



Cornerstone Classical Educators Policies and Protocols



Academic Expectations

At Cornerstone Classical Educators we feel blessed to be a supplement for homeschooling families! Cornerstone is a tutorial service for home-educated students and not a private school. Parents are responsible for the quality of the work turned in by their student, timely completion of assignments, and maintaining accurate records of attendance and student work at home as required by Indiana/Kentucky state law. Instructors, while secured by Cornerstone, are not employees. Cornerstone will support the instructor in ensuring that instructor fees are paid in full.

For students in 1st to 6th grade, a parent is required to be on campus at all times. A parent is also expected to attend core classes in order to be familiar with material covered and to understand and assist with assignments. It is encouraged that a parent attends elective classes as well.

Students in grades 7-12 may audit courses (full enrollment and course fees apply) or participate in the grading system. Students not auditing the course are responsible for deadlines and assignments given in class. If the student is absent, it is the family's responsibility to gain missed information by contacting the instructor. No makeup classes or credits to tuition will be given. Even at the high school level, parents need to be involved with their students to ensure they are developing time management abilities, study techniques, and test-taking skills. It may take some time, and parental oversight, for students to successfully transition into the classroom setting.

Students enrolled at Cornerstone are still homeschooled, and it is the parents' responsibility to see that course work is completed at home. Mastery of the materials presented is not the instructors' or Cornerstone's responsibility as our courses are primarily independent study courses and the management of each home school is beyond our control

Registration and Class Fees

A registration fee is charged for each student who attends Cornerstone Classical Educators. This fee, which is due July 15, is separate from the cost of the class(es) and covers facility charges, insurance, supplies, website fees, and administrative costs. The registration fee is explained in the application.

The class fee (which sometimes has an additional supply fee) is paid directly to the instructor for each course. When registration forms and fees are submitted, a \$50 non-refundable deposit is required for each class. This \$50 check holds the seat for the class and it is applied to the overall fees for the class. If the class is dropped before July 15, this check will be voided. If the student drops the course later, this deposit is non-refundable.

The class and supply fee are paid directly to the instructor for each course. For grades 1- 6, the instructor should be paid in full the first day of class. If this is a financial burden, please talk with the instructor and see if a payment plan can be set up. For grades 7-12, the class fee can be paid in full on the first day of class, or in \$50 monthly payments. ***Once registered for a class, it is expected that you will complete payments for the entire year even if the student does not complete the class,*** unless the instructor drops the class.

A study hall area is provided for students in grade 7-12 who have a break between classes. Parents with students in study hall can choose to either serve as a study hall monitor on a rotating schedule (no fee would be charged for study hall if serving) or they can pay \$50 per child per year for each study hall period.

Cornerstone Calendar

Classes for grades K-6 meet for 24 weeks, with the exception of a couple of elective classes. Grades 7-12 meet for 34 weeks of classes. On the Cornerstone website go to the Calendar tab and click on Yearly Schedule to find exact dates.

Entrance/Parking

Our door entrance to the building is [door #24](#). ***For safety purposes, please do not go in or out any other door.*** Monitors will not see students leaving other doors and will not be able to sign them out. As you look at the building, please park at the end of the building where there is a small lot by the playground. You may also park in spaces surrounding the playground. You will use the sidewalk that leads from that small lot to the door.

Monitor's Table

The monitor table will be at the front entry, by door #24. Doors are locked at all times so the monitor will greet you as you enter and get you checked in. Every student and adult needs to be checked in and out. At the monitor table there will often be announcements or needed information, so allow time to check in and review any announcements. Also ***remember to keep the noise level at the entrance down so that we do not disturb those working in the offices or in meetings.***

Lunches

Lunch is located in the large community room behind the door monitor table. This room will also be used for the study hall and the family quiet study room. Lunch is from 12-12:30 each day. Be mindful of your children and help clean up any spills/messes. Also, please **do not bring anything with peanuts**. Other types of nuts are okay, but please be sure to wash your hands well after eating them for the safety of those families with allergies. No microwaves are available so please ensure you bring a lunch that can be eaten cold. Older students are allowed to eat outside near the large playground while acting responsibly by cleaning up and being respectful of people and property. Elementary and Middle School students outside must always be under parent supervision. We may have a couple of school luncheons with extended times of fellowship and activities. ***Everyone's help is needed and appreciated with lunch clean up and wiping down tables. Help putting up chairs and tables is also needed.***

Gym/Outside play

Elementary students may use the large playground area behind the building during free time under parent supervision only! On cold or rainy days, parents may supervise their children as they play in the gym during lunch time. ***The gym is not available for free play during class times because of classes taking place in the gym.*** Older students may spend time outside around the playground area during free time, again while being responsible and respectable. They must sign out when leaving the building and sign in when returning to the building. They may not leave school property or enter other areas of the campus. They are to remain in close proximity of the building and in areas where they can be seen.

Dress Code

We utilize a dress code to distinguish our students from other children who may be in the building, to maintain a spirit of professionalism, and to encourage modesty. Uniforms are to be worn except on dress down days. The board will communicate dress down days in advance, but they are typically the last day before semester break. The goal of uniforms is to ensure a clean, modest style and to quickly identify Cornerstone students. Cornerstone does not allow hoodies, hats, shorts, jeans or clothing with logos on uniform days. We request that all students wear uniform pants in a solid color (blue, black, khaki, gray, etc.) and a solid color polo shirt. Female students are welcome to wear a solid color skirt with a polo shirt, or a uniform dress. Please ensure these are still conforming to a modest standard. Also, please keep in mind your child's personality and classes to determine whether leggings or shorts should be worn under the skirts/dresses. Jackets and sweaters should also

be a solid color without a logo. Dress or tennis shoes are appropriate. In PE class students are encouraged to wear tennis shoes!

Communication/Information/Inclement weather cancellation

Our major form of communication is through email, so please check emails regularly. Weekly school announcements will be sent out by the board, and other information sent as needed. Inclement weather cancellations will be made by 7:30 am. An email will be sent and a message posted on our website Cornerstoneclassicalschool.com. If you need more than one person on the email list for your family, please contact us at Cornerstoneclassicalsi@gmail.com.

Building Use

Our school cannot continue but for the willingness of our host church. We will treat both the facility and the church staff with the utmost respect. The church building is available to us for limited use. Students under 12 years old must be accompanied to their classroom and signed in each day of class. All students must be signed out before leaving the school building.

During class time, students should be in a class or study hall only. Children in 6th grade or under should be under adult supervision at all times. The community room, which is behind the monitor table, is for study hall and quiet family work. This room is meant for students and families who plan to work independently or whisper. It will be available until the end of the day. Families who want to work in groups or visit with one another are welcome to use the upstairs family room #225. For safety purposes, we will only use the bathrooms on the second floor. **NO ONE IS TO USE GLITTER FOR ANY REASON. Don't even bring it into the building.** Our contract states that there will be a \$5,000.00 charge for glitter clean up!

Phones and Music

Cell phones and personal music players can be very distracting, both to those who use them and to others around them. Therefore, students may not use either cell phones or music players during school hours unless during study hall and approved by the parent and study hall monitor. Students may bring cellphones to school for emergency use. *School staff reserves the right to deny the use of iPads, Kindles, laptops or other electronic distractions if needed; and if needed to confiscate any electronic device.*

Weapons

Do not bring weapons of any sort to school, including toy weapons, airsoft guns, and pocket knives.

Disciplinary Actions

Parents are responsible for the conduct of their students while on school grounds. Students should refrain from vulgarity, explicit or implied sexual discussion, discussion of R-rated movies, hard rock, heavy metal, or "on the edge" music. Students are expected to respect and obey the instructors. In addition, by enrolling at Cornerstone Classical Educators, they agree to not cheat, plagiarize, or assist others in doing so, and to conduct themselves in a manner that is consistent with biblical standards and that is respectful to others.

In the event that a student is found in violation of Cornerstone policies, or Statement of Faith, the administrative board reserves the right to follow these administrative actions according to the policy infraction: for the first offense, a verbal notification/discussion with parent and student, including a possible parent/ student meeting with board members. For the second offense, written notification will be issued to parent and student, and a possible parent/student meeting with board members. For the third offense, student and parent will meet with board members. Disciplinary options will include one or more of the following: 1.) Parent will accompany the student at all times on campus. 2.) Student will be suspended for a designated time per decisions made in a meeting. 3.) Student will be expelled from Cornerstone Classical Educators. Parents should review these policies with their students periodically.

Emergency Situations

In the case of a fire, an alarm will sound and teachers will lead classes to exit doors 24 and 25. In good weather, we will stand near the playground for attendance; in the case of inclement weather, we will proceed to the worship center. In case of a tornado, teachers will lead their students downstairs to the back hall. In the case of an intruder, classrooms will be closed down by removing the magnetic strip on the door frame so that the door will lock. Teachers and students will crouch down out of view of the door until they are sure that authorities are ready for them to come out. During every emergency, teachers must have their attendance list with them. The building is always locked and the church has a security team and cameras in key places.

Background checks and Abuse Awareness & Prevention training

All families and staff are required to complete background checks and abuse training online, which is conducted and provided by Graceland Baptist Church ([please see attached Safety Protocols](#)).

Sickness Policy

We ask that anyone who is sick stay at home. If a student/teacher suffers from allergies, keeping symptoms at bay with medication will allow them to be at school. If the household has any kind of infestation, such as lice or bedbugs, please stay home until it is resolved. Be sure to contact the school to inform us of the possible spread of any contagion or infestation.

With our online resources prepared, it should be easier to access missed work. This does not mean that online instruction will be provided for a student who has missed class since that would require a great amount of extra time on the teacher's part. It will be up to the teacher to decide the best course of action for absent students. We will not be taking anyone's temperature. We are asking families to be sure to take everyone's temperatures before leaving. Anything 100 degrees or above will require someone to stay home. Whole families do not need to miss school if only one is sick and will be staying home.

If a family member has tested positive for Covid or flu, then do not come to school. In this case, we will announce to the other families which classes were exposed so that they may choose whether or not to continue attending classes. We will not be closing the school.

We do not require masks, social distancing, or vaccines of any kind. Each individual and family may choose on their own how they would like to protect themselves.

Our overall goal is to stay open for physical classes. Teachers are prepared to go online in the event of another lockdown mandate, snow day, or emergency event, but then we will open for classes again as soon as we are allowed. There may be specific weeks when the Board decides it would be better to meet online, like the week after a long Christmas holiday with friends and family. We regularly monitor the situation closely and will inform you of any changes as soon as the Board has decided the best course of action.

We have chosen to trust in the Lord and in His protection over us and not be afraid. Because of this, the Lord has blessed us, and our families have enjoyed their freedoms.

“Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths.” Proverbs 3:5-6 ESV

Cornerstone Safety Protocols

Cornerstone has put the following protocols in place to safeguard our students, parents, and teachers:

1. All potential teachers will be interviewed, references will be called, and background checks conducted before an adult is asked to serve in a teaching role at Cornerstone Classical.
2. Once an adult has been accepted to teach at Cornerstone, an orientation will be conducted, and safety protocols explained and agreed to.
3. Protocols include Cornerstone's and GBC's policy that no adult (parent/teacher) is allowed to be alone with one student in a classroom or any room in the building or outside. If only one student shows up for a class on any given week, the teacher is to ask a student from study hall or another adult to sit in on the class. If there is no one available, then the door must remain completely open so that others can see into the classroom.
4. All communication between the teacher and students needs to include the parent, whether the communication is sent via email or text.
5. Each family and teacher who are part of the Cornerstone community will be required to complete a background check and online abuse awareness & prevention training offered through Graceland Baptist.
6. Each family will sign a statement indicating they understand and agree to our policies and protocols.
7. Families will sign a statement that absolves Cornerstone of all liability as a school, and the church as the host building.
8. Families will agree that they understand all teachers are independent contractors and are not employed by the school. They also will agree that teachers will be personally liable if an issue should arise.

In the event that a student or parent brings forth an accusation toward a teacher, adult, or another student regarding inappropriate conduct, the following steps will be taken:

1. The Board of Cornerstone will conduct an investigation by first speaking with the student, the accused, and any witnesses in order to gather information and facts.
2. In the event that abuse has undeniably occurred, and that it should be reported to law enforcement, Cornerstone will ensure that the police and/or Child protective Services are contacted.
3. If Cornerstone leadership and/or law enforcement determines that there has been any misconduct by the accused, that person will be suspended or terminated depending on the incident.
4. Graceland Baptist Church will be contacted in writing in the event that there is any allegation of abuse on the premises and will be informed of all investigation results.