

Cornerstone Classical School, LLC.

Policies and Covid information 2021-2022



Registration and Class Fees

A registration fee is charged for each student who attends Cornerstone Classical School, LLC. This fee covers facility charges, insurance, supplies, web site fees, and administrative costs. The registration fee is explained in the application. This fee must be paid the first day of class and is non-refundable.

When an application is submitted, a \$50 non-refundable deposit is required for each class. This applies to the overall fee for the class. This will be refunded only if the class is canceled due to low enrollment. If the student drops the course, this deposit is non-refundable. There is an early bird registration fee discount for enrolling in upper school courses and paying the \$50 class deposit to instructors prior to May 31.

The class and supply fee are paid directly to the instructor for each course. Elementary classes meet for 24 weeks. Upper School classes meet for 34 weeks. Payments to the instructors can be paid in full, paid at the beginning of each semester, or paid monthly on the first Tuesday of each month starting in September and ending in February or March. (A \$50 deposit will have already been paid for each class.) A study hall area is provided for students 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 study hall period.

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 or administration has made an exception, or unless the instructor drops the class. At the beginning of the fall semester only, a grace period is given for the student to drop the class without having to pay for the entire course. The date for this decision is the first Friday of September. The \$50 deposit given to the instructor will not be refunded in this instance.

Monitor's Table

The monitor's table will be at the front at door #25. The doors will be locked at all times so the monitor will let you in. Instead of students/families signing themselves in, the monitor will do the signing in/out for you as you approach the table. As a reminder, the monitor's table will have announcements or needed information on it, and the monitor will hand that to you. This process will take a bit longer, especially in the beginning of the year as our monitors are learning who you are. Please be patient and kind. 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

Everyone will bring a boxed lunch. The refrigerator and microwaves will not be available. Only Science classes will be using the kitchen for experiments. We are asking that all families bring bagged lunches rather than foods needing to be cooked. Also bring all utensils and dishes that you will need. We will not be using any of the kitchen supplies. Older students are allowed to eat outside near the play ground 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 is responsible to help with lunch clean up and putting up of chairs and tables.

Gym/Outside play

Elementary students may use the playgrounds during free time under parent supervision only! We will only have access to the gym for lunch and PE, but not as a play place. Older students may spend time outside around the playground area during free time, again while being responsible and respectable. They must sign out and back in.

Entrance/Parking

Our door entrance to the building is [door #25](#). For safety purposes, please do not go in our 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 to the left 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. This will be important on rainy days because the water rolls down the hill and creates large, unavoidable ponds. Using this sidewalk and staying near the wall will help you to avoid walking through these large puddles.

School 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.

Boys - Dress or casual slacks in black, grey, or khaki color. Shirts should be a polo style, in any solid color. A black or white sweater can also be worn. Clothes should be neat, loose fitting, and modest.

Girls - Dress or casual slacks in black, grey, or khaki color. Skirts may also be worn in these colors as long as the skirt length is to the knee. Shirts should be a polo style, in any solid color. A black or white sweater can also be worn. Clothes should be neat, loose fitting, and modest.

Academic Expectations

Cornerstone Classical, LLC. is a tutorial service for home-schooled students; it is not a private school. Students enrolled in the school 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 the school's responsibility as our courses are primarily independent study courses and the management of each home school is beyond our control.

Students may audit our courses (full enrollment and course fees apply) or participate in our grading system. Students not auditing our courses 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. Parents are responsible for the quality of the work turned in by their student, timely completion of assignments, and maintaining accurate records of home-school attendance and student work at home as required by Indiana/Kentucky state law. Instructors, while secured by the school, are not employees of the school. The school will support the instructor in ensuring that instructor fees are paid in full.

Communication/Information/Snow Days

Our major form of communication is through email, so please check emails regularly. Weekly school announcements will be sent on Mondays, and other information sent as needed. School will be canceled on days when New Albany/Floyd public schools are canceled due to weather conditions (<https://www.nafcs.k12.in.us/>) Because school can easily declare an NTI day, the Board may make an independent decision about closure. Board members will send out group texts stating closure or important information. Parents are responsible to listen to the news for school cancellation announcements. Cancellations will also be posted on the school site and the email loop. Teachers will provide online work during snow days and may require online meetings. If needed, makeup class days will be scheduled in the spring or through other arrangements made by the instructor. We do not observe weather-related school delays.

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. They must be signed out before they leave the school building. There will be one room assigned for families with young children in between classes, and one classroom assigned as a study hall. During class time, students will be in a class or study hall only and under adult supervision at all times. 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 in the building.** Our new contract states that there will be a \$5000.00 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 cell phones 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.

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, LLC., 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 school policies, 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 the board members. For the second offense, written notification will be issued to parent and student, and a possible parent/student meeting with the 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. Number. 3.) Student will be expelled from Cornerstone Classical, LLC. Parents should review these policies with their students periodically.

Emergency Situations

In case of a fire, an alarm will sound and teachers will lead classes to the side exit where we park. In good weather we will stand near the playground for attendance; if inclement weather, we will proceed to the worship center. In case of a tornado, teachers will lead their students downstairs to the back hall. 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. 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.

Background checks and Abuse training

All families and staff are required to complete background checks and abuse training online which is provided by Graceland Baptist church.

Covid Decisions

We ask that anyone who is sick to stay home. If a student/teacher suffers from allergies, then keeping symptoms at bay with medication will allow them to be at school. 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 absentee 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 and we do not enforce social distancing. Each individual and family may choose on their how they would like to protect themselves; however, if you approach someone who feels the need to wear a mask, then please be courteous and considerate of that person's concerns and put your mask on.

Our overall goal is to stay open for physical classes. Teachers are prepared to go online in the event of another lock down mandate, 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