



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. At the high school level, parents also 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 material presented is not the instructor's nor 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 a seat in the class and 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 will 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 few elective classes. Grades 7-12 meet for 34 weeks of classes. For specific dates go to Cornerstone's website. On the Calendar tab click on "Yearly Schedule".

Entrance/Parking

Our door entrance to the building is door #22. ***For safety purposes, please do not go in or out any other door.*** Monitors will not see students leaving through other doors and will not be able to sign them out. Please park at the left end of the building by door #22. You may also park in the spaces next to the small playground.

Monitor's Table

The monitor table will be just inside door #22. Doors are locked at all times. 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 others working in the offices or in meetings.***

Lunches

Lunch is located in the large community room just past the 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 all spills/messes they make. Also, please **do not bring anything with NUTS due to several families with severe nut 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 if they act responsibly by cleaning up and being respectful of people and property. If Elementary and Middle School students are outside they must always be under parent supervision. ***Everyone's help is needed and appreciated with lunch clean up: wiping down tables and putting up chairs and tables.*** Occasionally we may have extended lunch times for fellowship and activities.

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 while being responsible and respectable. Students 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 campus. They are to remain in close proximity to 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 always 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.

All students: Uniform pants (no spandex or knits) in khaki, black, navy, or gray. Denim in any color is NOT within the dress code. A polo is the uniform shirt; the polo may be solid or patterned, but the pattern may not include images, graphics, or text that could be offensive. T-shirts with the CCE logo may also be worn. T-shirts without the CCE logo may not be worn unless allowed by the teacher of an active class (Dance, PE, Baton, etc.). A solid color jacket or sweater is the uniform outerwear. If a student decides to remove his outerwear, the base layer must be within the dress code. Hoodies with the CCE logo may also be worn, but the hood must be down in school. Non-CCE hoodies may not be worn. Hats are not permitted. Tennis shoes are required for gym class.

Girls only: in addition to the above guidelines, uniform skirts or jumpers longer than the thigh in solid khaki, black, navy, or gray may be worn. Denim in any color is not within the code. Leggings, yoga pants, or

form-fitting spandex-blend pants may be worn under the skirt for comfort and modesty. These bottoms must be covered by a uniform skirt.

If a student is found to be out of dress code, his parents will be contacted. Parents are expected to enforce the dress code.

Dress down day is a day where we allow casual - but modest - clothing without rips, holes, or not tight fitting to be worn. (Modest clothing does not attract attention and is not a distraction, thus will not expose skin, form, chest, shoulders, midriff, or thighs, etc.)

Communication/Information/Inclement weather cancellation

Our major form of communication is through email, so please check emails regularly. Weekly Cornerstone announcements will be sent out by the board, and other information will be 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 at Cornerstoneclassicalschool.com. If you need more than one person on the email list for your family, please contact us at Cornerstoneclassicalsi@gmail.com and request that they be added.

Building Use

Cornerstone cannot continue but for the willingness of our host church. We must 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 in study hall only. Children in 6th grade or under should be under adult supervision at all times. The community room 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. Do not 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

As a way to honor the blessing of in-person friendship and community, cell phones must be turned to silent and stored in a backpack unless there is a need to contact a parent/guardian. This includes class time as well as time in the lunchroom and hallways. Students may not use cell phones in the classroom unless permission is given by the instructor. *CCE leadership and instructors reserve the right to deny the use of cell phones, iPads, Kindles, laptops or any other electronic device. And, if needed, to confiscate them.*

Weapons

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

Conflict Resolution

We ask that students, parents, and teachers follow the Biblical model (Matthew 18:15-21) when resolving conflict. First, examine your own heart and ask the Lord to show you any way you have caused an offense. (Take the plank out of your own eye first before removing the splinter from someone else's eye). Second, after prayer and with a humble heart, go to the person with whom the conflict/misunderstanding/offense has taken place and ask them to explain and talk about the offense. Listen carefully and seek resolution and reconciliation. Take responsibility for your own part, apologize if needed, extend forgiveness. If resolution is not achieved, discuss the matter with a board member. Don't share your offense with others, unless you need to go to someone who can give wise counsel. As much as possible, talk directly to the person with whom the offense has occurred. In christian love, don't talk about him or her to others.

Disciplinary Actions

Students' behavior and words should be Christ-like, consistent with Biblical standards, encouraging and edifying to others, and respectful. Parents are responsible for the conduct of their students while on school grounds. Parents should review these policies with their students periodically.

In the event that a student is found in violation of Cornerstone policies, our Statement of Faith, or Biblical standards, the administrative board reserves the right to have a verbal or written discussion with the parent and/or student, and/or have a meeting with the parent/student and board members. One of the following disciplinary measures may be taken.

Disciplinary options may include one or more of the following:

- 1) The student may lose one or more privileges while on campus.
- 2) A parent may be required to accompany the student at all times on campus.
- 3) The student may be suspended for a designated time from attending classes at Cornerstone.
- 4) The student may be expelled from Cornerstone Classical Educators.

Emergency Situations

In the case of a fire, an alarm will sound and teachers will lead classes to exit doors 24 and 25. In the case of a tornado, the class instructor will lead their students to the study hall/lunch room on the main floor. In the case of an intruder, classrooms will be closed and locked. Instructors and students will crouch down out of view of the door until they are sure that authorities are ready for them to come out. The building is always locked and cameras are located 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.

Sickness Policy

We ask that anyone who is sick stay at home. If a student/instructor suffers from allergies, keeping symptoms at bay with medication will allow them to be at school. Be sure to contact the school to inform us of the possible spread of any contagion or infestation, and please stay home until it is resolved. Please do not send your child to Cornerstone if they are running a fever or have vomited in the last 24 hours.

With online options available, it should be easier to access missed work. This does not mean that online instruction will be provided for a student who has missed a class. It will be up to the teacher to decide the best course of action for absent students.

If a family member has tested positive for Covid or flu, please do not come on campus. In this case, we will announce to families with students who were exposed so they may choose whether to continue attending classes temporarily. Whole families do not need to miss school if only one student is sick and will be staying home.

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 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, such as the week after a long Christmas holiday with friends and family. We regularly monitor health risks 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

Change Log:

7/2023- Dress code & cell phone policy