



CORNERSTONE
SCHOOL

Excellence Together

2023-24

Elementary
PARENT & STUDENT
HANDBOOK



Elementary School

118 55th Street North
Birmingham, Alabama 35212
(205)591-7600 , ext. 2

Middle School

980 Huffman Road
Birmingham, Alabama 35215
(205)591-7600, ext. 3

High School

959 Huffman Road
Birmingham, Alabama 35215
(205)591-7600, ext. 4

www.csaalabama.org

HANDBOOK | 2023-24

Table of Contents

02	Table of contents	17	Student Harassment & Bullying Prevention
03	Message from President		
04	Kingdom Purpose, Our Vision, Core Values & Our Missions	20	Dress Code School Uniform Policy
		22	Technology Usage Policy
05	Parent Commitments	24	Moral Misconduct & The Internet
06	Parent Covenant	24	The Five Second Rule
08	Character Pillars	25	Miscellaneous Info & Policies
09	Financial Responsibility	29	Handbook Addendum
09	Student Commitments	40	Parent Covenant Signature Page
10	Student Expectations	41	Technology Usage Agreement Form
12	Attendance Policies	42	Acknowledgement Form
13	Academic Policies		
15	Behavioral Disciplinary Policies		





DEAR FAMILIES,

Welcome back to school! This year marks the 30th anniversary of Cornerstone Schools of Alabama. God has richly blessed us and we are starting the school year strong with over 700 students in K4-12th grades! Our theme this year is “Opportunity Awaits.” We have exciting plans and look forward to sharing with you at parent meetings, and through teacher and school communications.

At Cornerstone, we believe that the partnership between home and school is an essential part of our student success. Our Core Values are: Excellence for God, Excellence in Education, Excellence for Students, and Excellence in Character. When parents and the school work together, we can achieve Excellence Together! It is our goal to empower each student to achieve their God given potential in faith, education and character.

It is my pleasure to introduce you to the Cornerstone Schools of Alabama Handbook. The material contained in this handbook is intended to give parents and students a general introduction to policies, practices, and procedures employed by the school to accomplish the purposes outlined in the paragraph above. Following these guidelines is not only a requirement for your child’s attendance to Cornerstone but will ensure that the entire Cornerstone community is on the same page. Any questions regarding this handbook should be directed to the school Principal. It is important to understand that this handbook is meant to communicate general information. Specific policies, practices and procedures are implemented by teachers and staff, and may vary as needed for specific situations. The administration reserves the right to amend this handbook as deemed necessary.

Thank you for your trust in us. We are all looking forward to a great school year!

In Christ’s Name,

Dr. Nita Carr
President

Empowering Students to Glorify God



CORNERSTONE
SCHOOL

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 critical 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.

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.
- **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. Students remaining after 3:15 will be supervised by the principal or his/her designee until the student is picked up. **Families will be charged \$1/min for late pick-up. Charges are due at the time of pick-up.**
- 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 one 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 School in maintaining a high standard of Christian conduct for its students. I acknowledge that should my child'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, the behavior may be considered grounds for suspension or expulsion.
- I will support the authority and disciplines issued by Cornerstone Schools of Alabama faculty and Administration.
- I understand that disagreeing with faculty or Administration may occur; however, I also agree to maintain a high standard of Christian conduct when discussing my child/children. I understand that failure to do so may be considered grounds for my child/children's 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 for my child's tuition and fees and to do so in a timely manner.
- I agree to provide a supportive 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 has 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 the School's main office. This is required before your child can start school.

Character Pillars



LOVE

I show kindness through words and actions to my classmates.

I care about others' feelings.

I forgive others when they hurt

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.

Financial Responsibility

It is the obligation of the parent or legal guardian to pay all tuition, aftercare, student fees, athletic fees, child nutrition fees and any other miscellaneous charges the student may incur during the school year.

The tuition must be paid in accordance with the terms set forth by the tuition agreement. It is the responsibility of the parent or legal guardian 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 the following:

- 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 be denied the ability to pay by check.
- Access to the RenWeb system may be blocked.
- Students will not be allowed to attend aftercare until all fees are paid.
- Students will be barred from any extracurricular activity that has an unpaid balance, including any athletic team.
- Upon the failure to pay a delinquent account, the Principals reserve the right to prevent a child from attending any activity at Cornerstone, including classes.

Student Commitments

- **To attend school every day in the 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.
- To share in the responsibility of keeping all school property and the school building in good condition by taking part in 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 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 the discussion, participate in class activities, and respond appropriately when called upon or working in groups).
- Proper Posture – Students should sit up straight at their desks.
- 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 – No electronic devices of any kind are allowed at school (including, but not limited to, iPods, MP3 players, CD players, handheld game consoles, etc.). Confiscated 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 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 areas, 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 the behavior plan 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 and listen quietly for his/her name to be called. Students remaining after 3:15 will be supervised by the principal or his/her designee until the student is picked up. **Families will be charged \$1/min for late pick-up. Charges are due at the time of pick-up.**

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

I 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. Since some absences are inevitable and unavoidable, 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 18 absences (excused or unexcused) during a school year or nine (9) per semester.

School Tardiness

A punctual arrival at school is important. Students who plan to eat breakfast at school would 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 tardy.
- **Make every effort to avoid student check-outs after 2:00 p.m. to avoid classroom distractions and disruptions.**
- Every third check-out will equal one absence.
- Any check-out before 11:30 a.m. is considered one full day's absence.

Excused Absences

The following are considered excuse 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. Legal quarantine.
5. Military deployment of parent/guardian. Please include the date of deployment.
6. Student allowed school activity.

Upon returning to school after an absence, please provide the School with a written explanation or doctor's excuse within 24 hours. 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.

Unexcused Absences

The following are considered unexcuse 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 three (3) days 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 three (3) days.

The Alabama Department of Education, Attendance Code 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) §16-9-17, provided such child complies with the enrollment and reporting procedure specified in Ala. Code (1975) §16-28-19 of the code.

Authority: Ala. Code (1975) §16-8-34. Updated 1/27/2022, 2/4/2022

Any student enrolled in School who accumulates more than 18 absences during the year or 9 tardies per semester is subject to dismissal. All absences must be documented with a doctor's or court excuse or permission of the Principal.

The Alabama Department of of Education, Attendance Code state the following:

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.

Please note that a parent conference will be required after five (5) unexcused absences. A warning for possible dismissal will be given after seven (7) unexcused absences.

Academic Policies

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

Grading System

<u>3rd - 5th Grade</u>			<u>K4 – 2nd Grade</u>	
(Traditional Grading)			(Standards Based Grading)	
A	Excellent	90 - 100	E	Exceeds Expectations
B	Good	80 - 89	S	Satisfactory
C	Average	70-79	P	Progressing Towards Expectations
D	Poor	60-69	N	Needs Improvement to Meet Expectation
F	Failure	59 and below		

Standards Based Grading (SBG) is an innovative grading practice that measures student learning above all. SBG evaluates student progress toward proficiency for each individual standard and is accurate, non-bias, and empowering. This gives a transparent picture of student learning and allows students and families to understand where a student is on the grading scale for each standard. With SBG we are measuring proficiency towards a specific standard, or learning goal and there are multiple opportunities to show proficiency.

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 - Progress reports 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.

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 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. 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.

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

Proverbs 16:3

Academic Disciplinary Policies

Academic Infractions

- 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:

Three (3) missing assignments, either in-class or homework, will require a parent-teacher conference, either in-person or via telephone or teleconference.

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 Infraction: Zero on the assignment/test and parent contact

Second Infraction: Zero on the assignment/test and 1-day suspension

Third Infraction: Zero on the assignment and 2-day suspension Fourth Offense: Expulsion

Fourth Infraction: Expulsion

"The integrity of the upright shall guide them."

Proverbs 11:3

Behavioral Disciplinary Policies

Classification of Code of Student Conduct Infractions

Classroom Behaviors - Class I Infraction

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 Infraction:** Disciplinary Referral Form sent home and student/principal/parent/teacher conference
- Second Infraction:** Disciplinary Referral Form sent home for signature, parent conference and 1-day in-school suspension
- Third Infraction:** Disciplinary Referral Form sent home for signature, parent conference, and 2-day in-school suspension

Classroom Behaviors - Class II Infraction

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 Infraction:** Disciplinary Referral Form sent home for signature, parent conference, 2-day suspension
- Second Infraction:** Disciplinary Referral Form sent home for signature, parent conference, 4-day suspension
- Third Infraction:** Expulsion

Classroom Behaviors - Class III Infraction

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

Classroom Behaviors - Class III Offense- Cont'd...

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 infraction 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

Student Harassment and Bullying Prevention

Section 1: Bullying, Cyberbullying, Intimidation, Violence, and Threats of Violence Prohibited

Cornerstone Schools of Alabama is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable behavior that will not be tolerated. No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Handbook, subject to the administrator's authority and decision.

Section 2: Definitions

Bullying/Cyberbullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with the student's education
2. Creation of a threatening environment
3. Substantial disruption to the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying. The term bullying does not necessarily encompass the infrequent incidents of normal developmental conflict between peers.

In this policy, these terms shall have the following meanings:

- A. Bullying means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy.

To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
 - Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
 - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- B. Hostile environment means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
- C. Violence means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- D. Threat means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- E. Threat of violence means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

F. Intimidation means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

G. Student as used in this policy means a person who is enrolled in any Cornerstone School

Section 3: Description of Behavior Expected of Students

A. Students are expected to treat other students with courtesy, respect, and dignity and comply with the expectations in the student handbook. Students are expected and required:

1. To comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation;
2. To refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and
3. To refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

B. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- race
- sex
- religion
- national origin
- disability

Section 4: Consequences for Infractions

A series of graduated consequences for any infraction of this policy will be those outlined in the student handbook or any rule or standard adopted under authority of this policy.

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

A. Complaints alleging infractions of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor infractions of the policy may be presented and resolved informally. The complaint form developed to report infractions of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

- B. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious infraction of this policy. If the principal or the principal's designee determines that the complaint alleges a serious infraction, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes an infraction, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the infractions(s) may also be imposed by the principal or the principal's designee.
- C. Acts of reprisal or retaliation against any student who has reported an infraction of this policy or sought relief provided by this policy are prohibited, and are themselves an infraction of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the student handbook. A student who deliberately, recklessly, and falsely accuses another student of an infraction of this policy may be subject to disciplinary sanctions as outlined in the student handbook.

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on our website and school, shall be available at the school office, and shall be included in the student handbook.

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 have an effect on 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 th Grade

Everyday uniform for girls:

- Plaid uniform skorts with blue CSA crest polo shirt
- Solid navy skort, shorts, or pants 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 skorts with 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 or shorts (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 or bowtie
- Socks, shoes, belts, and sweaters the same as listed above

Hairstyles:

- **No designs will be permitted on the head or eyebrows.**
- Girls should wear navy, red, school 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."

2 Timothy 3:16

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 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 infraction 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.

Moral Misconduct and The Internet

Media communications posted by students such as, but not limited to, texting, Facebook, Snapchat, Twitter, Instagram, TikTok, email, blogging, direct messaging, and comments on digital communication platforms should reflect the high moral standards of our Christian faith. We represent our Savior Jesus Christ, our families and Cornerstone Schools of Alabama. Communications using media that are brought to our attention will be handled on an individual basis. Communications of this sort are accessible to the public; therefore, we want to protect our children from any detrimental consequences of misinterpreted messages. We encourage parents and guardians to research digital communications platforms they allow their children to use and monitor their children's use of these platforms.

Inappropriate use of digital communication platforms by students, whether during or outside of the school day, particularly for the purpose of cyberbullying, will not be tolerated.

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, 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'm 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?

Students may not be allowed computer access outside of classroom assignments until a Technology Agreement Form has been completed, signed, and returned. (See p. 19.)

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 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 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. Disruption of classroom instruction to take phone calls or meet with parents is not permitted.

Potty Training Policy - All students must be able to use the bathroom independently before attending Cornerstone Schools of Alabama. We understand that occasional accidents may occur, and in these instances, teachers will help children change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

If your child is unable to use the bathroom independently at school, he/she may be asked to stay home for a period of time until he/she is able to do so.

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.

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. 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. Students remaining after 3:15 p.m. will be supervised by the principal or his/her designee until the student is picked up. **Families will be charged \$1/min for late pick-up. Charges are due at the time of pick-up.**

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 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 school is closed because of weather or poor traveling conditions, Cornerstone Schools of Alabama will send notice to parents via RenWeb and inform the media 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 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 composed 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:

- Christmas
- Easter
- 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 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 in December only. Open enrollment begins the first of January each school year. No space is given or guaranteed for anyone until all steps of the application process are completed.

Handbook Addendum

Child Nutrition

The goal of the Child Nutrition Program at Cornerstone Schools of Alabama is to serve nutritious, appetizing meals that students look forward to while maintaining the best possible health and safety conditions.

As representatives of CSA, our Child Nutrition Program is committed to providing a menu that promotes health and wellness, as well as, providing services that enhance program quality and accountability in an efficient, friendly manner.

We believe that food is fuel for the mind (support for learning), body (support for a healthy lifestyle), and heart (joy for the soul).

Other Child Nutrition information such as Menus and other CNP information can found at csalabama.org/parent/parent-resources/

Meal Charge Policy

Cornerstone Schools of Alabama (CSA) realizes that students may forget or lose breakfast/lunch money. In an effort to effectively make sure that our students do not go without a nutritious meal, the student will be notified in line when their account has reached Zero Dollars. They will still receive a regular breakfast/lunch for that day. **For all meals in the future (until the account is paid and has a positive balance) the student will receive an alternative meal.** The student will not be allowed to purchase any “extras” until the account has a positive balance.

Alternative Meal for Breakfast: Nutri-Grain Bar, Applesauce Cup, Milk

Alternative Meal for Lunch: PBJ, Applesauce Cup

Parents will receive an email (from Linq-Titan) every day that their student's account is in the negative. Paper copies will also be sent home with the student every Friday.

To make it easy for parents to view charges and get notified of low balances, we have partnered with Linq-Titan School Solutions. There is no charge for parents to create an account. You can monitor your student's transactions, receive emails regarding low student meal balances and apply for free and reduced meals at <https://linqconnect.com/>.

If you prefer a printable application, one can be located on our website at <https://csalabama.org/parents/parent-resources/> or you may stop by the front office and pick up a copy.

Handbook Addendum

CSA offers four options for a parent to fund their student's account:

1. Pay online through the school website
2. Pay at the front office
3. Check made out to CSA Child Nutrition
4. Cash

Faculty and Staff will not be allowed to go into the negative for breakfast, lunch, or a la cartes. Please see the above for the 4 options to pay. Faculty and Staff are expected to have money on their account prior to coming through the cafeteria.

Worthless or Returned Check: Please note that if you pay with a check and the check is returned, an automatic \$30.00 returned check fee will be applied to your account. Any family that submits two returned checks may be denied the ability to pay by check in the future.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for providing funds for student accounts. If parents need financial assistance to pay for school meals, a meal benefit application for free/reduced-price meals must be completed. The meal application only takes a few minutes to complete and can be found online at <https://linqconnect.com/> Applications for meal benefits can be completed at any time during the school year.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child if applicable.

Handbook Addendum

Wellness Policy

Preamble

It is the goal of Cornerstone Schools of Alabama (CSA) to ensure every student has access to a healthy and nutritious meal, proper education about physical activity, and nutritional information. CSA is committed to the optimal development of every student. CSA believes that in order for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year. This policy outlines CSA's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy, which applies to all students and staff at CSA, establishes goals and procedures to ensure that:

- CSA students have access to healthy foods 2 times a day — through reimbursable school meals breakfast and lunch-in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before and during school through our PE program, recess (Elementary School), as well as after school if they participate in sports;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- The community is engaged in supporting the work of CSA in creating continuity between school and other settings for Students and staff to practice lifelong healthy habits; and
- CSA establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

Administrative Implementation

CSA has a Wellness Committee that meets annually and as needed throughout the year to establish goals for and oversee the school's health and safety policies and programs, including development, implementation, and periodic review and update of this handbook.

The Wellness Committee will represent all grade levels and include to the extent possible, but not be limited to: parents/caregivers, students, representatives of the school nutrition program; physical education teachers; health education teachers, school health professionals and the general public.

If you would like to join the CSA Wellness Committee, please reach out to Caitlin Suggs, Director of Child Nutrition, csuggs@csalabama.org.

Triennial Progress Assessments will be evaluated every three years for compliance with the wellness policy and procedures.

Wellness Committee			
<i>Name</i>	<i>Title</i>	<i>Email Address</i>	<i>Role</i>
Caitlin Suggs	Director of Child Nutrition	csuggs@csalabama.org	Well Coordinator
Ann Perry	Director of Finance	aperry@csalabama.org	Administrator
Kennon Brock	PE Teacher	kbrock@csalabama.org	Administrator
Corrie Moncrief	Grant Writer & Development Associate	cmoncrief@csalabama.org	Administrator
Roshunda Manuel	High School CNP Manager	rmanuel@csalabama.org	CNP Representative
Angel May	Administrative/Development Team Assistant	amay@csalabama.org	Parent

Nutrition Standards

Meals

CSA is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and low-fat milk; moderate in sodium, low in saturated fat, and zero grams trans-fat per serving (nutrition label or manufacturer’s specification); and that meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within CSA participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). Select individual schools also operate additional nutrition-related programs, including Breakfast in the Classroom and After School Snack Program. All schools within CSA are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs. All schools adhere to the following guidelines:

- Students should be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.
- Students are served lunch at a reasonable and appropriate time of day.
- Participation in Federal child nutrition programs should be promoted among students and families to help ensure that families know what programs are available in their children’s school.
- Menus will be reviewed and approved by the Child Nutrition Director.
- Menus will be published on the school website every month.
- Child Nutrition Director will observe during on-site visits and document a minimum of twice a year.

Staff Qualifications and Development

All school nutrition program directors, managers, and staff should meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day. CSA will make drinking water available where school meals are served during mealtimes if a drinking fountain is not present. In addition, students are allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

CSA is committed to ensuring that all foods and beverages available to students on the school campus support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

Parents may not drop off and/or bring in food from restaurants for the child. If parents are planning on eating lunch with their child, they are asked to consider eating a school lunch with their student.

Staff meals that are delivered or picked up from restaurants should be done when they do not have students, such as during planning periods, etc. Students are not allowed to retrieve staff food or beverages for them. It is important that the staff encourages students, as well as one another, to maintain nutritious diets as well to encourage everyone to eat from the cafeteria.

Celebration and Rewards

Foods for celebration and rewards are encouraged to be healthy or non-food related.

Celebrations and parties. CSA will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for a Healthier Generation](#) and from the USDA. Each classroom will be encouraged to limit class parties that do not meet the Smart Snacks in School nutrition standards to no more than 2 per school year. Celebrations that are tied into the curriculum will not count towards these exempt allowances.

1. **Classroom snacks brought by parents.** CSA will provide parents a list of foods and beverages that meet Smart Snacks nutrition standards. Smart Snacks for birthday parties can be purchased through the Child Nutrition Department to ensure Smart Snack compliance. Parents are encouraged to purchase smart snacks.
 - a. **Classroom snacks brought by parents.** CSA will provide parents a list of foods and beverages that meet Smart Snacks nutrition standards. Smart Snacks for birthday parties can be purchased through the Child Nutrition Department to ensure Smart Snack compliance. Parents are encouraged to purchase smart snacks.

2. **Rewards and incentives.** Food and beverages should not be used as a reward. CSA will provide teachers and other relevant school staff a list of alternative ways to reward children. However, food and beverages will not be withheld as punishment for any reason, such as for performance or behavior.

Fundraising

CSA does not participate in student fundraising.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion will also include marketing and advertising nutritious foods and beverages to students through a comprehensive and multichannel approach by school staff and teachers, parents, students, and the community.

CSA will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. CSA will promote foods and beverages that meet the USDA **Smart Snacks in School** nutrition standards.

Nutrition Education

CSA aims to teach, model, encourage, and support healthy eating by students. Schools will aim to provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their
- health;
- Is part of not only health education classes, but also integrated into other classroom instruction through
- subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as
- cooking demonstrations or lessons, promotions, and taste-testing;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food
- preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical
- activity/exercise);

School Menus will comply with USDA guidelines. Menus will offer:

- Low-fat choices of milk on a daily basis
- Fresh fruits and/or vegetables will be offered a minimum of 3 times a week
- Whole grains will be offered every day of the week
- Limited sugary desserts offered on a weekly basis, less than 3 times a week
- Menus, nutritional information, and other weblinks/resources will be available on the school website;

After-School snacks (elementary only) will include 2 of the following four components:

- Milk (dairy) – 1 cup or 8oz
- Fruits or Vegetables (including 100% juice) – $\frac{3}{4}$ cup
- Grains – 1 serving
- Protein – 1 serving

CSA will use the USDA's Team Nutrition, which provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

Food and Beverage Marketing in Schools

CSA is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. CSA strives to teach students how to make informed choices about nutrition, health, and physical activity. It is the intent of CSA to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with CSA's wellness policy.

Physical Education & Physical Activity Opportunities

Children and adolescents are encouraged to participate in 60 minutes of physical activity during the school day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, and out-of-school time activities and CSA is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection).

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) should not be withheld as a consequence. This does not include participation on sports teams that have specific academic requirements. CSA will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, CSA will ensure that its grounds and facilities are safe and that equipment is available for students to be active.

Physical Education

CSA will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “Essential Physical Activity Topics in Health Education” subsection).

All students will be provided equal opportunity to participate in physical education classes. CSA will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

CSA’s physical education program will promote student physical fitness through individualized fitness and activity assessments via the Alabama Fitness Test and will use criterion-based reporting for each student.

CSA is committed to following and meeting the criteria of the state’s standards for physical education.

Essential Physical Activity Topics in Health Education

CSA will aim to include in the health education curriculum essential topics on physical activity when health education is taught OR semesters when students are enrolled in health or physical education.

Recess (Elementary)

CSA Elementary School will offer at least 20 minutes of recess on all or most days during the school year. This may be waived on early dismissal or late arrival days. If a student is losing recess as a result of a consequence, track, or doing a routine (jumping jacks, jog-on the spot). Recess will complement, not substitute, physical education class.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that CSA must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Each school will maintain and enforce its own indoor recess guidelines.

Physical Activity Breaks (Elementary and Secondary)

CSA recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. Resources and links to resources are available through USDA and the Alliance for a Healthier Generation and at www.gonoodle.com.

Physical Education

CSA will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “Essential Physical Activity Topics in Health Education” subsection).

All students will be provided equal opportunity to participate in physical education classes. CSA will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

CSA’s physical education program will promote student physical fitness through individualized fitness and activity assessments via the Alabama Fitness Test and will use criterion-based reporting for each student.

CSA is committed to following and meeting the criteria of the state’s standards for physical education.

Essential Physical Activity Topics in Health Education

CSA will aim to include in the health education curriculum essential topics on physical activity when health education is taught OR semesters when students are enrolled in health or physical education.

Recess (Elementary)

CSA Elementary School will offer at least 20 minutes of recess on all or most days during the school year. This may be waived on early dismissal or late arrival days. If a student is losing recess as a result of a consequence, track, or doing a routine (jumping jacks, jog-on the spot). Recess will complement, not substitute, physical education class.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that CSA must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. Each school will maintain and enforce its own indoor recess guidelines.

Physical Activity Breaks (Elementary and Secondary)

CSA recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. Resources and links to resources are available through USDA and the Alliance for a Healthier Generation and at www.gonoodle.com.

Active Academics

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

CSA encourages schools to offer opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods such as clubs, physical activity in aftercare, intramurals, and varsity sports.

At least 30-60 minutes of physical activity during after-school hours shall be provided and can be broken up into multiple activity periods. Sports, exercise and other recreational activities will be offered.

Other School-Based Activities Designed to Promote Student Wellness

CSA will integrate wellness activities across the entire school setting. CSA will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in CSA are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or CSA curriculum experts.

All school-sponsored events will adhere to the wellness policy.

Community Partnerships

CSA will develop, enhance, or continue relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation.

Community Health Promotion and Engagement

CSA will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

Staff Wellness and Health Promotion

CSA promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free of charge.

All schools will be encouraged to implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies schools will use, as well as specific actions staff members can take, include:

- Participating in Scale Back Alabama
- United Healthcare, “Health and Wellness”
- Promoting Healthy Eating options in the Employee Breakroom / Teacher’s Lounge
- Participating in CommuteSmart program

Professional Learning

When feasible, CSA will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school. Professional learning will help CSA staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing reform or academic improvement plans/efforts.

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.

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 School in maintaining a high standard of Christian conduct for its students. I acknowledge that should my child'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, the behavior may be considered grounds for suspension or expulsion.
- I will support the authority and disciplines issued by Cornerstone Schools of Alabama faculty and Administration.
- I understand that disagreeing with faculty or Administration may occur; however, I also agree to maintain a high standard of Christian conduct when discussing my child/children. I understand that failure to do so may be considered grounds for my child/children's 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 for my child's tuition and fees and to do so in a timely manner.
- I agree to provide a supportive 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

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 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).

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 Names and Grades:

Technology Usage Agreement Form



Parents/Students:

Students will 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 40-41.

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.

Student Signature

Date

Parent Signature

Date