



***Excellence Together***

# Elementary Student & Parent Handbook

## **Kingdom Purpose**

To empower students to glorify God  
Matthew 6:33

## **Our Vision**

To be a world-class, Christ-centered school in the inner city

## **Core Values**

Excellence for God  
Excellence in Education  
Excellence for Students  
Excellence in Character

## **Our Mission**

To inspire and develop critically thinking and compassionate young people in a Christ-centered learning community that is committed to academic excellence and character development. We strive to empower students to be responsible and productive citizens of the world, all to the glory of God.

## **Cornerstone Elementary School**

118 55<sup>th</sup> Street North  
Birmingham, AL 35212

## **Cornerstone Middle School**

980 Huffman Road  
Birmingham, AL 35215

## **Cornerstone High School**

959 Huffman Road  
Birmingham, AL 35215

(205) 591-7600

[www.csalabama.org](http://www.csalabama.org)

[www.EducateBirmingham.org](http://www.EducateBirmingham.org)

## Table of Contents

Parent Commitments	1
Parent Covenant	4
Character Pillars	5
Student Commitments	6
Student Expectations	6
Attendance Policies	8
Academic Policies	10
Academic Disciplinary Policies	11
Behavioral Disciplinary Policies	12
Dress Code and School Uniform Policy	15
Technology Usage Policy	16
Miscellaneous Information and Policies	18
Acknowledgement Form	21

## *Excellence Together*

### **Parent Commitments**

- Ensure that students are **in school every day** in correct and complete uniform with necessary books, materials, and/or supplies.
- Ensure that students arrive at school **promptly by 7:55 a.m.** with ample time to organize books and supplies and to be ready when instruction begins at 8:00 a.m. Students who plan to eat breakfast at school should arrive by 7:30 a.m.
- **Attend all parent/teacher conferences (required).** If a parent is unable to attend at the designated time, the parent must call the teacher to arrange an alternate time.
- Work with the School staff to promote appropriate speech, behavior, and attitude toward learning in accordance with the standards and expectations of Cornerstone Schools of Alabama.
- **Pick up your child/children by 3:15 p.m.** each day following dismissal procedures unless they attend aftercare. Pay a \$10 drop-in fee when picking up your child/children after 3:15 p.m.
- Provide children with a quiet, distraction-free environment for homework and studies, and establish a healthy schedule to include adequate sleep each night. Provide help as needed for homework and project assignments. This includes, but is not limited to, checking work for accuracy, neatness, understanding, and completion on time.
- **Check folders** and/or backpacks daily. **Read, sign, and return any important papers** to the teacher or the front office.
- **Meet all financial and service obligations** in a timely manner in accordance with the signed tuition assessment agreement.
- Help your child/children maintain a personal appearance that reflects Christian values and follows all uniform policy guidelines.
- Provide a written excuse within two days of returning from an absence.
- Adhere to the Parent Covenant.

*Train a child in the way he should go, and when he is old, he will not turn from it.*

**Proverbs 22:6**

## Parent Covenant

Because we believe that education is only possible when there is support in the home, we ask the parents of Cornerstone Schools of Alabama students to renew their commitment to our Parent Covenant each year.

The following is the Covenant that we ask parents to sign:

In recognition of the promises of Cornerstone Schools of Alabama to provide an outstanding Christ-centered education and recognizing that my child's success in school depends largely on my support and involvement:

- I accept the School's mission statement, beliefs, and strategies of education that are in accordance with the Word of God and Biblical virtues.
- I agree to support the School in upholding its rules and policies as outlined in the Student & Parent Handbook. As a parent, I am responsible for the behavior and actions of my child.
- I will support the authority and disciplines issued by Cornerstone Schools of Alabama staff. I understand that disagreeing with staff discipline may occur; however, I will not undermine the authority of the staff when discussing the discipline with my child/children.
- I will support the School in maintaining a high standard of Christian conduct for its students. I acknowledge that should my child/children's behavior, while under the supervision of school personnel, become incompatible with the standards of Cornerstone Schools of Alabama, normal disciplinary procedures apply. Depending upon the severity of the infraction, the behavior may be considered grounds for suspension or expulsion.
- I will practice the principle found in Matthew 18 by resolving difficulties with school personnel directly. If the conflict is unresolved, I/we will discuss the matter with the next person in authority. The line of authority is as follows: Teacher, Principal, and lastly, President.
- I agree to participate in mandatory parent activities, including parent-teacher conferences.
- I agree to pay my child's tuition and after-care expenses and to do so in a timely manner.
- I agree to provide a supportive, educational environment for my child, which includes the following:
  - a. Ensuring that my child arrives at Cornerstone Schools of Alabama daily by the start of school;
  - b. Ensuring that my child follows the Cornerstone Schools of Alabama dress code;
  - c. Checking my child's homework every night and working with my child to help guide his/her progress.

Failure to adhere to these commitments can cause my child to lose various privileges and can lead to my child's removal from Cornerstone Schools of Alabama.

I understand that the Cornerstone Schools of Alabama Student & Parent Handbook is not intended to cover every situation which may arise during the school year and that it is a general guide to the goals, policies, and expectations of Cornerstone. Furthermore, I understand that the President and/or Board of Directors have the authority as the Administration of the said private school, Cornerstone Schools of Alabama, to make all decisions regarding the School (facilities, instruction, discipline, curriculum, activities, faculty/staff, students, and enrollment).

**Please return signed acknowledgement on page 21 to your child's teacher or to the main office.**

# Character Pillars

## **LOVE**

*I show kindness through words and actions to my classmates.*

*I care about others' feelings.*

*I forgive others when they hurt me.*

## **RESPECT**

*I treat others the way I want to be treated.*

*I listen when a teacher or classmate is speaking.*

*I follow a teacher's directions, even if I do not agree with them.*

## **RESPONSIBILITY**

*I help take care of my school.*

*I do my very best when working on class assignments.*

*I admit when I am wrong and can accept the consequences of my actions.*

## **INTEGRITY**

*I can be trusted even when no one is watching.*

*I do what is right even when I do not want to.*

*I make good choices even my friends choose not to.*

## **PERSEVERANCE**

*I keep trying even when it gets hard.*

*When I fail, I try again.*

*I am not afraid to work on things that are hard for me.*

## Student Commitments

- To **attend school every day in correct and complete uniform**
- To complete all in-class and homework assignments and prepare for quizzes and exams
- To participate appropriately in the classroom and in all other areas of the School building, School property, and off-campus events
- To share in the responsibility of keeping all School property and the School building in good condition by taking part of disposing trash properly, by keeping classrooms and common areas clean, and by being respectful of personal and School property
- To show respect for Cornerstone Schools of Alabama staff by being cooperative, speaking politely, displaying appropriate body language, and following instructions
- To use proper and correct English when speaking and writing
- To show respect and concern for other Cornerstone Schools of Alabama students by participating in classes, by supporting others (both in and out of class), and by behaving in a proper and dignified manner
- To help create a safe, supportive environment that is free of aggressive behaviors such as fighting, bullying, name calling, inappropriate body language, or hitting others
- To participate actively in community service projects as required by Cornerstone Schools of Alabama

*I consider my life worth nothing to me, if only I may finish the race and complete the task the Lord Jesus has given me--the task of testifying to the gospel of God's grace.*  
**Acts 20:24**

## Student Expectations

Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, honesty, and correct body language.

### Mutual Respect

- Demonstrate respect for authority (God, administrators, faculty and staff, parents, volunteers).
- Demonstrate respect for others (fellow classmates, parents, and visitors).

### Classroom Courtesy

- Punctuality—All students must be in class and seated at assigned times.
- Preparedness—Students are expected to come to class prepared each day (pencil, paper, textbooks, homework, etc.).

- Participation—Students are expected to be participants (involve themselves in discussion, participate in class activities, and respond appropriately when called upon or working in groups).
- Proper Posture—Students should sit up straight at their desk.
- Gum—Students are not to have gum in the building, on the playground, or on School property at any time.
- Classroom Ownership—Students are expected to help keep their classrooms tidy by picking up any visible trash or paper.
- Electronics—Personal technology-related devices, such as but not limited to laptops, cell phones, smart-phones, hand-held media player, iPads, tablets, cameras, or other eDevices, are **not** allowed at school. Confiscated items will be returned at the discretion of the teacher or administrator.
- Cell Phones—Any cell phone seen or found on School property will be kept in the School office until parents are contacted and pick up the device.

### **Hall Courtesy**

- Walk quietly in the hallways.
- Keep hands and feet off the walls and off student-displayed work.
- Pick up after yourself and help keep rooms clean.

### **Lunchtime Courtesy**

- Show respect towards, and be thankful for, our lunchroom staff.
- Wait patiently in the lunch line and/or lunch check-out.
- Demonstrate good manners and appropriate voice level when speaking to others.
- Demonstrate self-discipline by cleaning up personal food area, including table, seating, and floor.

### **Restroom Courtesy**

- Throw away your trash.
- Use supplies appropriately as good stewards.

### **Building Courtesy**

- School property is to be treated with care and respect.
- Students are responsible for deliberate damage to School property. (Please see behavior plan for consequences included in this Handbook.)

### **Arrival and Dismissal Courtesy**

- Students will read quietly until breakfast or until picked up by homeroom teachers at 7:45 a.m.
- Students must go directly to carpool or aftercare and listen quietly for his/her name to be called. **Students remaining after dismissal must report to the School aftercare program, and parents will be charged the drop-in fee if not currently enrolled.**

*Be diligent in these matters; give yourself wholly to them.*

**1 Timothy 4:15**

## Attendance Policies

Faithful school attendance is critical to a successful school experience. While some elements of a missed classroom experience can be made up, certain other facets can never be reproduced or repeated. Attendance policies at Cornerstone School are strictly adhered to and enforced. Your understanding and mutual cooperation in this area will be greatly appreciated. Attendance records will be reported on progress reports and report cards unless attendance laws are not met. In this case, parents will be notified immediately.

**Students must not accumulate more than 20 absences (excused or unexcused) during a school year.**

**School Tardiness:** A punctual arrival at school is important. Students who plan to eat breakfast at school should arrive by 7:30 a.m.; others should arrive by 7:55 a.m. in order to be prepared for instruction at 8:00 a.m. While unforeseen problems may occur in getting to school on time, such as inclement weather or traffic, every effort should be made for students to be in the classroom **before instruction begins at 8:00 a.m.**

*Any arrival into the building after 7:55 a.m. is considered tardy.*

- Every third tardy will equal one absence.

**Early check-out:** Once your child has arrived and begun the school day, it is important to complete the entire school day. Every effort should be made to keep students in the classroom until dismissal begins. In the event of an injury, illness, or other emergency, please note the following:

- **All check-outs before dismissal are considered as a tardy.**
- **Make every effort to avoid student check-outs after 2:00 p.m. in order to avoid classroom distractions and disruptions.**
- Every third check-out will equal one absence.
- Any other check-out before 11:30 a.m. is considered one full day's absence.

## Excused Absences

The following are considered excused absences:

1. Personal illness of **student** (must have a doctor's excuse when absent 3 or more consecutive days);
2. Death in the family;
3. Doctor appointments only when appointments cannot be scheduled during non-school hours (a doctor's excuse required);
4. Upon returning to school after an absence, please provide the School with a written explanation or doctor's excuse. Please include the **date, reason for absence, and a parent/guardian or doctor's signature.**



Outside these situations, the Administration reserves the right to determine whether or not a child's absence/absences will be considered excused or unexcused.

Requests for any other absence must be made in writing by the parent or guardian at least 48 hours in advance.

## Unexcused Absences

The following are considered unexcused absences:

1. Any absence without written explanation from a parent, guardian, or doctor;
2. Vacation;
3. Suspension from school;
4. Lack of transportation;
5. Appointments of any kind other than approved doctor or other medical appointments;
6. Illness of another sibling or family member.

Students are required to make up any missed work, including class work, homework, tests, or quizzes. In accordance with the academic policy, students have to complete any missed work. It is the student's responsibility to get any missed work from his/her teacher and to turn in the completed work within 3 days.

The Alabama State Code of Conduct states the following:

Every child between the ages of seven and 16 must attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church school is exempt from the requirements of Ala. Code (1975) §16-28-3, provided such child complies with the enrollment and reporting procedure specified in Ala. Code (1975) §16-28-7 of the code.

Authority: Ala. Code (1975) §16-28-3

**Any student enrolled in School who accumulates more than 20 absences during the year is subject to dismissal. All absences must be documented with a doctor's or court excuse or permission of the Principal.**

The Alabama State Code of Conduct and Attendance Manual addresses tardies in this way:

**Tardies will be closely monitored and students with consistent tardiness to school may be summoned to the Early Warning Program. Tardies to school should not exceed 5 per semester.**

## Academic Policies

**Letter grades and conduct grades are determined by the following criteria:**

### Grading System

A	Excellent	90 - 100
B	Good	80 - 89
C	Average	70 - 79
D	Poor	60 - 69
F	Failure	59 and below

### K4 – 2<sup>nd</sup> Grade

E = Exceeds Expectations
S = Satisfactory
P = Progressing Towards Expectations
N = Needs Improvement to Meet Expectations

**Academic Alert**—Any student who receives one poor or failing grade (below 70) in a grading period will be placed on academic alert. The parent will be notified immediately following the grading period. Students are expected to work diligently with teachers and parents to raise the failing grade to 70 or above by the end of the next grading period.

**Academic Probation**—Any student who receives two or more poor or failing grades (below 70) will be placed on academic probation. Parents must attend a parent/teacher conference immediately following the grading period to review an action plan for the following nine (9) weeks. Students are expected to work diligently with teachers and parents to raise the failing grade to 70 or above by the end of the next grading period. **Any student who receives four or more poor or failing grades (below 70) in one grading period will be unable to return to Cornerstone.**

**Progress Reports and Report Cards**—A written progress report will be given at the midpoint of each nine (9) week grading period. Report cards advising parents of academic strengths and weaknesses, conduct, and comments will be provided at the end of each nine (9) week grading period. Progress reports and report cards should be signed and returned.

**Withholding Report Cards**—Report cards will be withheld for students whose tuition and fee accounts are not current.

**Books**—Students are allowed to check out library books. All books and textbooks are to be handled with care and kept in good condition, free from marks. The student will be charged for any lost or damaged library book or classroom textbook.

**Homework**—Assignments must be completed on time and must be written properly. Parents of students who consistently do not prepare homework assignments will be notified (please see academic disciplinary policy). Students have three (3) days upon their return to school after an absence to turn in all missed work, including homework.

**Honor Roll**—Students in grades 3 - 5 are recognized for A and A/B honor roll at the end of each nine (9) week grading period. All graded subject areas are considered in determining honor roll.

*Commit to the Lord whatever you do, and your plans will succeed.*

**Proverbs 16:3**

# **Academic Disciplinary Policies**

## **Academic Violations**

- Failure/Refusal to complete class assignments
- Failure to bring completed homework to class
- Failure to bring required instructional materials, including pencil, paper, notebook, textbooks, calculators, and other required materials to class

### **Missing Assignments or Homework:**

One (1) day in-school detention: 3 missing assignments or homework in one subject area.

## **Academic Notification Forms**

Progress reports, report cards, academic notifications forms, requests for conferences, and any other documents requiring parent or guardian signatures, must be returned no later than two days after distribution. Parents will be notified by phone if forms are not returned.

## **Academic Integrity**

**Cheating includes plagiarism, giving answers, copying, etc.**

### **Consequences**

<b>First Offense:</b>	Redo the assignment/test and parent contact
<b>Second Offense:</b>	Redo the assignment/test and 1-day suspension
<b>Third Offense:</b>	Redo the assignment and 2-day suspension
<b>Fourth Offense:</b>	Expulsion

***The integrity of the upright shall guide them.***  
**Proverbs 11:3**

## **Behavioral Disciplinary Policies**

Classification of Code of Student Conduct Violations

### **Classroom Behaviors - Class I Offense**

1. Chewing gum
2. Disrespectful to others
3. Disruptive
4. Excessive talking/talking back
5. Inappropriate language or behavior (includes hitting/pushing/name calling, harassing)
6. Inappropriate materials
7. Inattentive
8. Negative attitude/body language
9. Uncooperative
10. Unwelcome touching or hitting
11. Any other offense that the Administration of Cornerstone Schools of Alabama may deem to fall within this category

#### **Consequences**

**First Offense:**

Disciplinary Referral Form sent home and parent contact.

**Additional Offenses:**

Disciplinary Referral Form sent home for signature, extra work assignment, principal/teacher/student conference, parental contact, or in-school parent conference if warranted. Extra work assignments may be assigned. Repeated or cumulative Class I Offenses may result in suspension from school.

### **Classroom Behaviors - Class II Offense**

1. Damage to property
2. Fighting
3. Stealing (value under \$100)
4. Threats and/or harassment
5. Any other offense that the Administration of Cornerstone Schools of Alabama may deem to fall within this category

#### **Consequences**

**First Offense:**

Disciplinary Referral Form sent home for signature, parent conference, 2-day suspension; payment to repair or replace damaged property.

**Second Offense:**

Disciplinary Referral Form sent home for signature, parent conference, 4-day suspension; payment to repair or replace damaged property.

**Third Offense:**

Expulsion

## Classroom Behaviors - Class III Offense

1. **Accessing, Viewing, or Changing Information in School Computers to Falsify, Endanger, Cause Harm to, or Violate Privacy Law.**
2. **Assault of any Person** (student, teacher, staff member, visitor, etc.) by definition to include a violent physical or verbal attack.
3. **Battery Upon Employee** - The threatening by word or act or the unlawful and intentional touching or striking of an employee against his or her will, or the intentional causing of bodily harm to a school employee. In accordance with The Code of Alabama, 16-28A-1 and Legislative Act 94-794, it is a felony to assault teachers or employees of the school.
4. **Bomb Threats** – Any such communication(s) or an overt act directed to a school employee or student that has the effect of interrupting the educational environment.
5. **Burglary of School Property** - The act of breaking into, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
6. **Criminal Mischief** - The willful and malicious injury or damage at, or in excess of \$200, to public property, or real property belonging to another.
7. **Illegal Organizations** – Any participation in fraternities, sororities, secret societies, or gangs.
8. **Inciting or Participating in Major Student Disorder** – Leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property; personal injury to participants or others.
9. **Possession of Weapons** – A switchblade knife, or any knife with a blade in excess of three (3) inches, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. The Code of Alabama, 13 A-11-72(d) states that the possession of a deadly weapon on school premises with the intent to do bodily harm is a Class C Felony.
10. **Prescription Drugs** – Unauthorized possession, use, or transfer of a physician prescribed, controlled drug.
11. **Robbery** - Taking of money or other property from a person who may be the subject of larceny in the custody of another by force, violence, and assault or putting in fear of the same.
12. **Sexual Harassment** - Unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature from students or employees when:
  - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of the student's maintaining his/her good name, character or other legal rights, academic progress, completion of a school-related activity; or

- b. Submission to or rejection of such conduct is used as a basis in evaluating the student's eligibility for academic courses and extracurricular activities, performance in a course of study, or other school-related activity; or
- c. Such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive learning environment.

Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posture, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

- 13. **Stealing-Larceny-Grand Theft** – The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 14. **Unauthorized discharging of any air gun, pellet gun, or BB gun or any other device on school property.**
- 15. **Any other offense the administration of Cornerstone Schools of Alabama may deem to fall within this category**

**Consequence:**

**First Offense:      Expulsion**

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.*  
**2 Timothy 3:16**

## Dress Code and School Uniform Policy

A school dress code is important to a school's program. It not only helps set a "standard appearance" for a school, but it can also influence the behavioral and educational environment and on the public's perception of the school. All students in grades K4 – 5 are expected daily to wear the correct school uniform as outlined below.

It is the desire of Cornerstone Schools of Alabama that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The dress code for Cornerstone Schools of Alabama is the first and most tangible rule of the school to which students must respond. It is vital that each student and parent wholeheartedly support the dress standards.

### K4 – 5<sup>th</sup> Grade

#### Everyday uniform for girls

- Plaid uniform skorts with blue CSA crest polo shirt
- Solid navy skort with red CSA crest polo shirt or blue CSA crest polo shirt
- Black or navy blue soft, rubber soled shoes (**no flip-flops, sandals, mules/clogs, boots, open-toe or heel, low-heel pumps, or hard bottom shoes**); **solid black** (from toe to heel with no other visible color) plain tennis shoes are permitted
- White or navy blue knee socks, lace socks, or tights
- White or navy blue footed tights (no leggings, sweats, or shorts)
- White or navy blue sweater, fleece, or jacket

#### Chapel attire for girls:

- Plaid uniform skort, white round collar blouse and navy cross tie
- Socks, shoes, and sweaters the same as listed above

#### Everyday uniform for boys

- Navy blue uniform pants (no jeans or baggy pants)
- K4 and K5 boys - preferably elastic waist navy blue uniform pants
- Black or navy blue soft, rubber soled shoes only (**no hard bottom shoes, boots, flip-flops or sandals of any kind**); **solid black** (from toe to heel with no other visible color) plain tennis shoes are permitted
- Black or navy blue belt
- Black or navy blue socks
- White or navy blue sweater, fleece, or jacket
- Blue or red CSA crest polo shirt

#### Chapel attire for boys:

- Navy blue uniform pants (no jeans or baggy pants)
- White oxford pointed collar shirts with CSA crest and plaid uniform tie
- Socks, shoes, belts, and sweaters the same as listed above

### **Hairstyles**

- Students should keep their hair neat.
- **Male students are not permitted to wear puffs, tails, twists, dreadlocks, or braids in their hair.**
- **No razor lines or designs will be permitted on the head or eyebrows.**
- Hair for all students (male and female) should be of natural color and may not be dyed or sprayed other colors.
- Girls should wear navy, red, plaid, or white appropriate hair accessories.

### **Hats and Sunglasses**

- Hats, sunglasses, or hoods cannot be worn inside the school building at any time.

### **Jewelry**

- All students are allowed to wear wrist watches.
- Girls are allowed to wear one pair of stud size earrings only (no hoops, large earrings, or any that hang from the ear).
- Boys are not allowed to wear earrings of any type.
- No other jewelry, including bracelets, rings, and/or necklaces, should be worn to school.

**Enforcement** – Students in violation of the uniform policy will receive notice of a uniform violation. The parent(s) or legal guardian will be contacted.

*...But let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious.*

**1 Peter 3:4**

## **Technology Usage Policy**

### **Policy Statement:**

Cornerstone Schools of Alabama, Inc. provides computers, network, and Internet access to support the educational mission of the Ministry and to enhance the curriculum and learning opportunities for students and school staff.

### **Introduction:**

The intent of Cornerstone Schools of Alabama is to provide access to resources available through technology and the Internet with the understanding that students will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws, apply to usage of Cornerstone School technology and the Internet.

All students must acknowledge and adhere to the technology usage policy of Cornerstone. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Principal before proceeding. Students who are found to have violated this policy are subject to disciplinary action, including expulsion.



**Policy:**

- A. The use of all Cornerstone School technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation.
- B. Cornerstone's technology shall be used only for purposes related to education.
- C. Cornerstone School reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted, may be monitored or read by a school administrator.
- D. Students may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.
- E. Students must not attempt to disrupt any technology services or data integrity by engaging in inappropriate activity.
- F. Students must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts or attempt to breach any technology resources security system or filtering system, either with or without malicious intent.
- G. Personal technology-related devices such as, but not limited to, laptops, cell phones, smart-phones, hand-held media player, iPads, tablets, cameras or other eDevices, etc., used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The permission for such personal devices to be brought to school and the use of such devices will be at the discretion of the Principal. Guest Internet access is available for visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws.
- H. The Principal will determine when inappropriate use has occurred, and he/she has the right to deny, revoke, or suspend specific users.
- I. To maintain network integrity and to insure that the network is being used responsibly, if any policy violation or inappropriate behavior is suspected, the Principal reserves the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time without notice.
- J. Because communications on the Internet are public by nature, all students should be careful to maintain appropriate and responsible communications.
- K. Cornerstone Schools of Alabama, Inc. cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, an email facility, telephone, or otherwise.
- L. Students are encouraged to avoid storing personal and/or private information on Cornerstone technology resources.
- M. Students may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her.
- N. Information posted or viewed on the Internet may constitute published or copyrighted material. Reproduction or use of images from the Internet should not be used without documented permission.
- O. No purchases should be made on the Internet by any student while on Cornerstone property.
- P. Students are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

- Q. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices, or any activity prohibited by law or School policy.
- R. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading, or creating computer viruses, and/or any malicious attempt to harm or destroy CSA's equipment or materials or the data of any other user.
- S. Damage to property due to irresponsibility, misuse, or vandalism will result in disciplinary action and/or cancellation of user privileges.

**Students may not be allowed computer access outside of classroom assignments until a Technology Agreement Form has been completed, signed, and returned.**

**Please sign the Technology Usage Agreement Form on page 21.**

### **THE FIVE SECOND RULE**

The next time you are about to post an update to your social media, TikTok, Snap Chat, etc., pause for five seconds. At worst it might help you think of a better way to phrase things. At best, it might stop you from writing something that could have unintended consequences, such as hurt feelings or embarrassment.

A few things you might ask yourself in those five seconds:

1. Why am I writing this?
2. Am I giving away private information about myself, my family, or Cornerstone?
3. Would I ever say this to a stranger on the street or to my own mother?
4. Am I revealing my travel plans or otherwise showing when I am not home?
5. Am I just bragging to impress people?
6. How would I feel if my boss saw this?
7. What about a student?
8. This will live on the Web forever. Am I cool with that?
9. Am I adding to the sum of human knowledge?
10. Does this really matter?

## **Miscellaneous Information and Policies**

**Emergency Contact**—Parent/Guardian must provide the following information to the School: phone number(s), email address, and physical/street address.

**Change of Address and Other Emergency Contact Information**—Please notify the School office as soon as possible regarding any change in a student's/parent's/guardian's physical/street address, email address, and telephone number. This information is imperative for our emergency and health information. Medicine forms are available in the front office.

**Parent Notices**—Parents are asked to **ALWAYS** read the notices sent home since important news concerning various items may be involved, such as school closings, holidays, time changes, etc.

**Parent/Teacher Conferences**—Parents are required to attend scheduled parent/teacher conferences. A parent or teacher may request a conference at any time during the year. A child’s teacher is always the first contact with concern about a child’s progress. At no time are parents permitted to go to the classroom to visit with the teacher without permission from both the office and the teacher involved. Teachers are available for conferences before or after school. To facilitate conferences, parents are asked to call the School office to confirm availability of the teacher they wish to see. If a telephone conference is desired, parents are asked to leave a message with the office. The teacher will be asked to return the call at his/her earliest convenience within 24 hours and emails within 48 hours. Disruption of classroom instruction to take phone calls or meet with parents is not permitted.

**School Visitors**—Permission to bring a visitor to any classroom must be obtained from the School office.

- Conferences with any faculty/staff are by appointment only.
- Parents/visitors must enter the building through the main office.
- Parents/visitors must sign in and obtain a visitor’s pass from the main office before entering.

**Financial Responsibilities**—School tuition is due on the fifth day of each month. Please contact the business office with any questions regarding tuition. Report cards will be held for those students who have an outstanding tuition and/or after-care account. Non-payment of tuition or after-care fees can result in student/students not being allowed to return to Cornerstone.

**Medication**—Medication, other than inhalers and EpiPens for students with asthma or allergies, should not be in the student’s possession. All medication should be taken before the student arrives at school. If students must have medication during the day, a medical form should be completed by the parent or guardian. All medication must come in the prescribed container indicating dosage and must remain in the main office.

**Accidents and First Aid**—Minor scratches, scrapes, and cuts are given first aid attention by the teacher. A child who sustains any injury will be taken to the office and parents will be notified. An accident/incident report for injuries will be completed by the teacher or office staff. Any injury requiring immediate medical attention will be reported to 911.

**Dismissal**—All students are dismissed to carpool or aftercare at 3:00 p.m. Students not enrolled in aftercare must be picked up no later than 3:15 p.m. **All students who remain after 3:15 p.m. will be placed in aftercare and will be charged the \$10 drop-in fee.**

**Aftercare**—Please contact the School for any questions regarding school aftercare. The aftercare hours are 3:15 p.m. – 6:00 p.m. Monday through Friday.

**Homework**—Homework should be completed and returned the following day unless otherwise noted by the teacher. Questions regarding homework should be brought to the teacher’s attention. **All students are required to read or be read to every night.**

**School Delays and Closings**—In the event school is closed because of weather or poor traveling conditions, Cornerstone Schools of Alabama will inform the local radio and television stations as early as possible. Please check the following stations for school delays and/or closings:

- ABC 33/40
- CBS 42
- NBC 13
- Fox 6
- Cornerstone’s Website
- Cornerstone’s Social Media (Facebook, Twitter, Instagram)

**School Telephone**—Students are not allowed to use classroom phones or cell phones for any reason during the school day. All phone calls must be made from the front office with the permission from the classroom teacher and/or office staff.

**Birthdays**—We are pleased to observe your child’s birthday at school by having you bring a treat for his/her class. **Balloons and/or flowers should not be sent or brought into the classroom.** Parents may bring a cupcake, cookie, or doughnut for each student in the class to have during lunch or snack time. No other food items are permitted. Special guests or entertainment are not permitted. Birthday party invitations may be distributed at school at the end of the day via students’ backpacks **only** if there is an invitation for **each student** in the class. Please notify the teacher in advance if you are planning to provide a treat. All treats should be store bought.

**Class Parties**—The classes at Cornerstone have the opportunity to participate in three parties during the school year. A school culture committee comprised of teacher representatives from across the grades (K4-5) determines the guidelines for each party. The parties are intended to provide the students with a celebration time that complements our instructional program and for that reason are kept very simple. The following are approved parties:

1. Christmas
2. Easter
3. End-of-Year Field Day

**Field Trips**—Field trips are school events which are specifically chosen to enhance our curriculum. Scheduled field trip requests are submitted by teachers and approved by the Administration. All students must have a parent/guardian signed permission form for each field trip in order to participate in the field trip. Field trip costs include any ticket charges for entry and transportation. Individual teachers will notify parents in advance of upcoming field trips. Please be aware that some field trips limit the number of chaperones.

**Recommitment and Enrollment**—Recommitment begins every school year in January. Priority recommitment is given to current students in good academic, behavioral, and financial standing. The priority recommitment period is from January 1<sup>st</sup> – February 28<sup>th</sup> only. Open enrollment begins March 1<sup>st</sup> each school year. No space is given or guaranteed for anyone until all steps of the application process are completed.

## Acknowledgement and Agreement Form

The Student & Parent Handbook has been created to provide students, parents, faculty, and staff with a clear expectation of policies and procedures that are to be followed at Cornerstone Schools of Alabama. The policies and procedures are in place to provide everyone with a safe, Christ-centered, effective learning environment. It also provides answers to many frequently asked questions.

Commitment to the policies and procedures outlined in the Handbook provide better communication and clear expectations. This Handbook serves as a basic guideline for the school year. Cornerstone Schools of Alabama reserves the right to change the Handbook, policies, procedures, rules, or information provided in the Handbook at any time during the school year. Parents will be notified of any changes made in the Handbook.

I have received, read, and understand the policies and procedures in the Cornerstone Schools of Alabama Student & Parent Handbook. I will adhere to all policies and procedures in the Handbook, including the Student/Parent commitments, the Parent Covenant, and the Technology Usage Agreement. I understand that the policies and procedures outlined in this Handbook may be amended at any time during the school year by the Administration of Cornerstone Schools of Alabama. Please sign below to acknowledge that you have received, read, and understand the policies and procedures of Cornerstone Schools of Alabama:

The Parent Covenant  
Technology Usage Agreement  
The Student and Parent Handbook

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_