



# Cornerstone Classical Educators

## Policies and Protocols



### **CCE Mission Statement**

The mission of Cornerstone Classical Educators is to provide supplemental and core classes for homeschool families, taught from a Biblical Worldview while providing an opportunity for community, support, and encouragement.

### **CCE Vision**

The vision of Cornerstone Classical Educators is to provide our children with an excellent education that is taught from carefully selected Christian curricula in order to lay a solid foundation. We have the common goal of raising our children to know Jesus and to desire to follow Him.

### **Communication**

*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. If you need more than one person on the email list for your family, please contact us at [Cornerstoneclassicalsi@gmail.com](mailto:Cornerstoneclassicalsi@gmail.com) to request they be added.

### **Academic Expectations**

Cornerstone Classical Educators is a tutorial service for home-educated students and not a private school. Therefore, 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 state law. Tutors, while secured by Cornerstone, are not employees. However, Cornerstone will support the tutor in ensuring that tutor fees are paid in full.

For students in grades 6 and under, a parent is required to be on campus at all times. The parent is also expected to attend core classes in order to be familiar with material covered and to understand and assist with assignments. The parent is encouraged to attend elective classes as well.

For students in grades 7-12, a parent is not required to be on campus except in the case of students with a learning disability or behavioral problem or as requested by the Cornerstone board. Students in grades 7-12 receive regular graded assignments. They are responsible for deadlines and assignments given in class unless they are auditing the class (registration and course fees still apply). In order to learn the expectations of the tutor and the rigor of the class, it is highly recommended that parents of students in grades 7-12 attend the first class. 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. Mastery of the material presented in class is the responsibility of the student with oversight from the parents. If the student is absent from class, it is the family's responsibility to gain missed information by contacting the tutor. No makeup classes or refunds to class fees will be given.

### **Registration and Class Fees**

A registration fee is charged for each student who attends Cornerstone Classical Educators. This fee is separate from the cost of the class(es) and covers facility charges, insurance, website fees, and administrative costs. The registration fee is paid directly to Cornerstone Classical Educators and is based upon the number of children taking classes. To see current fees go to [Cornerstoneclassicaleducators.com](http://Cornerstoneclassicaleducators.com) and click on the "Financial Information" tab.

Class and supply fees are paid directly to the tutor. Each class description on Cornerstone’s website explains how each tutor prefers to receive payments. When registering, a non-refundable deposit (paid to the tutor) is required for each class. This deposit holds a seat in the class and is applied to the overall fees for the class.

For grades 6 and under, the tutor should be paid in full the first day of class. If this is a financial burden, please talk with the tutor 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 (or more) monthly payments.

### **Refund Schedule for Dropping Classes**

Dropped <b>before</b> end of registration	Deposit voided.
Dropped <b>after</b> end of registration	Deposit not refundable.
Dropped <b>within</b> first two weeks of class	Class fee minus the deposit and supply fee is refundable.
Dropped <b>after</b> first two weeks of class	No refunds. Class to be paid in full even if the student does not complete the class.

### **Cornerstone Calendar**

Classes for grades 6 and under meet for 24 weeks, with the exception of a few elective classes. Grades 7-12 meet for 34 weeks. 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 or adults entering or exiting through other doors and will not be able to sign them in or out. Please park only at the left end of the building by door #22 in the spaces next to the small playground.

### **Inclement Weather Cancellation**

Inclement weather cancellations will be made by 7:30 am. We will follow the New Albany/Floyd County School weather cancellations. An email will be sent, and a message will be posted on our website at [Cornerstoneclassicalschool.com](http://Cornerstoneclassicalschool.com). Our overall goal is to stay open for physical classes. Tutors may choose to go online in the event of a snow day or emergency event, but we will open for classes again as soon as possible.

### **Sickness Policy**

We ask anyone who is sick to stay at home. If a student/tutor suffers from allergies, keeping symptoms at bay with medication will allow them to be on campus. Please do not send your child to Cornerstone if they are running a fever or have vomited in the last 24 hours. Whole families do not need to miss in-person instruction if only one student is sick and will be staying home.

### **Campus Usage**

Cornerstone has a place to meet due to the willingness of our host church. Please treat both the facility and the church staff with the utmost respect.

**Check in/out:** A monitor will greet and check in and out all who enter and exit through door #22. Doors are to remain locked at all times. Both measures help ensure safety for everyone in the building. Students are to remain in approved Cornerstone areas and may not enter other areas of the building or grounds.

**Lunch:** Lunch is located in the large community room and is from 12-12:30 pm. All families and students should clean up after themselves. Please **do not bring anything with NUTS due to several families with severe nut allergies.** No microwaves are available, so please bring a lunch that can be eaten cold. Older students in grades 7-12 (who have a signed CCE permission form from their parents) are allowed to eat outside if they clean up after themselves and are respectful of people and property. Students in 6th grade and under must always be under parent supervision and may use the large playground area behind the building.

**Class Time:** Students must not wander hallways, which disrupts classes and compromises safety. Students in grades 6 and under must be under parent supervision at all times. Families who want to work in groups or visit with one another are welcome to use the upstairs family room. We have permission to use the bathrooms on the second floor as well as the bathroom at the bottom of the stairs near the gym.

**Study Hall:** If a student in grade 7-12 has a gap in his/her schedule, he/she must be enrolled in study hall. Students may not leave study hall without permission. Students in grade 7-12 who have a parent on campus may stay within sight of their parent during a break in their schedule instead of enrolling in study hall. However, a parent must be present every week.

**NO ONE IS TO USE GLITTER FOR ANY REASON. Do not even bring it into the building. Do not wear clothing that has glitter.** 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. Students may not use cell phones in the classroom unless permission is given by the tutor. ***CCE leadership and tutors 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 kind to Cornerstone including real weapons, toy weapons, airsoft guns, and pocket knives.

### **Conflict Resolution**

We ask that students, parents, and tutors 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. 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. Seek resolution and reconciliation. Take responsibility for your own part, apologize if needed, and 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, 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, Code of Conduct, 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.

## **Dress Code**

Cornerstone adheres to a dress code policy to encourage modesty and to maintain a spirit of professionalism. Modest clothing does not attract attention and is not a distraction; therefore should not expose skin or be immodestly tight. If a student is found to be out of dress code, his/her parents will be contacted. Parents are expected to enforce the dress code.

For all students, the dress code includes:

- Uniform pants (no form-fitting spandex or knits) in solid khaki, navy, or black.
- Black denim is allowed, but *blue denim is NOT within the dress code.*
- Shirts must cover the shoulders and midriff at all times, especially when reaching.
- 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, but *T-shirts without the CCE logo may NOT be worn, unless* allowed by the tutor of an active class (Dance, PE, Baton, etc.). If a student changes clothes for an active class, the student *MUST change back into the dress code attire immediately* after that class, unless exiting the premises.
- Outerwear is left to the discretion of the parent, but may not include images, graphics, or text that could be offensive.
- The student's *shirt under the outerwear MUST be within the dress code.*
- If a student wears a hoodie, the hood must be down while at CCE.
- Hats are not permitted.
- Shoes: tennis shoes are required for gym class.

For girls only (in addition to the above guidelines)

- Uniform skirts or jumpers longer than the thigh in solid khaki, black, or navy may be worn.
- 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 solid skirt that fits within the dress code.*

The dress code is to be followed except on dress-down days, and the board will communicate those dates in advance. Dress down day is a day where casual, but modest clothing without rips, holes, and not tight-fitting can be worn. Glitter is not allowed on campus.

## **Emergency Situations**

In the case of a fire, an alarm will sound and tutors will lead classes through the closest exit doors. In the case of a tornado, tutors will lead their students to the lunch room on the main floor. In the case of an intruder, classrooms will be closed and locked. Tutors and students will crouch down out of the view of the door and windows 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 parents and tutors are required to submit a form that will allow Cornerstone to perform background checks if requested. Tutors are required to complete abuse-prevention and abuse-awareness training.