude and circumstances at the time of reapplication.

5.3 Uniform Code

Cornerstone Academy believes that uniforms play an important role in maintaining a culture conducive to cultivating virtuous scholars. In many respects the uniform is the face of Cornerstone. Uniforms encourage a sense of school identity and cohesion among students and also help to raise the bar of the school's academic and cultural pursuits. Rather than expressing themselves through current youth fashion, students at Cornerstone are asked to express themselves through their attitudes, behavior, minds and hearts. Like doctors, nurses, athletes, firefighters, and chefs, students at Cornerstone Academy wear uniforms.

Young Men and Boys – All clothing is to be purchased from Scrubs by Design or Lands End, have the appropriate embroidery and include:

- a. Outer Wear – (without hoods) must either be purchased from Scrubs by Design, Lands End, issued from the Cornerstone Sports Department, or previous Cornerstone outer wear with the school logo
- b. Tops and bottoms must be purchased from Scrubs by Design or Lands End with school logo
- c. Shirts must be completely tucked in
- d. An undershirt, if worn, is to be a short sleeved, solid white t-shirt
- e. Solid leather belt, black or brown, plain – not necessary for K4 or K5
- f. Socks are to be solid black, white or navy
- g. Closed shoes, laced and tied, or otherwise secured; no flip-flops, crocs, or clogs
- h. Hair is to be in natural colors, off the collar, and above the eyes
- i. Clean shaven
- j. No visible tattoos.

Young Women and Girls – All clothing is to be purchased from Scrubs by Design or Lands End, have the appropriate embroidery and include:

- a. Outer Wear – (without hoods) must either be purchased from Scrubs by Design, Lands End, issued from the Cornerstone Sports Department, or previous Cornerstone outer wear with the school logo
- b. Tops and bottoms must be purchased from Scrubs by Design or Lands End with school logo
- c. Shirts are to be completely tucked in
- d. Solid leather belt, black or brown, plain or Lands End plaid ribbon belt – not necessary for K4 or K5
- e. All shoes must have a back and be laced, tied, or otherwise secured; no flip-flops, crocs, or clogs
- f. All socks and tights must be a solid color
- g. Hair is to be in natural colors and out of the eyes
- h. No visible tattoos

Compliance Procedure

The dress listed above is effective in corridors and classrooms at all times classes are in session and until 3:15 pm, other than lunch and PE.

- All members of the administration, staff, and teachers are responsible for monitoring compliance.
- Any infraction will be reported to the front office by administration, staff, and teachers.
- Office staff will be responsible for recording the infraction in Gradelink and notifying the House Advisor and Grammar Liaison as appropriate.
- Points will be awarded to the Secondary School Houses based on compliance.
- The Grammar School will honor the class with the highest compliance quarterly.

There are various banquets that require young women to wear semiformal dresses.

Formal dresses are to be worn to the Spring Formal. These formal dresses must be approved by the administration by bringing a picture of the dress on the young lady or by modeling the dress for a female designee prior to the event.

Denim Day

On the third Friday of every month, the students, teachers, and staff of Cornerstone Academy will be permitted to wear denim jeans, a Cornerstone Academy t-shirt, and tennis shoes. A donation of \$1.00 per person is recommended. All proceeds will benefit the scholarship fund. If the third Friday of the month is a holiday or teacher workday, then Denim Day will be rescheduled to the following Friday.

Denim Day is a new fundraiser for the school and will be used to replace the existing dress down days that have been available at the annual auction. CA t-shirts will be available for sale through the athletic office. Existing CA issued t-shirts will be permitted.