



Middle & High School 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 that empowers lifelong learners to be responsible and productive citizens of the world.

Core Values

Excellence for God
Excellence for Children
Excellence in Education
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 lifelong learners 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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www.csalabama.org
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Educate • Inspire • Empower

Revised 2017

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Parent Commitments

- Ensure that students are **in school every day** with necessary books, materials and/or supplies.
- Help your student(s) maintain a personal appearance that reflects Christian values and follows all uniform policy guidelines.
- Make sure that students arrive at school **before 7:55am** with ample time to organize books and supplies and be ready for instruction.
- Ensure that student attends any and all detentions that are assigned throughout the year.
- **Attend all scheduled parent/teacher conferences.** If parent is unable to attend at designated time, the parent must contact the teacher to arrange an alternative time.
- Sign all forms and ensure that the student returns them within two days of distribution.
- **Cell phones must remain off and in lockers throughout the school day.** Any cell phone seen or found elsewhere on school property will be kept in the school office until parents pick them up. Other electronic devices of any kind are not allowed in school (including but not limited to, iPods, iPads, tablets, etc.), unless requested and designated by the teacher for classroom use. Unauthorized items will be kept in the school office until parents pick them up.
- 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 students by 3:45 p.m.** each day following dismissal unless they attend after-care. Parents will be charged aftercare when picking up student(s) after 3:45 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. Parents will have a RenWeb login to access student grades and assignments.
- Ensure that your child/children uphold the requirement of accumulating at least 20 hours of community service throughout the school year and report those hours to the school office in writing. Community service opportunities must be preapproved by administration. 20 hours of community service are required of each student in order to return the following school year. Seniors must accumulate 20 hours of community service in order to graduate.
- **Meet all financial and service obligations** in a timely manner in accordance with the signed tuition assessment agreement.
- 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 Parent-Student 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 procedure applies. 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. Always being aware of my child's academic standing

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 Parent/Student 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 of page 24 to your student's teacher or the school's main office.

Student Commitments and Expectations

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

Respect

- Demonstrate respect for authority (God, administrators, faculty and staff, parents, volunteers and visitors).
- Demonstrate respect for fellow classmates.
- Help create a safe, supportive environment that is free of aggressive behaviors such as fighting, bullying, name calling, inappropriate body language or hitting others.

General

- Punctual – Attend school every day, arrive on time, and wear the correct and complete uniform. Students who are not in correct uniform may be sent home or required to make corrections before attending classes. All students must be in class and seated when the tardy bell rings.
- Prepared – Students are expected to bring appropriate materials to class each day (pencil, paper, textbooks, homework, etc.).
- Participate – Students are expected to involve themselves in discussion and participate in class activities with a positive attitude.
- Gum – Students are not to have gum on school property at any time.
- Cell Phones – If a student brings a cell phone to school it must remain off and in a locker throughout the school day. Any cell phone seen or found elsewhere on school property will be kept in the school office until parents pick it up. Other electronic devices of any kind are not allowed in school (including but not limited to, iPods, iPads, tablets, etc.), unless requested and designated by the teacher for classroom use. Unauthorized items will be kept in the school office until parents pick them up.
- Public Displays of Affection (PDA)-PDA is not acceptable on school property. Examples of PDA include, and are not limited to, hugging, kissing, holding hands, inappropriate touching, sitting in laps, lewd gestures, and sexual advances (verbal and in

writing).

- Service hours – All students are required to accumulate at least 20 hours of community service throughout the school year. It is the student's responsibility to serve, record, and report any hours of community service to the front office in writing. Any hours served that are not accurately reported to the office will not be counted. All students must accumulate at least 20 service hours in order to return the following school year. Babysitting and other regular house chores will not be accepted as community service hours. Seniors must accumulate 20 hours of community service in order to walk at graduation.

Hallways

- Move through the halls in a respectful manner at all times. Refrain from shouting, slamming or hitting lockers, horseplay, etc.

Lunchroom

- 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.
- Clean up personal and assigned food areas on designated days (including table, seating, and floor).

Building

- 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.
- Students are responsible for deliberate damage to or defacing of school property, **including, but not limited to, books, furniture, and lockers** (please see behavior plan for consequences p. 13-15).

Student Driving

- Student drivers must immediately park in the designated parking

area. Vehicles should be locked and are not to be moved during school hours.

- Students must have a valid copy of their **driver's license** and **proof of insurance** on file with the main office.
- Students are not permitted to sit in cars upon arrival to school.
- Students are not permitted to return to their cars during school hours without permission from a teacher or the administration.
- Any student leaving school after arrival on campus must have appropriate permission from the Principal and a parent or legal guardian.
- If a student becomes ill during the school day, he/she may drive home after checking out in the office. The office will phone the student's parent or guardian before the student departs.
- Students must leave immediately at the end of the school day or activity.
- Cornerstone assumes no liability for damages to or losses from any vehicle parked on campus during the school day or any school-sponsored extracurricular activities.

Administration reserves the right to make discretionary decisions on issues that may result in loss of driving privileges and/or other disciplinary action.

Student Covenant

We believe that education and character is crucial to being productive citizens of the world. Although it takes support from family and faculty, we recognize and value the individual commitment that is the foundation in this process. Students should read and sign the following:

In recognition of the promise of Cornerstone Schools of Alabama to provide an outstanding Christ-centered education, and in acknowledgement that my success in school depends largely on me, I pledge to the following commitments:

- 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 Parent-Student Handbook. As a student, I am responsible for my behavior and actions.
- I will respect the authority and any disciplinary action issued by Cornerstone Schools of Alabama staff. I understand that I may disagree with discipline I receive, however I will accept my discipline with a repentant and humble spirit.
- I will support the school in maintaining a high standard of Christian conduct both on and off campus. I acknowledge that my poor behavior or choices may be considered grounds for suspension or dismissed.
- I agree to inform my parents of any communication or documentation that requires their signature.
- I agree to do my part in:
 - a. Making sure I arrive at Cornerstone Schools of Alabama daily by the start of school
 - b. Making sure I follow the Cornerstone Schools of Alabama dress code
 - c. Always being aware of my academic standing

"Be diligent in these matters; give yourself wholly to them".
1 Timothy 4:15

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 me to lose various privileges and can lead to my removal from Cornerstone Schools of Alabama.

This serves as the student copy to keep for reference. Please return the signed copy of page 25 to your student's teacher or the school's main office.

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 are inevitable and unavoidable; however, attendance policies at Cornerstone School are strictly adhered to and enforced. Attendance records will be reported on progress reports and report cards.

Students may not accumulate more than 20 absences (excused or unexcused) during a school year. Those who do will be subject to dismissal.

School Tardiness: Punctuality to school is important. While unforeseen problems may occur in getting to school on time, every effort should be made for students to be in the classroom **before instruction begins at 8:00am. Any arrival into the school building after 7:55am is considered tardy.**

- Three tardies equal one absence.
- Any check in after 11:30am is considered one full day's absence

Early check-out: Once your student 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. Please note the following:

- **All check-outs before dismissal are considered the same as a tardy.**
- Three check-outs equal one absence.
- Any check-out before 11:30 a.m. is considered one full day's absence.
- Any student who is absent from school (more than $\frac{1}{2}$ a day) may not participate in any extracurricular activities (including sports, band, dances, etc.).

Excused Absence

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**.

The following are excused absences:

1. Personal illness of student. Parents may write a note including date, student name, and reason of absence within 2 days of absence. Administration reserves the right to determine if absence is excused (must have a doctor's excuse when absent 3 or more consecutive days).
2. Death in immediate family.
3. Doctor appointments – only when appointments cannot be scheduled during non-school hours. These absences must be accompanied by doctor's excuse.
4. For juniors and seniors up to two college or university visits will be considered excused with written documentation from the corresponding college or university. Additional visits will be considered an unexcused absence.

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 at least a week in advance.

Students are required to make up any missed work including class work and homework. Students have one day per absence 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 that time period. Tests or quizzes will be taken preferably on the day of return to school, or at the teacher's earliest convenience.

Unexcused Absence

The following are considered unexcused absences:

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

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

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

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

Any student enrolled in school who accumulates 20 or more absences (including accumulation of tardies) during the year is subject to dismissal. This includes excused and unexcused absences. Cornerstone administration also reserves the right to make discretionary decisions on attendance that may result in immediate dismissal.

Support Procedures for Absences

1. FIVE absences (3 tardies equals an absence) = Parent conversation, **warning & truancy notice**
 - Parents shall be notified by the school by phone and a truancy notice will be sent home for parent signature.
2. TEN absences (3 tardies equals an absence) = Parent **conference**
 - Parents must attend a mandatory conference regarding the student's attendance.
 - An action plan will be discussed to improve the student's attendance.
3. FIFTEEN absences (3 tardies equals an absence) = Parent **conference and final warning**
 - Parents must attend a mandatory conference and must sign an acknowledgement of the final step in Cornerstone's attendance policy.
4. TWENTY absences (3 tardies equals an absence) = **Dismissal**
 - The student will be dismissed from Cornerstone and their attendance record will be transferred to their next school.

Important Notes about Attendance

1. If students are not in school at the beginning of the day, and the school has not already been notified of an absence, parents will receive a phone call from the school.
2. If we cannot contact you to schedule a meeting, after 3 attempts, you and your child will move to the next action step.
3. If concerning attendance patterns are noted, the Principal will reserve the right to accelerate certain actions and consequences. For example, if a student has 5 absences in a row, a parent meeting may be called to correct the situation.
4. With the successful fulfillment of an attendance plan, the Principal may reinstate the student's privileges to attend special events, athletic events, or any other extra-curricular activities.

Academic Policies

Letter grades are determined by the following criteria:

Grading System

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Academic Alert - Any student with one grade below 70 will be placed on academic alert. The parent will be notified immediately following the semester. Students are expected to work diligently with teachers and parents to raise the grade to 70 or above by the end of the next semester.

Academic Probation - Any student with two or more grades below 70 for the semester will be placed on academic probation. Parents must attend a parent/teacher conference immediately following the grading period to review an action plan. Students are expected to work diligently with teachers and parents to raise the grade to 70 or above by the end of the next semester.

Academic Dismissal – Students that are first year students to Cornerstone upper school (including all 6th graders) who accumulate 5 or more grades below 70 for the semester will be subject to dismissal. Furthermore, students who accumulate 4 grades below a 70 all in one semester are subject to dismissal. Any students who have been at Cornerstone one year or longer with four or more grades below 70 are subject to dismissal from Cornerstone.

Athletic Eligibility – Cornerstone follows the athletic eligibility guidelines of the Alabama High School Athletic Association. In addition to this guideline, Cornerstone coaching staff, athletic director, or administration reserves the right to make discretionary decisions on a student's eligibility to participate in cornerstone athletics.

Progress Reports and report cards - A written progress report will be given at the mid-point of each nine (9) week grading period. Report cards will be given at the end of each nine (9) week grading period. Progress reports and report cards should be signed and returned.

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

Books – 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 books or classroom textbooks.

Homework - Assignments must be completed on time and written or typed properly. For students who consistently do not complete homework assignments, their parents will be notified (please see academic disciplinary policy p.12). Students have **1** day per day absent after they return to school to turn in all missed work including homework.

Honor Roll – Students 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.

Failed High School Courses – If a student fails one or more semesters of a core class they must make up that credit over the summer. Cornerstone does not offer credit recovery classes. It is the student's responsibility to make up the credit and earn a passing grade in order to return to Cornerstone the following school year. If a senior fails a required 2nd semester course they will not be eligible to walk at graduation. They will have to make up the course credit in order to receive their diploma from Cornerstone.

Testing – Interim tests will be administered three times a year. The results of these assessments will be used to determine those students in need of remedial classes as well as prepare all students to be on track to be college ready.

ACT TEST – Cornerstone juniors and seniors are required to take the ACT exam at least once within each of their years. Parents of sophomores and older are welcomed and encouraged to have their child take the ACT exam additional times outside of Cornerstone's requirements.

Academic Effort - Cornerstone students are expected to give their best effort on any and all class assignments. They are also expected to bring homework to class when it is due. Failure or refusal to complete class assignments, turn in homework on time, or bring required instructional materials including pencil, paper, notebook, textbook, calculators and any other required materials to class may result in detention or some other consequence.

Academic Notification Forms

Students are expected to have parents sign all academic notifications forms, requests for conferences, and any other documents requiring signatures. These forms must be returned no later than two days after distribution.

Academic Dishonesty

Academic Dishonesty includes, cheating, plagiarism, giving answers, copying, using unapproved test aides, or other methods of assistance on assessments or assignments.

- Plagiarism is defined by claiming others' words or ideas as your own.

Consequences

- First Offense:** Zero on the assignment/test and parent contacted.
Second Offense: Zero on the assignment/test, parent conference, and 1-day suspension.
Third Offense: Dismissal.

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

Behavioral Disciplinary Policies
Classification of Code of Student Conduct Violations

- Fourth Offense:** Disciplinary Referral Form sent home for signature, phone conference, and 1 day out of school suspension. All assignments during suspension will result in a 0%. A student on suspension may not participate in any extracurricular activities while on suspension.
- Fifth Offense:** Dismissal

Class I Offense

1. Disruptive
2. Uncooperative
3. Negative attitude/body language
4. Inattentive
5. Excessive talking/talking back
6. Disrespectful to peers
7. Disrespectful to teacher
8. Inappropriate language or behavior (includes hitting/pushing/name calling, harassing)
9. Inappropriate materials (includes phones, tablets, or other potentially distracting materials)
10. Chewing gum
11. Incorrect uniform 3 times
12. 2 detentions (whether attended or not)
13. Public Displays of Affection
14. Any other offense that the administration of Cornerstone Schools of Alabama may deem to fall within this category

Any student who accumulates five Disciplinary Referral Forms for any class offense will be dismissed from Cornerstone. Administration reserves the discretionary right to dismiss a student before accumulating five disciplinary forms.

Class II Offense

1. Fighting
2. Damage to property
3. Stealing (value under \$100)
4. Threats and/or harassment (both verbal and in writing)
5. Hazing
6. Gambling
7. 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
- Second Offense:** Disciplinary Referral Form sent home for signature, and phone conference
- Third Offense:** Disciplinary Referral Form sent home for signature, parent conference to review an action plan for the next 9 weeks.

- First Offense:** Disciplinary Referral Form sent home for signature, parent conference, 2-day suspension. All assignments during suspension will result in a 0%. A student on suspension may not participate in any extracurricular activities while on suspension.
- Second Offense:** Dismissal

Cornerstone reserves the right to discern whether any Class II offense should result in immediate expulsion depending on the severity of the offense.

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
1. 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
2. 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.

Sexual Activity – Students who are discovered to have engaged in any sexual activity or inappropriate social behavior while representing Cornerstone, whether on campus or off, during school hours or after.

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 – Is 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.

Possession of Drugs – Unauthorized possession, use or transfer of a physician prescribed, controlled drug, or street drug.

Unauthorized possession 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 (including pocket knives/Swiss Army knives), 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, or that result in damaging Cornerstone's reputation.

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: Dismissal

Students dismissed from Cornerstone will not be allowed to attend future school and athletic events depending on the nature of the dismissal and the state of the relationship at that time. Students who are dismissed may not reapply the following school year. In addition, students who are suspended from school may not attend or participate in any extra-curricular events during their time of suspension.

Bullying Policy

All Cornerstone students should feel safe and welcome at school. We have a Zero Tolerance Policy against acts of harassment, discrimination, or bullying. This includes behaviors that take place outside of school if they harm others or disrupt students' education.

We are all responsible for stopping harassment, discrimination, and bullying before and when they happen.

In general, bullying:

- Is targeted and repeated
- Involves a power imbalance
- Creates a hostile environment
- Has substantial negative consequences

Harassment, discrimination, and bullying can be behaviors that are physical, verbal, social, and/or cyber (internet). Here are examples of harassing or bullying behaviors when targeted and repeated:

Physical: hitting, kicking, pinching, pushing, or damaging/forcibly taking others' property

Verbal: Name calling, put-downs, making threats, teasing, or spreading harmful rumors

Social: Deliberately harming another student's friendships or relationships

Cyber (internet): distributing text messages, pictures, postings, or emails that hurt or embarrass others

Respect toward others is one of our most important principles. Students should always treat each other as they would want to be treated. It is never okay to engage in harassing, bullying , or discriminatory conduct. Students should notify an adult immediately if they believe themselves or another student are being harassed, discriminated against, or bullied.

The principal will make sure the school conducts an investigation and puts an end to any harassment, discrimination, and bullying. Parents/guardians should also report potential acts of harassment, discrimination, or bullying to teachers and/or the principal. Reports may be made orally or in writing.

Students may be disciplined (including suspension and/or other consequences) for violating this policy.

There will be no retaliation against anyone who, in good faith, reports or assists in the investigation of potential acts of harassment, discrimination, or bullying.

Drug policy

Cornerstone reserves the right to test any students for drug use, or to mandate that they be tested if there is any suspicion, rumor, or evidence of drug use.

Cornerstone reserves the right to randomly check for drugs on school property including lockers, back packs, purses, pockets, vehicles, etc. There will always be at least two Cornerstone staff present for a student search. The purpose of the search will verbally communicated to the student(s). If any items of concern are found, Cornerstone will inform parents immediately.

Cornerstone reserves the right to have any student take a drug test at any time and at the parent's expense. Refusal to take the test will be considered a positive test result. A positive test result will result in dismissal from Cornerstone.

Any student that is found with possession of drugs or is found to be under the influence of an illegal substance will be expelled (see Class III offenses on p.21)

Conduct Outside of School

While Cornerstone has no control over activities by students off campus that are not school-sponsored, such activities may come to the attention of the school authorities. Since Cornerstone students are a reflection of the school and its standards. Such activities may result in disciplinary action, including suspension or dismissal.

Detention Policy

Detentions are designed to be an intermediate form of discipline determined and administered by teachers and fully supported by school administration. Detentions are earned by students for a variety of reasons including, but not limited to:

- Poor attitude
- Disturbing class
- Disobedience
- Disrespect
- Tardiness to class (teacher determination)
- Failure to report to class
- Excessive talking
- Lack of class materials
- Littering
- Failure to complete class work
- Failure to complete homework
- Mischief
- Breach of other classroom policies
- Other incidences that a teacher finds worthy of a detention. If a student earns a detention, he or she will receive a detention slip from the teacher. **It is the student's responsibility to inform parent of the assigned detention and to get the detention slip signed and returned to the teacher the following school day.**

Failure to report to detention, or reporting to detention late, will result in the student needing to make up that detention the following week and will count as an additional detention earned.

Two detentions (including a late or missed detention) results in an office referral form and will remain in the student's discipline file for the remainder of the school year. (Class I Offense)

Ten tardies to class (1st through 8th period) within a 9 week period results in a detention

Detentions are held every Friday morning promptly at 7:00am and are mandatory for all students who have been assigned a detention that week or for previous weeks that a detention was missed. (Day and time of detentions are subject to change at administration's discretion).

If a parent has a question or concern regarding a detention, he or she should contact the teacher via email or phone message. Conferences must be set up in advance. Further questions can be directed to the principal.

Refusal to sign a detention slip or refusal to have a child report to detention is a violation of the parent covenant and can lead to the student's dismissal from Cornerstone.

"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

Athletic Policies

Athletic Vision:

To be a Christ centered, world-class athletic program in Birmingham.

Athletic Mission Statement:

Our mission is to provide the students of Cornerstone with an opportunity to participate in "spirited" competition through sports. We will provide an arena in which they not only compete, but through hard work and dedication, they can win. Through the process of preparation and competition, they will learn how to practice Biblical principles and be an example to others. They will learn the value of teamwork and communication and be expected to do their best at all times.

General Guidelines for Participation

- Players are expected to attend each and every practice session. Any absence must be excused 24 hours PRIOR TO the scheduled practice. Failure to attend practice without prior approval will result in disciplinary action and could result in a player being placed in "bad standing" or suspension from competition or the team.
- Players are expected to show up on time for each practice. On time is defined as being present AND dressed in athletic gear ready to play by the specified practice time. Late arrival will result in disciplinary action and could result in a player being placed in "bad standing" or suspension from competition or the team.
- Any issues that arise during the season, including tryouts, should be communicated by the player to the Coach directly.
- Any one on one meeting between coaches and players or parents must be scheduled in advance. No meetings will take place within the 48 hours immediately following a practice or game. The school administration reserves the right to call a meeting within the 48 hour time period if deemed necessary.
- Students must attend a full day of school in order to participate in sports practices or competitions (as defined in the attendance policy)

Dress Code and School Uniform Policy

Student athletes have the privilege as well as a responsibility, as a representative of Cornerstone, to conduct themselves with utmost integrity. Athletes' practice, playing time and eligibility can and will be affected based on their behavior, attendance, and academic standing. The consequences of behavior violations are at the discretion of school administration and the Athletic Director. (Please refer to Behavior Policies on pages 13-15)

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. All students in grades 6th – 12th are expected to wear the correct school uniform daily as outlined below.

Everyday uniform for ladies

- Khaki skort or khaki long pants. No skirts, shorts, "skinny" khakis, capris, corduroys, or cargo pants. Skorts must be within two inches from the top of the knee or longer.
- White or red collared (polo style) shirt with Cornerstone logo (white button down shirt may also be worn)
- Completely black, navy, or brown shoes. Closed toe, flat sole (no heels). No boots, additional colors or decorations, or sandals
- White or navy socks
- Brown or black belt when wearing pants

Chapel uniform for ladies (Wednesdays)

- White collared button-up shirt, blue/white houndstooth skirt, red striped cross tie. Skirts must be within two inches from the top of the knee or longer.
- Socks and shoes are the same as above

Additional for ladies

- (Optional) Cornerstone logoed outerwear (cardigan, sweater, hooded sweater, Cornerstone athletic team jackets). All white, red, or navy blue outerwear
- Makeup, if worn, should be minimal and tasteful.
- Earrings must be studs or simple small hoops that do not extend more than one inch below the earlobe. No gauges, hanging

"For God did not give us a spirit of timidity, but a spirit of love, power, and self-discipline."
2Timothy 1:7

earrings, large studs or hoops, nose piercings.

- No bracelets, rings, necklaces, or additional jewelry beyond a wrist watch.
- Fingernails may only be painted school colors (red, white, or navy blue) or a neutral color. No bright, fluorescent, or multi-colored nails. Students may not wear long or pointed acrylic nails. Students may not add sparkles or any additional accessories to their nails.
- Hair must appear to be of the student's natural color and the style must be considered modest.
- Minimal bows, ribbons, and other hair accessories must stay within the uniform color scheme
- No tattoos.
- All parts of uniforms must be in good and presentable condition.

Everyday uniform for gentlemen

- Khaki long pants. No shorts, corduroys or cargo pants.
- Either a white or red collared (polo style) shirt with Cornerstone logo (white button-up shirt may also be worn)
- Completely black, navy, or brown shoes. No boots, additional colors, or sandals.
- Khaki, white, navy, or black socks.
- Brown or black belt.

Chapel uniform for gentlemen (Wednesdays)

- White collared button-up shirt, khaki pants, and red striped neck or bow tie. Full chapel uniform may be worn on other days of the week if you would like.
- Socks and shoes are the same as above

Additional for gentlemen

- (Optional) Cornerstone logoed outerwear (cardigan, sweater, hooded sweater, Cornerstone athletic team jackets). All white, red, or navy blue outerwear
- No earrings, rings, bracelets, necklaces, or any additional jewelry beyond a wrist watch
- Hair must appear to be of natural color.
- No tattoos
- No facial hair which includes coming to school clean-shaven. Hair may not cover eyes, neck, or ears. Hair should not stand out from head more than two inches. No designs or cuts in hair. No hair accessories. No hair styles that would be considered anything but 'professional'.
- All parts of uniforms must be in good and presentable condition.

Administration reverses the right to discern if a student's uniform or appearance is acceptable or not.

Consequences for Uniform Violations:

First offense: Student will be given a uniform violation form. The form must be signed and returned by parent. The student is responsible for the form getting home and returned signed.

Second offense: Same

Third offense: Office Referral Form to be sent home to be signed and returned.

(Class I Offense)

Cell Phone Policy

We understand that some families may choose to provide their students with cell phones based on concerns about safety or convenience. However, it is the policy of Cornerstone Schools of Alabama that students must store their cell phones and any other electronic devices in the front office.

Students may not use their cell phones during the school day. If a school staff member sees or hears a student's cell phone, even if it is not in use, it will be confiscated immediately. Cornerstone Schools of Alabama has a right to collect all student cell phones at the beginning of the day, and secure them in a safe place until the end of the day. The school may return the phone upon dismissal for the first infraction, but multiple violations of this policy may require a parent/guardian to come to the school to pick up the phone.

Cornerstone Schools of Alabama is not responsible for the loss, theft, or damage to cell phones confiscated as a result of a violation of this policy.

“...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 his or her 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, Jeremy Knowles, 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 Schools of Alabama technological resources is a privilege, not a right. Any 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 by Cornerstone Schools of Alabama teachers and/or administration.

- 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 has the right to suspend or expel specific users.
 - I. To maintain network integrity and to ensure 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 onto the network using any network account and/or password other than the login(s) assigned to him/her by Cornerstone Schools of Alabama's teachers and/or administration.
 - 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 Cornerstone Schools of Alabama's equipment or materials or the data of any other user.
- Students may not be allowed computer access outside of classroom assignments until a Technology Agreement Form has been completed, signed, and returned.**

THE FIVE SECOND RULE

The next time you are about to post an update to your Facebook, Twitter, Instagram or other social media sites, 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 bragging to impress people?
6. This will live on the Web forever. Am I okay with that?
7. Am I adding to the sum of human knowledge?
8. Does this really matter?

Miscellaneous Information and Policies

Change of Address - Please notify the school office as soon as possible regarding any change in a student's physical address, parent email 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 student'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.
- Parents/visitors may not disrupt instruction upon a visit. Scheduling visits during lunch times is encouraged.
- No substantial or attention drawing gifts or surprises can be delivered during school hours. Any birthday or celebration treats brought to school should be enough to share with the student's entire class.

Financial Responsibilities – School tuition is due between the 1st and 5th day of each month. Please contact the front 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. 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 school faculty or staff. A student that sustains any injury beyond the above mentioned will be taken to the office and parents will be notified. Any student who vomits will be sent to the office and parents will be contacted for pick up immediately. Student drivers who become sick will be allowed to drive home with verbal permission from a parent via telephone. An accident/incident report for injuries will be completed by the teacher or office staff. Paramedics will be called for an injury requiring immediate medical attention.

Dismissal – All students are dismissed to carpool or aftercare at 3:30pm. Students not enrolled in aftercare must be picked up (or drive themselves) no later than 3:45pm. **All students who remain afterwards will be placed in aftercare, and will be charged accordingly.**

Aftercare – Please contact the school for any questions regarding after school care. The aftercare hours are 3:45pm – 6:00pm Monday through Friday. The one-time drop in fee is \$10.

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. If for any reason a student is unable to complete a homework assignment, a parent must contact the teacher to verify the reason why it is incomplete.

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 television stations as early as possible. Please check the following stations for school delays and/or closings:

- ABC 33/40
- Fox 6
- CBS 42
- NBC 13

School Telephone – Students are not allowed to use classroom phones for any reason during the school day without teacher permission. All phone calls must be made with the permission from the classroom teacher and/or office staff.

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. 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.

Re-enrollment and Enrollment - Re-enrollment begins every school year in January. Priority enrollment is given to current students in good academic, behavioral and financial standing. The Priority enrollment period is from January 1st – January 31st only. Open enrollment begins February 1st each school year. No space is given or guaranteed for anyone until all steps of the application process are completed and all fees are paid.

Community Service Hours – Every middle and high school student at Cornerstone is required to serve and log at least 20 hours of community service by the end of the current school year in order to be eligible to reenroll at Cornerstone the following year (Beta Club members are required to serve 25 hours). Seniors must accumulate 20 hours in order to walk at graduation. Students must log their served hours using Cornerstone's log sheet (provided in the front office) and reporting the log to the school counselor to have hours approved and properly logged. Babysitting and other regular household chores are not accepted as community service hours. Approved services must be considered a service to members of the community. Community service is defined by a not-for-pay activity that is performed by someone or a group of people for the benefit of the public or its institutions.

Parent Covenant Form

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 Parent-Student 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 procedure applies. 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. Always being aware of my child's academic standing

I understand that the Cornerstone Schools of Alabama Parent/Student 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.

Student Covenant Form

We believe that education and character is crucial to being productive citizens of the world. Although it takes support from family and faculty, we recognize and value the individual commitment that is the foundation in this process. Students should read and sign the following:

In recognition of the promise of Cornerstone Schools of Alabama to provide an outstanding Christ-centered education, and in acknowledgement that my success in school depends largely on me, I pledge to the following commitments:

- 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 Parent-Student Handbook. As a student, I am responsible for my behavior and actions.
- I will respect the authority and any disciplinary action issued by Cornerstone Schools of Alabama staff. I understand that I may disagree with discipline I receive, however I will accept my discipline with a repentant and humble spirit.
- I will support the school in maintaining a high standard of Christian conduct both on and off campus. I acknowledge that my poor behavior or choices may be considered grounds for suspension or dismissed.
- I agree to inform my parents of any communication or documentation that requires their signature.
- I agree to do my part in:
 - d. Making sure I arrive at Cornerstone Schools of Alabama daily by the start of school
 - e. Making sure I follow the Cornerstone Schools of Alabama dress code
 - f. Always being aware of my academic standing

I understand that the Cornerstone Schools of Alabama Parent/Student 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 me to lose various privileges and can lead to my removal from Cornerstone Schools of Alabama.

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 I 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.

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 24 – 26.

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.