



CORNERSTONE
SCHOOL

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

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Cornerstone Middle and High School

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Excellence Together

Parent Commitments

- Ensure that students are **in school every day** in correct and complete uniform with necessary books, materials and/or supplies
- Make sure that students arrive at school **promptly by 7:55 a.m.** with ample time to organize books and supplies and be ready for instruction
- **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 alternative 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 after care. 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 teachers or 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 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 happen, 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. However, depending upon the severity of the infraction, it may be considered grounds for suspension or expulsion.
- I will practice the principle found in Matthew 18, 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 do so in a timely manner.
- I agree to provide a supportive, educational environment for my child, which includes:
 - a. Making sure my child arrives at Cornerstone Schools of Alabama daily by the start of school
 - b. Making sure 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, but is a general guide to the goals, policies and expectations of Cornerstone. Furthermore, I understand 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.

This serves as the parent copy to keep for reference. Please return the signed copy to your child's teacher or the school's main office.

Financial Responsibilities

It is the parent's or legal guardian's obligation to pay all tuition, aftercare, student fees, athletic fees, and any other miscellaneous charges the student may occur during the school year.

The tuition must be paid in accordance with the terms set forth by the tuition agreement. It is the parent's or legal guardian's responsibility to contact the school with any issue that prevents them from paying fees by the scheduled due date.

Failure to comply with this obligation may result in:

- A late fee may be added to any tuition payment made after the 15th of the month
- A returned check will result in an automatic \$30.00 returned check fee. Any family that submits two returned checks may prevent that family from the ability to pay by check
- Access to the RenWeb system may be blocked
- Expulsion from aftercare until all fees are paid
- Expulsion from any extra curricular activity that has an unpaid balance including any athletic team
- Principal's reserve the right to prevent a child from attending any activity at Cornerstone including classes upon the failure to pay a delinquent account

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 all other areas of the school building
- To share in the responsibility of keeping all school property and the school building in good condition. Students will help by taking part of disposing trash properly, keeping classrooms and common areas clean and 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 or writing
- To show respect and concern for other Cornerstone Schools of Alabama students by participating in classes, supporting others (in and out of class) and 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 actively participate 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 and visitors)
- Demonstrate respect for others (fellow classmates, parents and visitors)

Classroom Courtesy

- Punctual – All students must be in class and seated at assigned times.
- Prepared – Students are expected to come to class prepared each day (pencil, paper, textbooks, homework, etc.).
- Participate – 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 – Sit up straight at desk.
- Gum – Students are not to have gum in the building, on the playground, or 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 – No electronic devices of any kind are allowed in school (including but not limited to iPods, MP3 players, CD players, handheld game consoles, etc.). Items will be returned at the teacher's discretion.
- Cell Phones – Any cell phone seen or found on school property will be kept in the school office until parents are contacted and parents pick them up.

Hall Courtesy

- Walk quietly in the hallways
- Keep hands and feet off of the wall and 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).

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 on page 12).

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 after care and listen quietly for his/her name to be called.
Students remaining after dismissal must report to the after school care 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. Some absences, however, are inevitable and unavoidable, thus 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: Punctuality to school is important. 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 full 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 the same as a tardy.
- **Make every effort to avoid student check-outs after 2:00 p.m. to avoid classroom distractions.**
- Every third check-out will equal one absence.
- Any check-out before 11:30 a.m. is considered one full day's absence.

Excused Absence

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 and must be accompanied by a doctor's excuse

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

Request for any other absence must be made in writing by the parent or guardian in advance.

Unexcused Absence

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 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 3 days to complete any missed work. It is the student's responsibility to get any missed work from his/her teacher and turn in the completed work within 3 days.

The Alabama State Code of Conduct states:

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 – 2nd Grade

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

Academic Alert - Any student that receives one poor or failing grade (below 70) 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 that 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 that 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 will be given at the end of each nine (9) week grading period advising parents of academic strengths and weaknesses, conduct, and comments. 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 also allowed to check out library books. All books 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 written properly. For students who consistently do not prepare homework assignments, their parents will be notified (please see academic disciplinary policy p.11). Students have three (3) days after they 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

- Refusal to complete class assignments
- Failure to bring 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.

Cheating

Cheating includes plagiarism, giving answers, copying, etc.

Consequences

First Offense:	Zero on the assignment/test and parent contact
Second Offense:	Zero on the assignment/test and 1-day suspension
Third Offense:	Zero on the assignment and 2-day suspension
Fourth Offense:	Expulsion

“The integrity of the upright shall guide them.” Prov. 11:3

Behavioral Disciplinary Policies

Classification of Code of Student Conduct Violations

Classroom Behaviors - Class I Offense

1. Disruptive
2. Uncooperative
3. Negative attitude/body language
4. Inattentive
5. Excessive talking/talking back
6. Disrespectful to others
7. Inappropriate language or behavior (includes hitting/pushing/name calling, harassing)
8. Inappropriate materials
9. Chewing gum

Consequences

- First Offense:** Disciplinary Referral Form sent home and student/principal/parent/teacher conference
- Second Offense:** Disciplinary Referral Form sent home for signature, extra work assignment to be completed in 1-day after-school detention
- Third Offense:** Disciplinary Referral Form sent home for signature, parent conference and 1-day in-school suspension
- Fourth Offense:** Disciplinary Referral Form sent home for signature, parent conference, and 2-day in-school suspension

Classroom Behaviors - Class II Offense

1. Fighting
2. Damage to property
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
- Second Offense:** Disciplinary Referral Form sent home for signature, parent conference, 4-day suspension
- Third Offense:** Expulsion

Classroom Behaviors - Class III Offense

Sexual Harassment - Unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature from students or employees when:

1. 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
2. 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
3. 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.

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.

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

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

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

Criminal Mischief - The willful and malicious injury or damage at, or in excess of \$200 to public property, or real property belonging to another

Prescription Drugs – Unauthorized possession, use or transfer of a physician prescribed, controlled drug

Unauthorized discharging of any air gun, pellet gun, or BB gun or any other device on school property

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.

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

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

Accessing, Viewing, or Changing Information in School Computers to Falsify, Endanger, Cause Harm to or Violate Privacy Law

Assault of any Person (student, teacher, staff member, visitor, etc.) by definition to include a violent, physical or verbal attack

Illegal Organizations – Any participation in fraternities, sororities, secret societies, or gangs

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 can also have an effect on the behavioral and educational environment along with the public's perception of the school. All students in grades K4 – 5th are expected to wear the correct school uniform daily 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 – 5th 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 sneakers, flip-flops, sandals, mules/clogs, boots, open-toe or heel, low-heel pumps, or hard bottom shoes**)
- 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 with white round collar blouse and navy cross tie
- Socks, shoes, and sweaters are 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 are 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, not 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 should be worn to school (including bracelets, rings, and/or necklaces).

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, iTouch/iPods/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 they have 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, either 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 students 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.

THE FIVE SECOND RULE

The next time you are about to post an update to your Facebook page, Twitter update or blog comment, 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 – like 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 my own mother?
4. Am I revealing my travel plans or otherwise showing when I'm not home?
5. Am I just bragging to impress people?
6. How would I feel if my boss sees 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?

Students may not be allowed computer access outside of classroom assignments until a Technology Agreement Form has been completed, signed, and returned. (See pg. 21)

Miscellaneous Information and Policies

Change of Address - Please notify the school office as soon as possible regarding any change in a student's address or telephone number. This information is imperative for our emergency and health information.

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

Parent/Teacher Conferences – Parents are required to attend 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 and 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. 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 at the first 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 account. Non-payment of tuition can result in student/students not being allowed to return to Cornerstone.

Medication - Medication, other than inhalers for students with asthma, should not be in the student's possession. All medication should be taken before the student arrives to school. If students must have medication during the day, a medical form should be completed and 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 that 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 after care at 3:00. Students not enrolled in after care must be picked up no later than 3:15 p.m. **All students who remain afterwards will be placed in after care, and will be charged the \$10 drop-in fee.**

After care – Please contact the school for any questions regarding after school care. The aftercare hours are 3:15 p.m. – 6:00 p.m. Monday through Friday.

Homework – Homework should be done 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 the 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)

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 is 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 on providing 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 (K4-5th) 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 approved parties are:

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

Field Trips – Field trips are specifically chosen to enhance our curriculum. All 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 attend 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 1st – February 28th only. Open enrollment begins March 1st each school year. No space is given or guaranteed for anyone until all steps of the application process are completed.

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 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 any disciplinary action issued by Cornerstone Schools of Alabama staff. I understand that disagreeing with staff discipline may happen, 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. However, depending upon the severity of the infraction, it may be considered grounds for suspension or expulsion.
- I will practice the principle found in Matthew 18, 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 do so in a timely manner.
- I agree to provide a supportive, educational environment for my child, which includes:
 - d. Making sure my child arrives at Cornerstone Schools of Alabama daily by the start of school
 - e. Making sure my child follows the Cornerstone Schools of Alabama dress code
 - f. Checking my child's homework every night and working with my child to help guide his/her progress

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, but is a general guide to the goals, policies and expectations of Cornerstone. Furthermore, I understand 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.

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.

Parent Signature

Date

Child/children's Name(s) and Grade(s) _____

Technology Usage Agreement Form

Parents/Students:

Students may not be allowed computer access outside of classroom assignments until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator.

Students:

I acknowledge that I have read, understand, and agree to all terms in the Technology Usage Policy as outlined in the student handbook. I further understand that I am responsible for appropriate behavior when using any Cornerstone technology resource or any personal technology resource if allowed on campus.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

1. Loss of access to any technology resources such as but no limited to computers, printers, the internet, and/or video equipment
2. Additional disciplinary action determined as appropriate by the school administration, and/or legal action, when applicable

As a student of Cornerstone Schools of Alabama, I understand and agree to comply with the Technology Usage Policy.

Student Signature

Date

Parent Signature

Date

Acknowledgement 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.

Please sign below and return the bottom portion of this page as well as the signed pages 20-21.

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 and the parent covenant. 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.

Parent Signature

Date

Student Signature

Date