CORNERSTONE PREPARATORY ACADEMY



PARENT-STUDENT HANDBOOK

2026-27

The Parent-Student Handbook is subject to change.
<u>The online version of the Handbook is always the most current</u>.

CORNERSTONE PREPARATORY ACADEMY
3588 HICKORY GROVE ROAD, ACWORTH, GA 30101
770-529-7077, cornerstoneprep.org

Dear Parents,

Thank you for your interest in Cornerstone Prep. We look forward to working with parents and students in accomplishing our mission statement; ***Partnering with parents to build within their children a firm foundation of academic excellence and Christian discipleship.***

University-Model® schooling is a unique educational model designed to integrate the best attributes of traditional schooling with the best attributes of homeschooling. We want to provide quality, cost-effective, college preparatory education, yet give you as parents more time for imparting the faith and values you hold precious. Our highly qualified professional instructors will be in partnership with you as you mentor one-on-one with your children at home.

You will find the answers to most of your questions about our academy within the contents of this handbook. There is a lot to digest, and we are grateful that you would take the time to read through it all. As you do, we think you'll be able to see what we desire to be as an academy. There are six sections to this handbook:

Foundations	Our foundational beliefs and philosophy
Character Development	How we plan to partner for discipleship
Uniforms	Uniform Code & Enforcement
Code of Conduct	Student Code of Conduct and Discipline Procedures
Academics	Everything from grades to diplomas
Activities & Athletics	Our eligibility policies that are in place
Support Policies	Our calendar, financial policies, lunch, etc.

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The School Board, administration, and faculty are here to serve you, and to partner with you. Please let us know how we can help you should you have any unanswered questions after reviewing this handbook.

Thank you for desiring the very best for your children, and we pray for God's wisdom and direction as you seek to discover His will in the education of your children.

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CORNERSTONE PREP FOUNDATIONS

History

In 1992 a group of Dallas, Texas parents met to discuss the need for a new alternative in education. The families' educational experiences ranged from homeschool to private Christian school, as well as traditional public and public charter school. They prayerfully agreed to work together to start a new school, one that incorporated positive aspects from these other models, yet one that had its own special set of distinctives, most importantly active parent involvement. The result was the formation of Grace Preparatory Academy in Arlington, Texas, a University-Model® school education model that today serves grades 1-12.

Grace Prep is a unique private Christian school that utilizes a university-type schedule and a teacher-parent integrated instructional approach while enabling strong ties between parents and their children. This school became the first concrete expression of the new educational model called University-Model® school in which two proven elements of educational success – the professional classroom instruction of a teacher and the caring at-home mentoring of a parent – are combined into a single, unified college-simulated program.

In response to many inquiries from across the country for information on how their school functioned and how to start one of these schools, Grace Prep began holding summer seminars for those interested in possibly starting a school in their hometown. In 2003 they organized this effort into a separate ministry called NAUMS, National Association of University-Model® schools, which is now the parent organization of UMSI, University Model Schools International.

It was during the summer of 2003 that a Cornerstone Prep founding member attended the first seminar held by this new organization. Excited and encouraged by what was seen, she began praying for like-minded families who might be interested in starting a UM school on the west side of Cobb County, GA. Early December of 2003 brought together several families with an interest in considering being a part of this new school. It was in late January of 2004, that a group of six families met together to form a new school, Cornerstone Preparatory Academy.

Cornerstone Prep is a unique educational model designed to bring together the best attributes of traditional schooling with the best attributes of home education and integrate them into one model. The immediate goal is quality, cost-effective, college-preparatory education accomplished in a way that gives parents more time for imparting the faith and values they hold precious. Cornerstone Prep integrates the parents, working one-on-one with their students in partnership with highly qualified professional instructors to gain better academic and spiritual development in each student. Cornerstone Preparatory Academy was officially incorporated on February 4, 2004 with six Founding Families creating the Founding Families School Board. The school opened for the first day of classes in August 2004.

The name Cornerstone was chosen based on Ephesians 2:19-22, which describes what the Founding Families pray will be a description of the future of this academy:

> *"So then you are no longer strangers and aliens, but you are fellow citizens with the saints, and are of God's household, having been built upon the foundation of the apostles and prophets, Christ Jesus Himself being the cornerstone, in whom the whole building, being fitted together is growing into a holy temple in the Lord; in whom you also are being built together into a dwelling of God in the Spirit."*

Cornerstone Preparatory Academy Founders Board

Cornerstone Prep By-laws establish the board and grant it the responsibility for the governing policies for the academy. The authority of the board is invested in the board as a corporate whole rather than in the members individually. The following individuals made up the original Founders School Board:

Jeanne and Fred Borders	Alison and Jeff Luke	Tamara Hasbrouck
Cindy and John Gurniewicz	Tonya and Jay Westbrook	Pat (Franklin) Burton

The Cornerstone Prep School Board is made up of:

Erik Speer, Kenn Baker, Fred Borders, Bryan Galat, Christian Pitts, Jeanette Kessler, Cantice Green, Joe Baker, and Jenny Goodson

Non-Discrimination Policy

Cornerstone Prep shall make no distinction in its admission or operating policies with regard to an individual's race, color, gender, or national and ethnic origin because we recognize that there can be no preferential treatment with God. (Romans 2:11). Cornerstone Prep defines two genders, in alignment with Genesis 1:27, as male and female as determined at birth.

Mission Statement

Partnering with parents to build within their children a firm foundation of academic excellence and Christian discipleship.

Purpose Statement

Cornerstone Prep is a University-Model® school, a private, parent-based Christian school whose purpose is to provide its students with a comprehensive, college-preparatory education from a Christian perspective. This comprehensive approach is accomplished through an educational format that makes provision for both trained classroom instruction in the central classroom at school and individualized parent involvement in the off-campus/at-home classroom at home.

Spiritual Objective

The spiritual objective of Cornerstone Prep is to encourage students, families, and staff to live and work wholeheartedly for the Lord. (Mark 12:30-31) Cornerstone Prep will seek to provide its students, parents, and staff with a Christian environment that is conducive to the Christian growth and maturity of each. Parents, faculty and staff, and board members, therefore, must all be in agreement with the academy's Mission, Purpose, Statement of Faith, and Non-Denominational position.

Guiding Principles

1. To *love and glorify God* in all that we do. (1 Corinthians 10:31, 1 Peter 4:11)
2. To do everything, including academic teaching, in a way that helps *fulfill the Great Commission.* (Matthew 28:18-20)
3. To *affirm and encourage parents* in their God-given roles and responsibilities. (Deuteronomy 6:6-7, Proverbs 22:6)
4. To *educate with excellence* in a Christ-centered environment. (Luke 2:52, Proverbs 1:2-7, 3:13-20, 9:9, and 10:14, Hebrews 3:2, and 1 Peter 4:8-10)
5. To *integrate home and school* in age appropriate ways through the curriculum design and student activities.

Non-Denominational Policy

Cornerstone Prep's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this academy, there shall be no attempt made by parents, students, staff or school ministry board to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the academy has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives. (Ephesians 4:2-3)

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21)
2. We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11; Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19; 5:24; Romans 3:23; 5:8-9, Ephesians 2:8-10; Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18)
8. We believe that all human life is sacred and created by God in His image. (Genesis 1:27; Genesis 2:7; Job 33:4; Psalm 139:13-16). We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
9. We believe in the biblical definition of marriage as the covenant relationship between one biological man and one biological woman. (Gen. 2:24). We believe that God intends sexual intimacy to occur only within the bounds of marriage, in a single, exclusive union, as delineated in Scripture. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4; Genesis 2:18-25)

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Prep's faith, doctrine, practice, policy, and discipline, our Board of Directors is Cornerstone Prep's final interpretive authority on the Bible's meaning and application.

Philosophy of Education

University-Model® schooling was developed as a result of two guiding concerns: To offer students the opportunity to acquire a high degree of academic achievement and to preserve and strengthen the God-ordained family relationships in which the Christian faith is most effectively fostered. The structure in which these two concerns are brought together, UM schooling, provides an academically challenging education while integrating the home and school in the common goal of discipling students.

The key to success for the UM model is the integration of a biblically based, parentally guided, Christian faith and a sound, teacher-facilitated, academic environment. The Bible gives parents authority and responsibility for raising their children with the goal of becoming disciples of Jesus Christ. In matters of education, that parental authority and responsibility, although not surrendered, may be shared with an educational institution when the parents consider it desirable or necessary. In such cases, a UM school will assist, and not supplant, parents in their work of training and educating their children.

Parents will retain and mentor the oversight of their children's educational progress and will determine the manner and extent to which they will be involved in the academic institution either by taking a full load of classes or a la carte classes. Upon completion of placement testing, the school will assist in placing each child in the proper stage of academic progress. Parents will also be involved in the out-of-class instructional responsibilities of their children's courses based upon each child's age and stage of academic development. In addition, parents will continue to build into their children those character qualities that reflect their own understanding of the Christian faith.

The UM school , on the other hand, will operate under the umbrella of parental authority by offering a challenging academic track in the context of Christian values. The school will unapologetically speak and teach in a manner consistent with the school's Statement of Faith, emphasizing the necessity of a personal relationship with Christ and growth in Christ-like character. The school will also help parents properly place each of their children in an appropriate stage of academic development. In addition, the school will develop and implement academically challenging, college-preparatory courses that integrate an appropriate level of parental involvement into each student's off-campus/at-home classroom study. The school will encourage and expect the student to learn the material assigned and will provide regular feedback to both the student and parents concerning the student's progress in each class enrolled. .

The school will integrate the Christian faith and a biblical worldview into the context of the various subject areas offered, to the end that Christian character-building will receive support and enhancement outside the home. Cornerstone Prep will strive to not be textbook-driven, but rather present a curriculum that integrates a biblical worldview into every aspect, allowing the students to see the connections between their learning and their faith.

Cornerstone Prep has purposely chosen to have 6th grade as a part of the elementary school division. This decision was made from the inception of the school, with the intention to create the best learning environment for this age student. It is the school's philosophy that an elementary learning environment best meets the needs of 6th graders and their educational and emotional needs. This also allows these students to be the leaders of their division rather than the youngest, and to attain more maturity before entering the secondary environment.

University-Model® schooling is designed for those families in which parents take an active role in the oversight and implementation of their children's education. As the level of parental involvement progresses from being a co-teacher in the elementary years to a guide for dependent study in middle school to more of a course monitor in the high school courses, parents are expected to continue exercising loving and active responsibility for their children all the way through graduation. In partnership with these committed parents, the school is then able to integrate the home and school effectively toward the common goal of Christian character development and solid academic preparation for college. (For more information see Academics – Parent Roles) Parents must agree to release enough responsibility to the school and teachers concerning curriculum, course load, classroom instruction, and pace, and academic student progress standards, as well as school discipline to ensure the great success of the students at Cornerstone Prep.

Home & School Partnership

Cornerstone Prep is a faith based organization providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

CORNERSTONE PREP CHARACTER DEVELOPMENT

Character Education

Cornerstone Prep uses several avenues to foster spiritual growth and godly character development among its families.

First, because Cornerstone Prep is a UM school, parent involvement is essential and includes a vital spiritual element. Therefore, as a condition of acceptance to the school, the parents of each student applying for admission must be in agreement with the school's doctrinal position/statement of faith. Therefore, admissions screening is a vital part of ensuring future character development within each family. Cornerstone Prep wants to keep parents confident, competent, encouraged, and involved as they mentor their children. We will strive to

continually look for meaningful ways to help parents become better equipped and knowledgeable through Parent University seminars, suggested reading materials, and by having staff available for consultation.

Second, Cornerstone Prep will be proactive with instruction in godly character traits. Materials will be integrated throughout the curriculum that will highlight godly character traits, including scripture and biographical examples. Teachers and parents will partner to reinforce these in daily living.

Third, while students are at school, Cornerstone Prep understands that parents have entrusted the school to provide things such as order, respect, safety, proper supervision, academic honesty, and a uniform dress code. The Uniform Code, the Student & Parent Codes of Conduct, and the Student Discipline Policies are designed to communicate clearly to parents and students the school's expectations while students are at school or school-sponsored events. These policies will be administered from a character growth point of view, which include accountability, restitution, and reconciliation.

Admissions

Cornerstone Prep makes available individual courses for parents to select for their children, and only those children accepted for admission may register for the courses offered. Each student who registers for courses at Cornerstone Prep will have a report card or transcript on file with the school, and a copy of report cards/transcript will be made available to the parents upon request. Cornerstone Prep is accountable only for the courses taken here. Any course instruction received at other schools or instruction provided through home education is the responsibility of the parent.

Parent Obligations/Guidelines:

A. Parents must be in agreement with the school's purpose and spiritual objectives, and be willing to abide by the school's rules and regulations.
B. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing homeschool law.
C. Parents must be active members of a Christian church that is in keeping with the academy's Statement of Faith.
D. Parents must be willing to use a Christian Conciliation Service if necessary.
E. Parents must be willing to provide Cornerstone Prep with a completed application form for each child applying for admission, along with transcripts and transfer credit requests from previous schools or homeschool and updated immunization and medical records.
F. Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
G. Parents must be willing to have their children's pictures in the school's publications and social media.
H. Parents must be willing to have each family's name, phone number, address, and email address listed in the academy directory.
I. Parents must acknowledge that each child has reviewed the academy's Code of Conduct and Uniform Code and is willing to abide by those policies.
J. Parents must be willing to sign a statement each year indicating that they accept the primary responsibility for their children's behavior at school and student supervision at home.
K. Parents must also be willing to sign a statement each year acknowledging that they are responsible to be familiar with and consult the policies of the school as published in the current on-line school catalog and other official means of communication, and that they agree to any parent-education requirements that might be listed in the statement.
L. Parents must agree to release enough responsibility to the school and teachers concerning curriculum, course load, classroom instruction and pace, and academic student progress standards, as well as school discipline to ensure the greatest success of the students at Cornerstone Prep.
M. Parents consent to allow Cornerstone Prep to create and maintain online educational accounts for each child.

Student Guidelines:

A. Student must be willing to adhere to Cornerstone Prep's Code of Conduct and published policies.
B. Student must be willing to adhere to the Cornerstone Prep's Uniform Code.
C. Student must be five by September 1 of the year they enter kindergarten and six by September 1 of the year they enter grade 1.

CORNERSTONE PREP UNIFORMS

Uniform Code

We believe that parents are the primary enforcers of the dress code.

Cornerstone Prep's uniform and dress code is intended to reflect the academy's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety and to de-emphasize the use of clothing as a significant means of establishing self identity or gaining attention or social status. (Matt. 6:28-34; 1 Cor. 9:19-23; 1 Peter 3:2-4; 1 Tim.2:9; James 2:1-5)

Lands' End (LE) is the primary uniform provider for Cornerstone Prep. Tommy Hilfiger (TH) and Uniform Source (US) are additional approved vendors. Please order only items listed on the approved uniform code list below.

Pants may be purchased from any vendor but must be flat front or pleated; khaki or black only. Pants may have a regular or elastic-cuff hem. Pants must be regular fit; not too tight or too baggy. Cargo pants and blue jeans are not permitted.

- Land's End Cornerstone Prep Uniforms - School Code: 900155094
- Tommy Hilfiger Cornerstone Prep Uniforms - School Code: CORN07
- Uniform Source - Shop online or visit the local Store located at 2141 Cobb Parkway NW, Kennesaw

Additional Outerwear Options:

- BSN Sideline Store
- Cornerstone Prep Spirit Store

ELEMENTARY UNIFORM CODE

Upper body boys:	LE Polo shirts - long or short sleeve with crest (black, evergreen, heather gray or white) LE Oxford shirts - long or short sleeve with crest (white) LE Turtleneck (white or evergreen) US Pique polo shirt - long or short sleeve with crest (black or classroom green)
Upper body girls:	LE Polo shirts - long or short sleeve with crest (black, evergreen, heather gray or white) LE Oxford shirts - long, three-quarter, or short sleeve with crest (blue or white) LE Peter Pan polo shirts - ruffled or plain, long or short sleeve (white) LE Turtleneck (white or evergreen) US Pique polo shirt - long or short sleeve with crest (black or classroom green)
Upper body outerwear:	LE Sweatshirt - crewneck, (zip or pullover) or hooded pullover with crest (black, evergreen or gray) LE Sweater with crest (black, green or pewter heather) LE Fleece Jacket or Vest with crest (black or evergreen) LE (girls only) Fleece Pea Coat Cardigan (pewter heather) US Crewneck Sweatshirt with crest (black) US Half-zip Fleece Jacket with crest (black) US Full-zip Fleece Jacket with crest (black) Cornerstone Prep Online BSN Spirit Store Outerwear Cornerstone Prep Spirit Store Outerwear
Lower body boys:	LE Uniform Pant - hemmed to fall at top of shoe (khaki or black) LE Uniform Short - manufacturer's length (khaki or black) LE Uniform Active Chino Short - manufacturer's length (khaki or black) TH Pleated Twill Blend Pant (khaki or black) TH Flat Front Twill Pant - blend or cotton (khaki or black) TH Co-Ed Pull On Pant (khaki or black) TH Performance Golf Pant (khaki) TH Flat Front Twill Blend Short (khaki or black) US Flat Front or Pleated Pant (khaki or black) US Flat Front or Pleated Shorts (khaki or black) Any Vendor Flat Front or Pleated Pant with regular or elastic-cuff hem (khaki or black)
Lower body girls:	LE Uniform or Active Chino Pant - hemmed to fall at top of shoe (khaki or black) LE Uniform Bermuda Short - manufacturer's length (khaki) LE Uniform Short - manufacturer's length (khaki or black) LE Uniform Active Chino Short - manufacturer's length (khaki) LE Solid Skort - manufacturer's "top of knee" length (khaki or black) LE Solid Skirt - manufacturer's "top of knee" or "below the knee" length (khaki or black) LE Plaid Kilt - manufacturer's "top of knee" or "below the knee" length LE Girl's Interlock Dress - short sleeve (evergreen) TH Sateen Straight Leg Pant (khaki or black) TH Twill Bootcut Pant (khaki or black) TH Twill Bermuda Short (khaki or black) TH Blended Twill A-Line Skort (khaki) TH Solid Pleated Skort (khaki or black) TH Ponte Skort (khaki or black) US Flat Front or Pleated Pant (khaki or black) Solid Tights or full-length Leggings to wear under skirt or dress - any vendor (black, evergreen or white) Solid Bike Short to wear under skirt or dress - any vendor (black or white) Any Vendor Flat Front or Pleated Pant with regular or elastic-cuff hem (khaki or black)
Footwear:	Footwear must be closed-toe and closed-heel in design and be predominantly black, green, gray, white, or other natural, neutral colors. Neon colors, excessively bright accents, and distracting patterns or designs are not permitted. No military boots, crocs, high heels or print-patterned shoes Solid natural/neutral color socks only; knee socks must be standard below knee length

SECONDARY UNIFORM CODE

Upper body boys:	LE Polo shirts - long or short sleeve with crest (black, evergreen, heather gray or white) LE Oxford shirts - long or short sleeve with crest (white) LE Turtleneck (white or evergreen) US Pique polo shirt - long or short sleeve with crest (black or classroom green)
Upper body girls:	LE Polo shirts - long or short sleeve with crest (black, evergreen, heather gray or white) LE Oxford shirts - long, three-quarter, or short sleeve with crest (blue or white) US Pique polo shirt - long or short sleeve with crest (black or classroom green)
Upper body outerwear:	LE Sweatshirt - crewneck, (zip or pullover) or hooded pullover with crest (black, evergreen or gray) LE Sweater with crest (black, green or pewter heather) LE Fleece Jacket or Vest with crest (black or evergreen) US Crewneck Sweatshirt with crest (black or evergreen) US Half-zip Fleece Jacket with crest (black) US Full-zip Fleece Jacket with crest (black) Cornerstone Prep Online BSN Sideline Store Outerwear Cornerstone Prep Spirit Store Outerwear
Lower body boys:	LE Uniform Short - manufacturer's length (khaki or black) LE Uniform Active Chino Short - manufacturer's length (khaki or black) US Flat Front or Pleated Short (khaki or black) LE Uniform Pant - hemmed to fall at top of shoe (khaki or black) TH Flat Front Twill Pant - blend or cotton(khaki or black) TH Flat Front Twill Blend Short (khaki or black) TH Herringbone Flat Front Dress Pant (charcoal) TH Performance Golf Pant (khaki) US Flat Front or Pleated Pant (khaki or black) Any Vendor Flat Front or Pleated Pant with regular or elastic-cuff hem (khaki or black)
Lower body girls:	LE Uniform pant - hemmed to fall at top of shoe (khaki or black) LE Uniform Bermuda Short - manufacturer's length (khaki) LE Solid Skort - manufacturer's "top of knee" length (khaki or black) - *Adult sizes only* TH Sateen Straight Leg Pant (khaki or black) TH Twill Straight Leg Pant (khaki or black) TH Feminine Fit Herringbone Dress Pant (charcoal gray) TH Blended Twill A-Line Skort (khaki) - *Adult sizes only* TH Solid Pleated Skort (khaki or black) - *Adult sizes only* TH Ponte Skort (khaki or black) - *Adult sizes only* US Flat Front or Pleated Pant (khaki or black) Any Vendor Flat Front or Pleated Pant with regular or elastic-cuff hem (khaki or black)
Footwear:	Footwear must be closed-toe and closed-heel in design and be predominantly black, green, gray, white, or other natural, neutral colors. Neon colors, excessively bright accents, and distracting patterns or designs are not permitted. No military boots, crocs, high heels or print-patterned shoes Solid natural/neutral color socks only; knee socks must be standard below knee length
Required for PE / Phys Conditioning / BPE / Weightlifting:	LE Essential Tee - short or long sleeve with Cornerstone Prep PE logo (gray heather) LE Mesh Gym Shorts (black) LE School Uniform Sweatpants (black) LE School Uniform Tough Cotton Leggings - *girls only* (black) US t-shirt with Cornerstone Prep PE logo (ash) US Mesh shorts (black)

GUIDELINES:

1. Shirts may be worn tucked in with a belt or untucked.
2. Uniforms should be neat, clean, pressed and not torn. Uniforms should fit properly, not tight or loose. Uniforms should be worn at manufacturer's length with no rolling of waistbands or shortened hems.
3. Visible undershirts should be solid white, gray or black. Long sleeve undershirts may not be worn with short sleeve outer shirts.
4. Hair grooming should be clean, modest and neat for boys and girls, with no unnatural color. The school reserves the right that hair color be returned to the student's natural color if coloring is not in compliance with these guidelines or are considered extreme. Hair must be off the eyes.
    - 4.1 Boys hair should be no longer than shoulder length and be off the eyes without hair accessories including man buns. Exception: As required for science lab safety or as approved by coaches during athletic competition.
    - 4.2 Neatly groomed facial hair is permitted for high school boys only. "Neatly groomed" is at the discretion of the administration.
5. Accessories must be consistent with birth gender, should be minimalist in nature, non-distracting, and consistent with the color of the uniform. Administrators reserve the right to define appropriate accessories.
6. No visible tattoos. Regular earring piercing only for girls. No piercings or earring placement holders for boys.
7. Non-uniform outerwear may not be worn in the classroom and must be left in the locker. Sweatshirt hoods may not be worn over the head while in the building. No hats in the building (exceptions may be made on special dress days as approved by the principal).

8. T-shirts, whether short or long-sleeved, are not outerwear and may not be worn to class on school days, except for spirit shirts on Friday.
9. A uniform shirt must be worn underneath approved outerwear if the outerwear is to be removed at any time during the day.
10. Leggings should be worn by girls only with skirts, skorts or dresses. Leggings may not be worn under shorts for girls or boys.
11. Secondary:
    - 11.1. Fridays are jeans (blue/black/khaki with no holes, tears or acid washed) with any Cornerstone Prep spirit or athletic top (no jerseys). Full length solid-color jeans (blue/black/khaki with no holes, tears or acid washed). Any low heel, closed toe and heel shoe may be worn on Fridays.
    - 11.2. Seniors may wear their senior class shirt & full length solid-color jeans (blue/black/khaki with no holes, tears or acid washed) to scheduled T/TH classes in lieu of regular uniform; otherwise, a regular uniform is required. 9th-11th graders must wear their regular uniform to scheduled T/TH classes on campus.
    - 11.3. See Special Occasion Clothing section for additional special dress guidelines.
12. Elementary:
    - 12.1. On chapel days, students wear their chapel shirts with full length solid-color jeans (blue/black/khaki with no holes, tears or acid washed) . Footwear is the same as regular uniform.
    - 12.2. Elementary 5th Thursday Dress-As-You-Like (DAYL): When worn, shorts must be bermuda length (including athletic shorts). Girls' leggings must be topped by a mid-thigh length or longer tunic. No spaghetti strap tops. Sleeveless tops for girls must have straps at least 2" wide. No caps or hats in the building.
    - 12.3. See Special Occasion Clothing section for additional special dress guidelines.
13. Attire for all after school extracurricular events, including but not limited to athletics or club meetings, should adhere to appropriate modesty standards. Students are representing Cornerstone Prep anytime they are on Cornerstone Prep's campus or an off-campus Cornerstone Prep event. Unacceptable attire includes such items as revealing, overly tight, or short clothing. Students may be asked to change into appropriate attire or leave the event if, in the viewpoint of any school staff member, the attire does not meet school standards.

Uniform Code Enforcement

In an effort to enforce Cornerstone Prep's Uniform Code in an impartial manner, the outlined process will be followed. We hope this clarifies our expectations and motivates students to avoid the hassles that come with uniform noncompliance. Uniform violations are done by semester rather than by year. Cornerstone Prep views parents as primarily responsible for their child's uniform compliance.

ELEMENTARY:

- 1st Violation: A notification will be sent home, noting the violation.
- 2nd Violation: A notification will be sent home, noting the violation. The parent will be called to bring the correct uniform item. If the violation is related to length or unnatural color of hair, compliance must be reached before the student returns to school on the next scheduled school day.
- 3rd Violation: A notification will be sent home, noting the violation. The parent will be called to bring the correct uniform item. The student must wait in the office until the parent arrives. If the violation is related to length or unnatural color of hair, compliance must be reached before the student returns to school on the next scheduled school day.
- 4th Violation: A notification will be sent home, noting the violation. The student will be sent to the office to be suspended for the remainder of the day.
- 5th Violation: A notification will be sent home, noting the violation. The student will be sent to the office to be suspended for the remainder of the day and the next school day.

SECONDARY:

- 1st Violation: A notification will be sent home, noting the violation.
- 2nd Violation: A notification will be sent home, noting the violation.The student will be sent to the office to call home and wait until the parent brings the correct uniform item. If the violation is related to length or unnatural color of hair, compliance must be reached before the student returns to school on the next scheduled school day.
- 3rd Violation: A notification will be sent home, noting the violation. The student will be sent to the office to call home and wait until the parent brings the correct uniform item. If the violation is related to length or unnatural color of hair, compliance must be reached before the student returns to school on the next scheduled school day. Students also lose the privilege of wearing jeans and designated school t-shirt on the following two Fridays. Students will be required to check in at the welcome desk on these Fridays.
- 4th Violation: A notification will be sent home, noting the violation. The student will be sent to the office to call the parent and will be suspended for the remainder of the day, with the opportunity to submit missed work.
- 5th Violation: A notification will be sent home, noting the violation. The student will be sent to the office to call the parent and will be suspended for the remainder of the current and next school day, without the opportunity to submit missed work.
- Additional Violations: A meeting will be called between student, parents, and administration to determine enrollment status.

Special Occasion Clothing / Swimwear / DAYL

Modesty is the key for all special occasion clothing.

For Special Occasions and DAYL (Dress As You Like), students may wear everyday casual clothing or dressier attire. The following guidelines apply:

- Dresses, skirts, and shorts must be no shorter than 3" above the top of the knee. Shorts must be worn underneath all dresses and skirts.
- Jeans may not have holes or tears.
- Tops may not be midriff bearing, spaghetti straps, off the shoulder or tank top style.
- Leggings may be worn only with a long top or tunic that extends to at least mid-thigh.
- Pajama pants are not permitted.
- Shoes must be appropriate for playground activities, with closed toes and heels.

Additional Secondary Guidelines:

- Attire, including accessories, must be specific to the student's birth gender.
- Professional Dress:
    - From time to time, secondary students may be asked to wear professional or business casual attire for specific events or classroom presentations.
    - Girls: dresses, skirts, or pants/pantsuits (no shorts or leggings). Dress length shall not be shorter than the top of the knee and the neckline in front and back shall be modest with no cleavage, midriff/back, or undergarments showing.
    - Boys: dress slacks (no shorts) and button front shirt (dressy polos may also be acceptable, based on teacher direction). Ties and jackets are not required.
- Swimwear:
    - Girls must wear a swimsuit where no midriff is showing. Guys must wear swim trunks; not athletic wear or compression shorts.
- See "Dances" in Cornerstone Prep Support Policies for attire guidelines for these special student life events.
- The school reserves the right to require students to change clothes if, in the viewpoint of the supervising staff member, the student's attire does not meet the posted event guidelines.

CORNERSTONE PREP CODE OF CONDUCT

Student Code of Conduct

Even a child is known by his actions, by whether his conduct is pure and right. ~Proverbs 20:11

Let no unwholesome word proceed from your mouth, but only such a word as is good for edification, according to the need of the moment, that it may give grace to those who hear. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with malice. And be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you. `Ephesians 4:29-32

The purpose of the academy's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending the academy be set. While on-campus concerns are primary, Cornerstone Prep reserves the right to address any off-campus conduct deemed to be significantly impacting on-campus relationships and/or the learning environment.

If the Code of Conduct could be reduced to one word it would be HONOR. As an academy we want to collectively honor God, honor each other, as well as the facility we use.

1. Students should show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) should therefore be used when addressing an adult. Students are expected to show prompt and cheerful obedience in the classroom the first time something is asked of them. No disrespectful words or actions, including non-verbal communication, is allowed.
2. Students should treat each other with respect, kindness, purity, compassion, and seek to include fellow students and humbly learn about other cultures just as God commands us in Matthew 7:12 and 2 Timothy 2:22. Bullying/Harassment or hazing will not be tolerated.*
3. Cornerstone Prep operates on an honor system with its students. This means that students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system (consistent lying, dishonesty, impure speech or behavior) in matters pertaining to any facet of school life – academics, activities, and personal relationships – can result in consequences that lead toward expulsion. (For more information see Disciplinary Actions in Response to Major Misconduct)
4. The school facility and grounds should be kept clean, orderly, and in a manner that shows an attitude of gratefulness. Eating and drinking are allowed only in designated areas as determined by the administration.
5. Cornerstone Prep's lockers are an open system. Students will respect all property, including property owned by the school as well as personal belongings of staff and students. Any vandalism of school or personal property will be pursued and appropriate disciplinary action taken.
6. There will be no horseplay, running or rough play during or between classes.

7. Use of profanity, worldly slang or vulgar colloquialisms in spoken or written form, or the use of offensive gestures is not permitted at any time, whether on campus or at Cornerstone Prep sponsored events.
8. Public displays of affection such as hand-holding, kissing, etc. are not permitted.
9. Elementary students should not bring electronic devices or phones to school unless specific permission is given by the school administration. Laptops/tablets are permitted for secondary students, with restrictions. (See Technology Use Plan)
10. Tobacco products, e-cigarettes or vaporizers, illicit drugs, alcohol or weapons are not allowed on campus or at any school-sponsored event. Weapons include (but not limited to) firearms, explosives, and knives, or toys that resemble these items. Any incident involving possession of weapons or depiction of weapons in writing, drawing or verbally directed at another individual is considered by local law enforcement as a "terroristic threat." As such, school administrators will immediately contact local law enforcement, who will determine the appropriate level of threat and respond accordingly, including law enforcement interviews of students associated with the incident. Such incidents fall under the guidelines of major misconduct.
11. Students are to be in class or study hall while on campus. No loitering on school premises.
12. Any property brought to school may, with cause, be subject to search and seizure. This includes vehicles.
13. Quiet talk and good manners are to be the visible standard during lunch-time.
14. Cyber-behavior: Speech and expression on social media should not display inappropriate content, nor reference by name or disparaging or threatening remark, to anyone affiliated with Cornerstone Prep.
15. Cell phone and smartwatch usage is not permitted on campus during school hours. Secondary: phones and smart watches must remain turned off and in the student's backpack or inside their locker throughout school hours.
16. Recording (either audio or video) is not permitted without advanced approval by the teacher and administration.
17. The teacher's desk, computer, purse, briefcase, grade book, and other belongings are personal property and will be treated as such by students and will not be touched without permission.
18. Moral Integrity: Our school expects all of its students to model Christian values, including moral integrity. Our students are not to engage in or promote illegal or immoral activity, including (but not limited to) heterosexual or homosexual activity, sexual harassment, use of pornographic material, or use of drugs or alcohol. (1 Cor. 6:18-20) These activities may result in immediate suspension from school, and the administration may make a recommendation to the board for expulsion.

Every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Cornerstone Prep.

*Definition of Hazing: Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

*Definition of Bullying/Harassment: Bullying/harassment is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student, repeated over time, where there is an imbalance of power, which causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, at school-sponsored activities or electronically. The intentional act also includes bullying within a dating relationship as well as sexual harassment. Students should report such incidents to the division-level principal and/or school counselor and/or campus pastor.

Cornerstone Prep reserves the right to dismiss any student who, in the opinion of administration, does not comply with the spirit of the school, whether or not the student has kept all the rules and regulations of the school.

Elementary Hallway Behavior:

1. Follow teacher or assistant instructions
2. Walk quietly
3. Keep hands, feet, & all objects to yourself
4. Go directly to your locker, get what you need, and then return to your next class

Student Discipline Procedures

Train up a child in the way he should go, even when he is old he will not depart from it. Proverbs 22:6

The keys to discipline are that the child must feel loved, that he knows and accepts the boundaries of behavior, and that he sees the proper direction in which to head to avoid repeated wrong decisions. The key to discipline for a school is that it gives its children support and direction while also working in harmony with the home.

The primary goal of the Cornerstone Prep staff will be to practice "preventative" discipline through the use of best practices in classroom management. As the need arises, the school may also employ mild forms of reproof, rebuke, and correction (under no circumstances does Cornerstone Prep practice spanking or corporal punishment) in order to encourage cooperation among the student body. We will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students.

As a UM school, the academy feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

General Discipline Policy Guidelines

Behavior that needs to be corrected usually falls within these categories: Disruptive - Disrespectful - Dishonest - Disobedient - Dangerous

1. In most cases, a distinction will be made between elementary and secondary students in specific policies governing disciplinary procedures, since it is assumed that a greater degree of self-discipline and good conduct should be expected from secondary students.
2. All discipline cases referred to the office are to be accompanied by written communication completed by a staff member. This communication is generally in the form of email and/or behavior record in the system.
3. Any discipline matter deemed to be of an urgent or potentially dangerous nature shall be brought immediately to the attention of the administration. It will not be necessary to notify the administration immediately of discipline problems of a routine or non-serious nature. Such problems will be handled at such times and in such a manner as shall be convenient to the administration.
4. The student shall be given an opportunity to correct his own behavior following the first offense of a routine or non-serious nature, and the parents shall not be notified unless the student or staff member involved specifically requests that they be notified. The parents shall be notified of any subsequent offenses. A copy of the relevant discipline form in Family Portal shall be sent to them for this purpose, and the parents may be asked to acknowledge receipt, indicating that they have read and understood it.
5. An administrative staff member will personally attend to serious, urgent or potentially dangerous discipline matters, and the parents will always be notified in such cases. The administrative staff member shall have a broad range of personal authority to act in such cases, including but not limited to suspension of the student from regular school activities.
6. Should repeated or serious first-time violations of the student code of conduct occur, a student may be put on behavior probation for a specific period of time, suspended or expelled. Expulsion is a function of the school board after referral from the head of school.
7. Conduct will be noted on the report card (not transcript) by S (satisfactory) or N (needs improvement).

Disciplinary Actions to Minor Misconduct

CLASSROOM DISCIPLINE

The classroom teacher is normally the closest to any discipline issue that arises. While teachers have the opportunity to exercise discretion with each occurrence of a discipline issue in class, they should normally and regularly apply the following procedure to maintain consistency in their own classroom and throughout the school, according to our Code of Conduct.

This procedure is also to be followed by any substitute, volunteer or assistant when they are acting with the delegated authority of Cornerstone Prep.

1st Offense	- Firm and loving rebuke that identifies inappropriate behavior.
	- Teacher records rebuke in the behavior section of Family Portal, thus notifying parents.
2nd Offense	- 1st offense steps with notice that the next offense for the same or similar discipline results in an office visit.
3rd Offense	- 1st offense steps and student sent to the office with a discipline report.

This initial rebuke in the classroom offers the student the opportunity to demonstrate that he is “wise” and desires to honor his parents and the Lord with his obedience and a good response to correction. (Prov. 17:10). It also alerts parents to potential problems, especially in regard to attitude, and helps them assume final responsibility for the correction of their child (Eph. 6:4).

OFFICE VISIT DISCIPLINE

There are five basic behaviors which will result automatically in an office visit:

1. Disrespect shown to any staff member or peer, whether in the form of a look, a response, or an action. The staff member will be the judge of whether disrespect has been shown. (Ex. 20:12, Prov. 6:16-17, Rom 13:1, 7)
2. Dishonesty in any situation, including lying, cheating, forgery or stealing. (Ex 20:15-16, Proverbs 6:16-17, 19)
3. Disobedience whether through outright rebellion or passive disobedience in response to instructions.(Col. 3:20 and 1 Sam 15:23)
4. Disruptive behavior is any behavior that disrupts or impedes the flow of instruction or activity. This may include (but not limited to) the use of obscene, vulgar, profane or malicious language or action, including swearing, taking the Lord’s name in vain, name-calling or foul talk/jokes, etc. (Exodus 20:7, Eph 4:29-31 and 5:4)
5. Dangerous behavior that shows malice or intent to harm another person, self, or the school including fighting, shoving, tripping, etc. (James 4:1 and 1 Cor. 13:5)

Normally during an office visit, an administrator will:

- Investigate and determine the nature of the offense.
- Seek to give godly and biblical counsel to the student (1 Tim 3:16)
- Contact the parent through Family Portal, phone or Behavior Notice sent home.
- After the parents have dealt with the offense at home, the parents should notify the administration (via email, phone or signature on the Behavior Notice) that they have done so.
- Should there be repeated discipline issues, parents will be contacted to meet with administration, seeking support in averting further problems.
- Continued discipline issues will result in suspension or expulsion as described in Major Misconduct.
- Students may be placed on behavioral probation for one semester to one year, signaling the next steps of possible expulsion.

Disciplinary Actions to Major Misconduct

1. SUSPENSION

a. Suspension from all classes and activities with permission to make up work.
b. Suspension from all classes and activities with no permission to make up work.
c. Durations
   - One Day
   - Two Days (any combination of two successive school days)
   - Three Days (any combination of three successive school days)
   - Five Days (any five successive school days)
d. Suspensions may carry with them any number of requirements that the administration deem appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations.

2. EXPULSION (can only be administered by the Cornerstone Prep school board)

a. Expulsion without permission to appeal. Expulsion must appear on the student's permanent record.
b. Expulsion with permission to appeal.
   - Student is suspended immediately from all classes and activities.
   - The family's admissions agreement with the school is declared null and void.
   - If the family does not wish to appeal, then the student is officially no longer a student at the academy and the record of expulsion will appear on the student's transcript.
   - If the family wishes to appeal, they must submit their formal request for readmission in writing, stating their reasons for wanting to negotiate a new and more restricted admission agreement with Cornerstone Prep.
   - If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless the parent is single) and the student must schedule a time to appear before the Board to discuss the appeal.
   - Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised admission agreement, complete with the Board's required corrective actions, restrictive measures, and future accountability. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal.
   - If the new agreement is kept faithfully and without incident, the student may apply to have the record of expulsion deleted from the permanent record at the end of that school year or at a time later than that if the Board deems it appropriate to the situation.

CORNERSTONE PREP ACADEMICS

Absence – Unplanned Due to Illness/Emergency

When a student has an unplanned absence due to illness/emergency, parents should call the school to let the office know about the absence prior to scheduled class time and to make arrangements for picking up any papers needed to work at home.

If a student is sick to the point of being unable to do their work on an at-home day, but well enough (fever free - without fever reducing medication - for 24 hours) to attend class on campus the following day, a parent should email each individual teacher to let them know why the student was not able to complete the at-home assignments. This email must come from a parent and not the student.

When a student returns, parents should send in a note explaining the reason for a student's absence or work not completed on an off-campus/at-home day. Only those absences or incomplete work due to illness or emergency circumstances beyond the immediate control of the student or his/her parents will normally be accepted. When a student returns to school after an unplanned emergency absence, they should bring in the work due the day of their absence and be ready to take any tests from the day of their absence and those for their day of return. Exceptions may be made on an individual basis due to multiple absences, or illness that has kept a student from working at home, in which case the student will need extra time to complete assignments. This is generally a day to make up work per each day absent.

A student is considered absent if they miss the first 20 minutes of class or if they leave class 20 minutes before the end of the period.

When a student misses class, the teacher deposits any assignment sheets and paperwork handed out in class in the Homework File in the school office. Parents can stop by the office at the end of the day and pick up any work the student will need before the next class. Should a teacher fail to deposit paperwork handed out in class, the teacher will not expect coursework assigned on that paperwork to be due the next class period the student returns.

Students who elect to miss class, not due to illness or emergency (described above) or pre-approved planned absences (described below), are viewed as being absent by choice. In such cases, students may not have the opportunity to make up missed class work and missed scheduled tests or quizzes will have an automatic 20-point deduction applied to the grade.

Test Make-Up: See Secondary Make-Up Test Policy.

Absence - Planned (Pre-Approved)

When a student's family is planning an absence (i.e. vacation, mission trip, etc.), a parent should fill out the Student Planned Absence Request Form available on the Family Portal. Once the planned absence has been submitted it is considered approved unless you receive a follow up from the principal. A principal follow-up may occur due to excessive absences or academic concerns. As a reminder, students should have all assignments completed the day they return to school and be prepared to take any missed quizzes or tests.

Once you have submitted an absence request, it is your or your student's responsibility to:

1) notify teachers by email of all absence dates
2) gather any materials for assignments that will be missed
3) be ready to resume class on the day you return to school

*Students are not permitted to participate in extracurricular or athletic activities on days of absence.

Absence - Extracurriculars

If a student is absent from school (half or more of the student's daily classes), they are not allowed to participate in extracurricular activities that day, unless they have extenuating circumstances and specific permission of the administration. Students who miss school on a Friday due to illness may not be allowed to participate in weekend athletic/extracurricular activities unless the illness return to school guidelines can be met (minimum 24-hour fever and symptom free)..

Academic Advising

All students entering high school are required to undergo academic advising to establish a diploma plan. Copies of all high school grades or transcripts will be required at this meeting. Students not planning to graduate from Cornerstone Prep must still confer with the Academic Counselor in order to clarify their purposes for attending Cornerstone Prep. Any requests for transfer credits may need to be assessed before a new student is allowed to register. Students who are dual enrolling outside of Cornerstone Prep's allowed DE guidelines are not permitted to enroll in any courses at Cornerstone Prep (see Dual Enrollment Policy).

Academic Honesty

Significance and Purpose
One of the major goals of Cornerstone Prep is to aid parents and other Christian ministries in making disciples of the students admitted to the academy. We also wish to provide our students with a high quality academic education, which we understand in terms of real spiritual, intellectual, and emotional growth. Among other things, this demands that we require our students and their parents to adhere to high standards of personal integrity and provide corrective disciplinary action when they fail to do so. Academic dishonesty in any form is both a serious breach of personal integrity and a serious hindrance to real student learning. Because of this, the academy has developed this policy, which is intended to curb, and when necessary, correct academic dishonesty, to better help the academy minister to the needs of its students.

Definitions

1. General: Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of that course. This includes but is not limited to:
    a. Claiming or indicating in any form or fashion that the student has fulfilled any assignment or other academic responsibility, such as reading assigned texts or engaging in assigned study, when in fact he/she has not done so.
    b. Using any assistance, including but not limited to copying the work of other students, in taking quizzes, tests or examinations without the direct and explicit authorization of the course instructor.
    c. Using any resources, including but not limited to solution manuals and teacher edition textbooks, other than those authorized by the teacher in writing papers, preparing reports, solving problems or completing other course assignments.
    d. Obtaining notes, quizzes, tests, exams or other academic materials created by or belonging to an instructor, other staff member, the academy itself, or previously enrolled students, without the direct and explicit authorization of the course instructor.
    e. Engaging in plagiarism, "the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person or source without full and clear acknowledgement." Plagiarism includes copying directly from any online study source such as, but not limited to, Quizlet, Quizizz, Chegg, and the like.
    f. Altering a graded paper or project for the purpose of disputing the accuracy of a grade.
    g. Collaborating with another student during any quiz, test, exam, or fulfillment of any other academic assignment, including the development of written bodies of work, unless collaboration has been approved in advance by the teacher.
    h. Giving one's work to another student to copy or use in place of their own work.
    i. Non-approved use of artificial intelligence for work that is turned in for a grade is prohibited. (See Technology/AI)

2. Specific: The following guidelines define more specifically ways of avoiding academic dishonesty.
    a. All quizzes, tests, and exams, whether conducted in the classroom or some other location, must be taken at a single sitting and without outside assistance, including but not limited to books, notes, other individuals, reference works, spelling/grammar correction sources, AI, and audio or visual media, unless an exception is given in writing by the teacher on an assignment sheet or the test itself.
    b. Homework should be done by the student alone and without assistance, including but not limited to information provided in teacher edition textbooks, unless such assistance is authorized in writing by the teacher, or by the Cornerstone Prep catalog's

description of the parent role in the course. The teacher may grant such authorization at any time and for any duration to all of the students in the class or to selected students only, provided the teacher feels it is in the best educational interest of the students receiving such authorization.

c. Major papers and projects should be completed only by the student or the members of a teacher-appointed student group, without assistance except as explicitly authorized in writing by the teacher on an assignment sheet when granted for work completed outside of the classroom setting.

Enforcement

1. Discovery and Determination of Academic Dishonesty: Determination of academic dishonesty may be made by the teacher of the course. Other school officials, including proctors, assistants or substitutes, may alert the teacher to the possibility if they become aware of dishonesty. Once the teacher has determined that academic dishonesty has taken place, he shall inform the student(s), as well as the relevant school officials, and shall impose the penalties as described below.

2. Appeals Process: Should a student wish to appeal the determination of the teacher, he/she must request a hearing with the administrator, who will arrange for a conference with the student, one or both parents, and the teacher. The administrator, after hearing and weighing the evidence, will render a decision. If the student is found to have been academically dishonest the penalties described below will be imposed.

3. The intent of these penalties is to (a) act as a deterrent against such conduct, and (b) to protect the integrity of grades awarded by this academy. Discretion in these penalties may be exercised by the teacher, in consultation with school officials, in the event that a student voluntarily acknowledges academic dishonesty rather than being discovered. Otherwise, the penalties described below are to be given automatically.
    a. First Offense: A first offense will result in (1) a written warning from the teacher to both the student and his parents, (2) a grade of zero for the assignment involved, and (3) a copy of the written warning sent to the school administration
    b. Second Offense: A second offense will result in (1) a one day suspension from school, (2) missed work must be completed and can earn a maximum grade of 50%, (3) a grade of zero for the assignment involved, (4) placement of the student on academic probation which shall remain in effect until one full semester has passed with no further incidence of cheating, and (5) removal of all participation privileges for extracurricular activities for the duration of the semester (minimum of eight weeks).
    c. Third Offense: A third offense will result in recommendation to the board of directors for expulsion from the academy.

Academic Parent Roles

There are different roles that parents serve in a UM school. In most cases, though not all, the parent's direct academic role lessens as grade levels increase, coinciding with a student's natural path toward greater independence, a process that needs to occur gradually and under parental guidance and mentoring. The elementary parent role ranges from primary and co-teacher to private tutor. The secondary parent role progresses from guidance for dependent study in middle school to guidance for independent study through high school. All parents will monitor, assist, and interact with discussion and discipleship.

Accreditation & Affiliation

Cornerstone Prep is accredited through Cognia (formerly SACCS/AdvancED). Accreditation allows students to transfer credits easily and allows full-time students to be candidates for HOPE scholarships and dual enrollment. Cornerstone Prep is also a member of and certified by University Model® Schools International and is a member of the Association of Christian Schools International.

Advanced Placement Classes

Cornerstone Prep offers Advanced Placement classes by invitation/application. Students who meet class specific eligibility criteria will be considered for AP classes. There will be an additional charge and AP classes are not eligible for Drop/Add. Prior to enrollment in AP courses, students should consider the increased rigor and extra work required, including assignments over summer, weekends, and school breaks. The transcript will reflect that the course taken was AP.

Students enrolled in AP courses at Cornerstone Prep are required to sit for the Advanced Placement exams administered in the spring on a day and time required by the College Board. The scheduled AP exam administered in the spring is in lieu of a class final; however, AP students will have an end-of-semester exam in the fall. AP end-of-semester fall exams are not eligible for exemption.

AP courses taken outside of Cornerstone Prep must be approved in advance and taken from a certified provider. If the AP course is offered at Cornerstone Prep, approval for an outside provider will not be given. Upon completion of the approved AP course taken outside of Cornerstone Prep, students must take the College Board AP exam to receive the extra quality point on their Cornerstone Prep transcript..

Cornerstone Prep's administration of the AP exam is offered only to students who have taken the AP course at Cornerstone Prep or through CVA for those AP courses not offered at Cornerstone Prep. Students who wish to take an AP exam without first completing the class must sit for the exam as a homeschool student at another testing facility.

Attendance Requirement

Because Cornerstone Prep classes are set up by the semester rather than the year, the standard minimum attendance is set by the semester (.5 unit) rather than by the year. Students must regularly attend classes to successfully complete a course.

Requirements

Secondary students may not be absent for more than six days during a semester in a standard Cornerstone Prep course which meets three times per week.

Elementary students may not be absent more than two days during a semester for a course meeting one day a week, or more than four days during a semester for a course meeting two days a week.

Students failing to meet these attendance requirements will not be recognized as having completed the course (meaning they will be awarded a grade of incomplete). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from being able to register for the next course in the sequence. Removal of the incomplete can be done by the granting of a variance, or by make-up course work prescribed by the school.

A variance to this requirement may be granted by the administration to a properly enrolled student when that student has been unable to meet the attendance requirements of the course or courses in which he/she is enrolled due to circumstances beyond the family's control (such as documented extended illness), provided that the student has, in the judgment of the instructor overseeing his/her work, achieved minimum mastery of the course content, as defined by the school and curriculum policies and standards. Any cases in which the administration is in doubt concerning the appropriateness of granting a variance to this policy may be referred to the teacher for consideration.

Attendance requirements must also be met for extracurricular activities that are eligible for academic credit. (See Activities Eligibility)

Skipping Classes

Students enrolled in courses are expected to be in the scheduled class when present on campus. Students who elect not to attend the scheduled class will face academic, behavioral, and eligibility consequences as determined appropriate by the administration including, but not limited to, suspension. Likewise, secondary students who are on campus for classes either before and/or after chapel are required to attend chapel.

Students who elect to miss class, not due to illness or emergency or pre-approved planned absences, are viewed as being absent by choice. In such cases, students may not have the opportunity to make up missed work.

Auditing of Classes

The academy does not allow the auditing of classes. A student enrolled in any class at the academy will receive a grade reflecting his level of achievement in the class.

Beta Club

Beta Club is an invitation only, academic honor organization for 11th and 12th graders. Students must have worthy character, academic achievement of a 3.75 GPA or higher and display a commendable attitude. Beta Club members who fall below a 3.75 GPA for any grading period will be put on probation according to the by-laws of the Cornerstone Prep chapter of the National Beta Club. If the student's GPA remains below a 3.75 for two consecutive grading periods, that student will be permanently removed from the Beta Club.

Cornerstone Cares

Cornerstone Cares is an opportunity for all our students to walk beside those in our community to lend a helping hand and offer the tangible love of Jesus. As we reach out to those who have needs that we can meet in some way, our prayer is that they will see the light of Jesus and give Him the glory. In high school, their day of service is included in their IMPACT trip planning. In middle school the service day will be part of their grade level field trip or arranged on an alternate date by the classroom teacher. A Cornerstone Cares service day will be scheduled for elementary each year. There will be no assignments given on the scheduled Cornerstone Cares service day.

Cornerstone Virtual Academy (CVA)

Cornerstone Prep will make available a variety of virtual (online) classes to our students. The availability of taking virtual classes allows us to have a broader option of classes and add additional AP classes. It also allows us to offer classes that meet at a time that works for the student if our regular classes aren't available to them because of a schedule conflict.

Our purpose in offering these virtual classes is to provide an option that is not only academically strong, but also has a strong biblical worldview incorporated. There are a myriad of virtual classes available across the nation, but very few that incorporate the biblical worldview that is so important to our school. These classes will integrate wisdom and teaching from God's Word coupled with high academic standards. All classes meet or exceed state standards and come with COGNIA accreditation as well as ACSI endorsement with the courses provided through a partnership with Sevenstar Academy.

The normal course charges apply to virtual classes. Registration for virtual classes does not involve an additional registration fee. The majority of the virtual classes do not require a purchased book or material fee. Cornerstone Prep, however, will assess a $50 virtual administrative fee for each virtual class each semester rather than a material fee since Cornerstone Prep oversees the student's progress. Once a student is enrolled in a CVA course, the tuition is not refundable, as payment must be made to our virtual provider. If a student decides to drop a course, parents are still responsible for the full tuition.

Virtual classes may be taken during the school day using a study hall on campus. All earned course credit becomes a part of the student's Cornerstone Prep transcript, not transfer credit. All CVA courses are governed by Cornerstone Prep academic policies.

Cornerstone Virtual Academy is open to current Cornerstone Prep high school students, grades 10-12, with classes exclusively available for the following purposes: scheduling conflicts with other Cornerstone Prep classes, AP classes Cornerstone Prep doesn't offer, credit recovery, and electives Cornerstone Prep doesn't offer. A student may take a maximum of two online classes per semester. CVA classes are offered in the summer for the sole purpose of credit recovery. Enrollment in CVA classes is subject to administrative approval and requires a CVA advisement meeting with student and parent. Students desiring to enroll in CVA courses must have demonstrated a high level of accountability for independent learning through academic success at Cornerstone Prep. Students must have completed at least one year of high school at Cornerstone Prep.

An online course through CVA also follows the same guidelines and policies as on-campus classes, specifically (but not limited to) relative to late work and submissions policies. Cornerstone Prep's academic policies supersede those of the course facilitator.

Dual Enrollment

Cornerstone Prep's academically rigorous high school program is designed to provide an age-appropriate, wholesome high school experience in a caring Christian environment. Dual Enrollment (DE) allows qualified juniors and seniors to take advanced college-level courses. Students who complete DE courses will receive credit for both high school and college simultaneously.

Students may not take a DE course at other institutions if offered at Cornerstone Prep. Prospective students interested in enrolling in Cornerstone Prep DE courses must also enroll in a minimum of two Cornerstone Prep high school courses.

Students must have a GPA of 3.0 or higher, secure a teacher recommendation, and receive approval from school administration to enroll in DE courses.

Guidelines for On-Campus Dual Enrollment

- DE Courses offered at Cornerstone Prep may not be taken elsewhere.
- Students must meet all standard DE prerequisites (GPA, recommendation, admin approval).
- Students will be charged Cornerstone Prep tuition per DE course per semester.

Guidelines for Off-Campus Dual Enrollment

- Students may take off-campus DE courses only after completing the highest level of that core subject at Cornerstone Prep.
- Students may not drop a core-level Cornerstone Prep course to replace it with an off-campus DE course.
- Juniors may take a maximum of 1 DE course per semester.
- Seniors may take a maximum of 2 DE courses per semester.
- Students will be charged a $175 fee per DE course per semester.
- Off-campus DE courses will not be factored into the student's Cornerstone Prep GPA for determination of Valedictorian and Salutatorian.

Exams

Content exams will be given at the end of each semester for core secondary courses and some electives. Exams in core classes are weighted as 20% of the semester grade.

Students who demonstrate mastery of course content have the option to exempt semester finals based on the criteria indicated below. Projects, AP fall semester exams, CVA exams, and AP College Board exams are not eligible for exemption.

1. Semester final grade of 90 or above. Freshmen and sophomores (and middle school students taking high school classes) have the option to exempt one semester final in any class in which they have a 90 or above. Juniors and seniors have the option to exempt two semester finals in any classes in which they have a 90 or above.
2. Complete the "Exemption Form" with designated signatures and return to administration by the published deadline.

Students who miss semester finals due to illness, family emergency, or voluntary planned absences will receive an *incomplete* on the report card and be required to make-up the exam/s at the time set by the secondary principal.

Grading

General Perspectives
Cornerstone Prep will strive to view and publicly present grades not as a commentary on the relative worth or value of the individual, but rather as an accurate reflection of the quality of his/her work in a given subject at a given time. While many today do indeed use grades for the purpose of classifying students, we are committed to avoiding this tendency. At Cornerstone Prep, grades serve four basic purposes:

1. To help us teach, rebuke, correct and train
2. To help us in the progressive placement of students at a level and in the subjects responsive to their needs, background, and abilities
3. To provide us with a just and legitimate means of holding students accountable for the quality of their work
4. To provide us with an ongoing and widely understood means of communicating a student's relative progress and achievement to his/her parents and others such as college entrance boards or other schools to which the student may transfer.

We must establish just and objective standards which are based on legitimate accomplishment against reasonable expectations of what a student should be able to accomplish. It also means that we will make the effort to place students properly, basing such placement upon their background and abilities rather than only their chronological age. Finally, it means that students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individual considerations (such as learning disabilities).

The grading standards themselves will be oriented toward the work of the student rather than the student himself/herself. Grades will be objective and evenly applied within a given class. They will also allow for individual differences by defining minimum passing standards in terms that allow for a range of acceptable achievement. They will recognize the age/grade level of the students and the appropriate level of expectation. The ultimate purposes of these standards will be to define what ought to be, as opposed to what is, and so give the student and his/her parents valid and meaningful feedback, to encourage a disciplined approach to academic study, and to encourage the student to progress in his/her learning and achievement.

Since it is the expectation that students demonstrate a consistent academic work ethic, individual extra credit work is not permitted as a means to boost a student's grade in any class.

Grading Standards and Grade Point

Courses at Cornerstone Prep are graded on a scale of 0-100. The course grade itself represents a percentage of content mastery, which is then used to determine the grade value of individual courses. The grade value of a given course is calculated by converting the course grade (0-100) to a percentage value. For example, if a student receives 85 of 100 points available, his grade is 85%. All elementary grades will be given as a percentage rather than a letter grade. (Elementary electives may be graded with S=Satisfactory or U=Unsatisfactory.) The letter grade equivalents are as follows:

90-100 = A	80 - 89 = B	74 - 79 = C	70 - 73 = D	0 - 69 = F

Cornerstone Prep recognizes the difference in elementary grade reports (given in percentages) and the need for a Grade Point Average, GPA, for secondary students. Cornerstone Prep also recognizes the difference in rigor between standard, honors, and AP courses for secondary students by weighting honors and AP courses in the GPA. The following grade points apply for secondary courses. Honors and dual enrollment courses receive .5 extra quality points. AP courses receive 1.0 extra quality points. Students taking AP courses are required to sit for the College Board AP exam in the spring.

	Standard Courses	**Honors & DE Courses**	**AP Courses**	
Percent	***Weight***	***Weight***	***Weight***	***Grade***
90 - 100	4.0	4.5	5	A
86 - 89	3.67	4.17	4.67	B+
83 - 85	3.33	3.83	4.33	B
80 - 82	3.0	3.5	4.0	B-
77 - 79	2.67	3.17	3.67	C+
74 - 76	2.33	2.83	3.33	C
73	2.0	2.5	3.0	C-
70 - 72	1.0	1.5	2.0	D

No course grades in excess of 100% (A or 4 points) are awarded, although a cumulative GPA over 4 is possible due to the differential between standard and honors courses. No grade points are awarded for any failed course, even though the course may have a percentage grade value above 0, since no credits are earned for a failing grade of 0–69.

Other grades recognized by the academy are I (incomplete), WP (withdrawn passing) and WF (withdrawn failing). A student may drop a course as late as one week following the first six weeks in any given semester without having the dropped course affect his /her GPA or appear on his or her transcript. Should he or she drop a course after this time but before the final exam, a record of his/her enrollment will appear on the transcript and he/she will receive a grade of WP (withdrawn passing) or WF (withdrawn failing). This grade will have no impact on the student's GPA. Students who withdraw completely from the academy may, at the discretion of the administration, receive grades of I (incomplete) for all courses

dropped at the time of withdrawal. Grades of I, WP or WF are not calculated into the student's GPA at any time, nor will credits transferred to this academic be included in the determination of a student's GPA.

Specific criteria for assessing grades in any given course will be defined by the instructor in that course. All such criteria must honor any standards, requirements or limitations imposed by curriculum guides and other relevant policies for the establishment of grading criteria within a given course. No individual extra credit is allowed.

Academic Standing

Students must earn a semester GPA of 2.0 or higher (73% or higher) each semester they are enrolled at Cornerstone Prep to remain in good academic standing.

A student whose semester GPA falls below 2.0 at the end of a semester will be placed on academic probation. To return to good academic standing, the student must earn a semester GPA of 2.0 or higher by the end of the following semester.

If a student earns a semester GPA below 2.0 for two consecutive semesters, the administration will review the student's academic record and determine whether continued enrollment is appropriate. The student may also be required to repeat any course in which a grade below a C was earned.

Elementary and middle school students must earn a passing grade in all core courses to advance to the next semester or grade level. Failure to meet this requirement in multiple core courses during a single semester may result in a recommendation for administrative academic withdrawal.

Any required sequential course failed by a student must be successfully repeated before enrollment in the next course in the sequence. In cases where a student fails the first semester of a year-long course, administration may, at its discretion, allow the student to continue into the second semester before repeating the failed semester. The original failed course will remain on the transcript, receive no credit, and be included in the student's GPA. The repeated course will also appear on the transcript, earn credit upon successful completion, and be included in the GPA.

Students may recover a failed course through another accredited academic institution. To receive credit at this academy, they must submit a transfer credit request after successfully completing the course. If approved, both the original failed course and the transferred course will appear on the transcript. Students who receive transfer credit may still be required to take any placement test required for enrollment in a subsequent course, unless they successfully completed the preceding course in the sequence at this academy.

Courses completed with a grade of A, B, or C may not be repeated. A secondary student who earns a D may choose to repeat the course before advancing in the sequence, unless required to do so because of academic probation. Enrollment in a repeated course is subject to space availability after priority registration for currently eligible students. Both the original and repeated course attempts will be recorded on the student's transcript. The only exception is at the administration's discretion.

High school level courses taken in middle school receive high school credit, are transcripted as a high school course, and the grade is included in the high school cumulative GPA. Middle school courses taken at another accredited academic institution are included in this policy (see transfer credit policy).

Graduation Requirements

Cornerstone Prep offers two diploma options: the College Prep Diploma and the College Prep with Distinction Diploma. Students entering as freshmen must complete four years of English and math at Cornerstone Prep to earn a diploma. All core junior- and senior-level courses, including Cornerstone Prep specific graduation requirements, must be completed at Cornerstone Prep unless an exception is approved by the administration. For transfer students, the administration will determine which graduation requirements must be completed at Cornerstone Prep. Seniors transferring from a non-accredited program are not eligible to earn a Cornerstone Prep diploma, though they may enroll in available courses. To graduate, students must maintain a minimum cumulative GPA of 2.00, submit ACT or SAT scores, complete the Senior Project, and fulfill all requirements for their selected diploma program. Due to its small class sizes, Cornerstone Prep does not rank students except for valedictorian and salutatorian. These honors are determined by GPA, rounded to the nearest hundredth.

To be eligible to earn the distinction of either valedictorian or salutatorian, the student must: a) be a member of the senior class, b) have attended Cornerstone Prep full-time for three years of high school, c) have taken Cornerstone Prep's highest level core classes offered, d) have earned a College Prep with Distinction Diploma, and e) exhibited honorable behavior. (Note: Elective Advanced Placement (AP) courses do not count toward the requirement for highest level core courses offered. Elective APs include AP Computer Sciences and AP European History.) If each of the foregoing requirements have been met, the decision is then based on GPA.

College Prep Diploma

The College Prep Diploma Program requires 26 units. At Cornerstone Prep, one unit = two semesters of work. To earn this diploma from the academy, students are required to earn the following units in the indicated areas: (* indicates Core Courses). A math course must be taken for every year enrolled in high school. If HS Algebra I is taken in 8th grade, the 5th high school math taken in the senior year can satisfy an additional elective.

College Prep Requirements Through Class of 2027 (see below for requirements beginning with class of 2028):

ENGLISH*	4 UNITS	9th Lit/Comp, 10th Lit/Comp, 11th American Lit/Comp, 12th Brit Lit/Comp, 12th AP Lit/Comp
MATH*	4 UNITS	Alg 1, Geometry, Alg 2, and Alg 3, PreCalculus, or Calculus
SCIENCE*	4 UNITS	Physical Science, Biology, Chemistry, and Anatomy or 4th science
HISTORY*	4 UNITS	9th Grade Cultural Geography or Ancient World History & Geography 10th Modern World History 11th United States History 12th Government/Economics
BIBLE	3 UNITS	Humanities (1), Understanding the Faith (.5),Understanding the Times (.5), Understanding the Culture (1)
HEALTH/PE	1 UNIT	Health (.5), Personal Fitness/B.P.E. (.5) - generally taken fall/spring of 9th grade
FOREIGN LANGUAGE	2 UNITS	Must be same language
FINE ART/STEM/CTAE	2 UNITS	Refer to Course Catalog for course categories and descriptions
ELECTIVES	2 UNITS	
TOTAL	**26 UNITS**	

College Prep with Distinction Diploma

The College Prep with Distinction Diploma Program requires 28 units. At Cornerstone Prep, one unit = 2 semesters of work. To earn this diploma from the academy, students are required to earn the following units in the indicated areas: (*indicates Core Courses) plus earn a 3.5 overall GPA. A math course must be taken for every year enrolled in high school. If HS Algebra I is taken in 8th grade, the 5th high school math taken in the senior year can satisfy an additional elective.

College Prep with Distinction Requirements through Class of 2027 (see below for requirements beginning with class of 2028)

ENGLISH*	4 UNITS	9th Lit/Comp, 10th Lit/Comp, 11th American Lit/Comp, 12th Brit Lit/Comp, 12th AP Lit/Comp
MATH*	4 UNITS	Alg 1, Geometry, Alg 2, and Alg 3, PreCalculus, or Calculus
SCIENCE*	4 UNITS	Physical Science, Biology, Chemistry, and Anatomy or 4th science
HISTORY*	4 UNITS	9th Grade Cultural Geography or Ancient World History & Geography 10th Modern World History 11th United States History 12th Government/Economics
BIBLE	3 UNITS	Humanities (1), Understanding the Faith (.5),Understanding the Times (.5), Understanding the Culture (1)
HEALTH/PE	1 UNIT	Health (.5), Personal Fitness/B.P.E. (.5) - generally taken fall/spring of 9th grade
FOREIGN LANGUAGE	3 UNITS	Units must be in the same language
FINE ART / STEM / CTAE***	3 UNITS	Refer to Course Catalog for course categories and descriptions. One unit must be STEM based, such as Forensics, Robotics, Engineering, Statistics, or 5th unit of advanced mathematics or science
ELECTIVES	2 UNITS	
TOTAL	**28 UNITS**	

Graduation Requirements Starting with Class of 2028

Diploma Plans		College Prep Diploma (CP)		College Prep with Distinction Diploma (CPD)	
R = Meets Hope/Zell Rigor Requirements 4 units required		26 units required		28 units required and 3.5 or higher GPA	
		9th	**10th**	**11th**	**12th**
English *4 units*	*On Level Track*	9th Lit/Comp	10th Lit/Comp	American Lit/Comp	Brit Lit/Comp
	Advanced Track		Honors 10th Lit/Comp	Honors American Lit/Comp	Honors Brit Lit/Comp AP Lit/Comp *(R)*
Math *4 units*	*On Level Track*	Algebra I	Geometry Honors Geometry *(R)*	Algebra II Honors Algebra II *(R)*	Algebra III *(R)* Precalculus *(R)*
	Advanced Track	Geometry Honors Geometry	Algebra II Honors Algebra II *(R)*	Precalculus *(R)* Honors Precalculus *(R)*	Honors Calculus *(R)* AP Calculus *(R)*
Science *4 units*	*On Level Track*	Biology	Environmental Science	Physics *(R)*	Anatomy *(R)* Chemistry *(R)*
	Advanced Track	Honors Biology *(R)*	Honors Chemistry *(R)*	Honors Physics *(R)*	Honors Anatomy *(R)* AP Biology *(R)*
History *4 units*	*On Level Track*	Pre-Modern World History and Geography	Modern World History	US History	Civics and Economics
	Advanced Track		AP Modern World History *(R)*	AP US History *(R)*	
Bible *3 units*		Foundations	Apologetics *(Fall - 0.5 credit)*	Worldviews *(Spring - 0.5 credit)*	Understanding the Culture
Foreign Language	*CP Diploma = 2 units* *CPD Diploma = 3 units*	Latin I Latin II *(R)*	Latin II *(R)* Honors Latin III *(R)* Spanish I	Honors Latin III *(R)* Spanish II *(R)*	Honors Spanish III *(R)*
Health & BPE *1 unit*		Health *(Fall - 0.5 credit)* BPE *(Spring - 0.5 credit)*			
Elective Requirements		**College Prep Diploma** **Fine Arts, CTAE, STEM, or 3rd yr Foreign Lang** *1 unit* **General Electives** *3 units*		**College Prep with Distinction Diploma** **Fine Arts, CTAE, or STEM** *1 unit* **General Electives** *4 units*	**Optional Team Sports** Each team sport season = 0.25 unit Credit: Min 0.5 unit / Max 1 unit *(credit applied to general electives)*

Graduation and Promotion Ceremonies and Events

As a K-12 educational program, the official graduation ceremony takes place in recognition of full program completion after 12th grade. Special promotion recognition may take place at the completion of kindergarten as students progress into elementary school and at the successful completion of sixth grade as students progress into secondary school. However, the pomp and ceremony of the traditional graduation is reserved for full program completion.

Definition of Carnegie Units - Secondary

In general, one Cornerstone Prep unit is equivalent to one full year of instruction in a given course of study. Students enrolled at Cornerstone Prep will earn course units on a semester-by-semester basis (with .5 unit awarded for one semester). High school semester grades stand alone and each semester must be passed to earn credit. On the secondary level, standard 1 unit courses will meet at Cornerstone Prep for 50 minute class periods, three times per week, for 34 weeks, with assignments equal to 50 minutes minimum given for each day at home under the oversight and direction of the classroom instructor. This schedule constitutes 150 clock hours of instruction in one school year. Thus, a student meeting the minimum attendance requirement for a standard Cornerstone Prep course earns the equivalent Carnegie unit, the credit commonly reported on high school transcripts and widely recognized by college admissions departments.

Transfer Credit Guidelines

Cornerstone Prep accepts transfer credit from any student who is currently enrolled at Cornerstone Prep or who is entering Cornerstone Prep for the first time. The official transcript/report card from an accredited school or transfer credit application will be reviewed and approved by the secondary principal and college guidance counselor before credit will be granted. Please review the procedures for acceptance of transfer credit and submit an application accordingly. (Simply turning in an application for transfer credit does not ensure approval.) The class submitted for transfer MUST be equivalent in content, level, and rigor offered by Cornerstone Prep. Cornerstone Prep reserves the right to require students to retake courses that do not meet equivalency standards.

If the incoming student took high school level courses at another accredited school, the grade earned at the previous school will be transcripted as a high school course and the earned GPA, based on the previous school's grading scale, will be calculated into the student's GPA. If only a numerical grade was assigned at the previous school without an accompanying grading scale, Cornerstone Prep's grading scale will be used to determine GPA. If the official transcript does not reflect an earned GPA, a traditional 4.0 scale will be used.

I. Students transferring credits from a nationally accredited high school
   A. The student must have a final grade of 74 percent or higher.

B. Submit an official transcript (or report card, if transcript is not available) from the school where the student received the actual credit. The official documents supplied during the admission process will be accepted as a request for credit.

II. Students transferring credits from a regionally accredited high school
   A. The student must have a final grade of 74 percent or higher.
   B. Submit an official transcript (or report card, if transcript is not available) from the school where the student received the actual credit. The grade and GPA value reflected on the incoming transcript will be honored per our accreditation partnership.
   C. Student may be required to take the Cornerstone Prep end-of-course-test for core subjects (with a score of 74 percent or higher) and may be required to do so for specific electives.

III. Students transferring credits from an accredited directed studies agency (where students do not attend classes and homeschool classes are accredited through the agency
   A. The student must have a final grade of 74 percent or higher.
   B. Submit an official transcript (or report card, if transcript is not available) from the school where the student received the actual credit.
   C. Student may be required to take the Cornerstone Prep end-of-course-test for core subjects (with a score of 74 percent or higher) and may be required to do so for specific electives.

IV. Students transferring credits from a private non-accredited high school (with the same level of academic rigor, as determined by our administration). A completed transfer credit application will be required.
   A. An official grade report (e.g. Jupiter Grades or Engrade) must be submitted that includes grades for each lesson, homework assignment, project, quiz, test, and final exam taken. The student must have a final grade of 74 percent or higher.
   B. The student must have used a standard high school level textbook or online equivalent (please provide course title, source name, contact information, and site address). A fill-in-the-blank workbook approach will not be acceptable.
   C. Submit the results of all evaluations including closed book tests and quizzes, essays, completed projects, research papers, etc.
   D. The results of an end-of-course cumulative exam must be submitted. A grade of 74 percent or higher is required for transfer credit approval. Student may be required to take the Cornerstone Prep end-of-course-test for core subjects (with a score of 74 percent or higher) and may be required to do so for specific electives.
   E. The student must have received an equivalent amount of time with the instructor as a student who is enrolled in a Cornerstone Prep course would. Each Cornerstone Prep student receives three hours of direct instruction per week and at least two hours of outside time for a total of five hours per week. [75 hours to receive .5 units (one semester) or 150 hours to receive one unit (full year).]

Additional Transfer Credit Information

All transfer credit requests will be reviewed on an individual basis. Approved transfer credits will be added to a student's transcript upon completion of one full year of classes at Cornerstone Prep and completed registration for the following school year. While credit may be granted for transferred courses, the academy will only recognize actual course grades earned at accredited institutions.

- Please refer to the school catalog for the course description to ensure all general requirements of the course have been met.
- Although Cornerstone Prep may accept a course for diploma credit, Cornerstone Prep is not in a position to validate this course for any other educational institution.

Advanced Math Track

Elementary students who advance in math must meet an 85 or higher test grade average and an 85th percentile or higher on the annual standardized test in order to remain on the advanced track. Lower scores *may* require that the student return to the on-level math track in order to promote mastery of foundational mathematics. Elementary students who have successfully advanced in math throughout elementary *may* qualify for PreAlgebra I in 6th grade and Pre-Algebra II in 7th grade.

The expectation for advanced math students in secondary is that they take math every year of high school, with exceptions requiring administrative approval. Seventh grade students will qualify for either Pre-Algebra I or the advanced track of Pre-Algebra II based on their performance in the sixth grade math curriculum and related comprehensive, standardized, or placement math tests. The earliest a student may take Algebra I and earn high school credit is eighth grade; therefore sixth grade students who have advanced in math and qualify for seventh grade math may register only for Pre-Algebra I.

High School Athletic Related Credit

High School Credit for Athletics

1. .5 Carnegie physical education credit (Team Sports) will be awarded upon completion of two seasons of high school competitive Cornerstone Prep team sports, with a maximum award of 1 Carnegie unit for high school credit. This includes serving as a manager or trainer for Cornerstone Prep competitive athletic teams.
2. Students must have attended 85% of scheduled practices/competitions to receive this credit.
3. No numerical grade is assigned to team sports. A "P" for pass is indicated on the transcript along with the appropriate Carnegie unit. Team sports are not calculated into the student's weighted and unweighted GPA.

SAT/ACT Scores

For a student to graduate from Cornerstone Prep they must have taken either the SAT or ACT.

Holiday Homework

There is typically no weekend homework assigned on 3-day holiday weekends. Secondary: At-home work may be assigned on the Tuesday following the long weekend since it is a scheduled at-home "school" day; tests may also be assigned for Wednesday. Elementary: No tests/projects are due the Tuesday immediately following a 3-day holiday weekend.

For fall break and other week-long breaks, homework can be given on the weekend before the break, but not the weekend at the end of the break. The Monday following the extended break is a NO Test Day (Secondary).Exception: AP classes may have *limited* work that may be assigned during school breaks. Tests may be given for elementary on the Tuesday following an extended break if the test has been noted on lesson plans/assignment sheets prior to the break..

Home Workload (Homework)

As a general rule, an hour of work is assigned on the off campus school day for each hour in the on campus classroom. However, variables such as student ability, grade level, work ethic, variety of assignments, and honors vs. standard courses will impact this standard.

Elementary students can expect to spend about 40% of their time on English and 30% on Math, understanding that these two areas are the foundation for strong academics.

Beginning in middle school, students may have weekend math homework and limited independent reading.

Beginning in high school, work is assigned for all classes, including electives. 9th and 10th grade students may have weekend math and English homework. Beginning in 11th grade, students may have weekend homework in all subjects.

The rigor of Cornerstone Prep's language arts program is challenging, including a large volume of independent reading with notes and annotations, projects, and writing assignments. Secondary students may generally expect to spend 1 ½ hours on at home days and weekends. Variables such as student ability and reading/comprehension skills may impact the amount of time a student spends.

Secondary students may have tests on Mondays, but these tests are announced well in advance, so studying prior to a Monday test is not considered assigned homework. Students should understand that studying the night before a test is not adequate, so weekend time should just be a quick review of the test material studied during the previous week.

Honors and Dual Enrollment will have a heavier workload on home days, taking the average student approximately 1 ½ hours per class. Students enrolled in AP courses should expect approximately 2 hours of work on home days. These workload estimates may vary based on student ability, work ethic, type of assignment, etc. Additionally, students enrolled in AP courses should expect assignments over school breaks. AP teachers seek to honor family time during breaks as much as possible, while constrained by the amount of AP course content and adequate AP test preparation.

One "snow day" with no assignments will be granted each year if inclement weather causes school closure. Any subsequent inclement weather school closure days will be treated as an off-campus/at-home learning day with assignments.

HOPE & HOPE Rigor Courses

Georgia students who graduate with a cumulative GPA of 3.0, or higher, in HOPE eligible courses (see catalog course descriptions), will receive the HOPE scholarship. Those who have a GPA of 3.7 or higher and meet the college entrance exam criterion will be eligible for the Zell Miller scholarship. Students may access their HOPE GPA, once they have earned twelve high school credits, by accessing their account on the GAFutures website. A minimum of four HOPE Rigor courses will be required in order to be considered HOPE eligible. Cornerstone Prep courses that meet rigor are listed on the diploma plan.

IMPACT

LEAD - LEARN - SERVE Micah 6:8

Each year during the week before spring break, high school students at Cornerstone Prep experience school outside their classroom walls. For several months leading up to this required IMPACT week, students meet monthly during chapel gathering in teams, preparing for their chosen mission. Students make real life connections between their faith and classroom learning by participating in their chosen IMPACT team.

Students must remain with their team for the duration of the IMPACT week. When teams return, written reports are due, providing additional opportunities for students to cultivate and improve communication skills, enhance college resumes, and allow this week to impact their lives. Teams and trips change annually to allow students numerous opportunities before they graduate. IMPACT strengthens our students and school by leaving our classroom walls to impact our community and the world for Christ.

IMPACT a required activity for all high school students who take English and/or three or more classes at Cornerstone Prep. IMPACT trips are led by school faculty and staff members; parents are not invited to participate in IMPACT trips. Any exceptions must be submitted in advance to the Director of Special Events (IMPACT) and approved by the Head of School. Generally, exceptions are only granted in the case of serious medical necessity.

IMPACT trips range from approximately $300 to $3000. Once students have selected their trip and been assigned to a team, all associated costs are billed to the family for monthly payments September through March. Students who participate on trips identified as mission trips may be

permitted to raise funds through support letters and approved group fundraising events. Contributions received through support letters are given to Cornerstone Prep as a 501(c)3 charitable organization, are tax deductible to the extent allowed by law, and are not eligible for transfer to a non-mission trip or for refund, if for any reason, the student is unable to participate in that specific IMPACT.

Incompletes

Students may be awarded a grade of I (incomplete) when circumstances beyond their control render them incapable of fulfilling all of the requirements for completing a given course by the end of the semester in which it is offered. All "academic incompletes" must be approved by both the teacher and the administration, and must be filed with the administration according to current guidelines and procedures governing such situations.

All course requirements must be fulfilled by the date determined by the course instructor and the administration. Any required work not completed by that date will be awarded a grade of "0." A student's final grade will be calculated after the date given for completion of the course using whatever grading system was employed for all other students in the course (unless other arrangements have been previously made) and including all grades earned up to that time. Teachers must provide the administration with a description of the grading system to be used as well as any and all evaluation materials (e.g. tests and keys) necessary for completing the course.

Late Work Policy

Whoever loves discipline loves knowledge, but he who hates correction is stupid. Proverbs 12:1
Diligent hands will rule, but laziness ends in slave labor. Proverbs 12:24

This academy, desiring to promote both godly character qualities and high academic standards, has adopted the following general principles concerning student assignments turned in at some time beyond their due date. These principles are designed to promote the development of godly character qualities such as self-discipline, diligence, and self-control in the lives of our students and to give faculty members a framework within which they may formulate their individual class policies. This policy is *progressive* and holds students to higher standards as they move from elementary to middle school and then onto high school.

1. An academic penalty will be assessed for any work turned in late, unless the teacher feels that the student had sufficient reasons for turning work in late or unless prior arrangements had been made. In general, "sufficient reasons" are events or conditions, such as illness, whose initiation or termination is outside the immediate control of either the student or his/her family.
    - 10 point deduction for Grades 1-4
    - 20 point deduction for Grades 5-12
2. Work is considered late if it is not submitted in the proper format during the class period the student has the class. Work brought to a teacher later in the day or after school is still considered late if it is not turned in during the class period.
3. Late work, if turned in the next class day following the original due date, will be accepted and evaluated, allowing the student to receive at least some credit for his efforts. This principle is in place primarily as a means of encouraging students to complete assignments, even when late, so that they might benefit from the learning opportunities those assignments represent.
4. Grades 1-4: Students may turn in late work for credit, with a 10 pt. deduction.
   Grades 5-8: Students may turn in late work twice for credit, with a 20 pt. deduction. After twice, late work receives a zero.
   Grades 9-12: Students may turn in late work once for credit, with a 20 pt. deduction. After once, late work receives a zero.
5. Unless prior arrangements have been made with the individual teacher or unless there is sufficient reason for turning the work in later, no late work will be accepted after the next class meeting date and no work will be accepted after the end of the semester in which it is due. This principle was adopted in order to assure that a student's grade at any given time is a reasonably accurate reflection.

Chromebook/Tablets/BYOD

Grade 7-12 students are required to bring their own Chromebook. All approved non-Chromebooks must be registered with the Director of IT. Every student in grades 7-12 must have and utilize only a Chromebook. Students must log on to their device and school WiFi using only their Cornerstone Prep credentials while on campus. All work submitted for assignments must originate from and be completed by platforms that are logged into my Cornerstone Prep account. Copying and pasting work from another account to a document in my Cornerstone Prep account is not allowed and will result in the assignment returned for zero credit.

The school provides classroom sets of Chromebooks for students in grades 5 and 6. The student is responsible to take reasonable care to protect the school-owned device and should immediately report any problems to the Director of Technology. The teacher reserves the right to require use of school-owned devices when administering tests and exams.

There will be no printing, headsets or earphones without permission. Violation may result in loss of device privilege for the semester. Please refer to the Technology Responsible Use Policy in this catalog. Elementary students in grades K-4 may not use electronic devices at school, unless permission is granted for a specific purpose or approved accommodation.

Leaving a Legacy Initiative (Community Volunteer Hours)

As part of our ongoing Leaving a Legacy theme for high school students, it is our desire that students begin to self initiate and carry out individual service projects fostering a spirit of selflessness and cultivating servant leadership as a life long pursuit. We welcome 9th grade students into high school with a Legacy night challenge which is the first step toward the culmination of the Senior Legacy Project presentations just prior to graduation.

Our students are expected to participate in a wide variety of community service opportunities and projects throughout high school. It is our desire that our students discover the joy of serving others, just as Jesus said about himself in Mark 10:45, that He came "not to be served, but to serve". Leadership and service are the two key components of our Leaving a Legacy initiative.

Requirements

Students in grades nine through eleven must meet the following minimum requirement of service hours each year prior to promotion or graduation. Half of the required hours must be served through the church they regularly attend; half of the required hours must be served in the community. Required hours for twelfth grade students are part of their Senior Legacy Project.

- Grade 9 | *Encounter service by taking your first steps*
  - Requirement: 6 hours of volunteer service
  - 3 hours in church / 3 hours in community
- Grade 10 | *Engage with your community and the world around you*
  - Requirement: 8 hours of volunteer service
  - 4 hours in church / 4 hours in community
- Grade 11 | *Explore your God-given gifts and passions*
  - Requirement: 10 hours of volunteer service
  - 5 hours in church / 5 hours in community
- Grade 12 | *Embrace a life of service and go the extra mile*
  - Requirement: At least 12 hours committed to Senior Legacy Project

Guidelines

- Hours are to be performed outside of school hours, are non-paid.
- Hours are not to be duplicates of credits earned for other organizations, clubs or IMPACT.
- Hours may be earned during the summer.
- Students will submit volunteer hours in FACTS under the Family tab.
- Volunteer service hours will be approved and tracked through the Student Life Office.

Lesson Plans

Lesson plans, grades K-10, will be posted on Family Portal (K-4) or Google Classroom (5-12) each week for parents and students to view and print from home.

- Elementary: posted by Thursday midnight for the upcoming week. K-4th grade use a Google Document / 5th-6th grade use Google Classroom. When materials/instructions are needed for a particular assignment, the teachers will make them available either in class or on Google Classroom by 5:00 pm the day before the assignment is to be completed. For Monday assignments materials/instructions will be provided by Saturday at noon.
- Secondary, grades 7-10,: posted by Friday midnight for the upcoming week.
- While most grade 11 classes will receive a monthly calendar containing assignments, posted by the Monday prior to the start of the new month, some classes may use the weekly lesson plan format. Teachers will inform students regarding the format to be used throughout the semester.
- Grade 12 classes receive either a monthly calendar or semester syllabus containing assignments, posted by the Monday prior to the start of the month or semester. Teachers will inform students regarding the format to be used throughout the semester.
- Changes to assignment sheets for home days will be done prior to 9 am.

5th through 12th grade students will have their own Cornerstone Prep gmail address.. This allows students to receive assignment emails from their teacher should their parent not be available. Emails originating from the teacher to student through the system will have the parent copied.

Math Lab

A Math Lab fee is charged for secondary math courses Pre-Algebra I through Algebra II. Math Lab is offered on T-Th off-campus/at-home days to provide additional support. The mission of Math Lab is "To build a firm foundation that sets the expectations and rigor of Honors and AP courses." Math Lab will be taught by the students' current teacher. The purpose of Math Lab is to help reinforce concepts that are taught in class. Students are encouraged to regularly attend Math Lab. Students are expected to ask questions and participate. Teachers will NOT complete assigned homework during this time, but will use this time to help students gain knowledge of the concepts, understand application, and grow independence in math. Students should attempt all homework problems prior to the scheduled math lab.

*Math Lab will be a *requirement* for any student whose grade average falls below a 75 or whose single quiz/test score is below a 75. Students will attend math lab until their grade average rebounds above a 75 and consistent performance on assignments and quiz/tests is demonstrated.

Missing Assignment Notice

To keep parents informed, an automated Family Portal notification is generated any time a '0' is entered into the system gradebook for missing assignments that may not be recovered. An "M" will be entered into the gradebook for missing work that can be recovered due to illness or other circumstances outside of the student's control. (See Late Work Policy).

Modifications

It is the desire of the school to challenge students but not frustrate them or set them up for failure. Cornerstone Prep is not an IEP provider and, while minor *accommodations* may be considered on a case-by-case basis, Cornerstone Prep is not equipped nor staffed to make *modifications* to its instruction or evaluation practice or procedures in response to a student's learning disabilities or other special challenges, including ADD, sensory issues, anxiety, etc. All students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individualized standards developed in response to special needs.

Parent/Teacher Conferences

Conferences are encouraged at any time of the year and may be initiated by the teacher or parent.

Printing from School Computer

Students will not be allowed to print homework assignments from the front office.

Position/Policy on Difficult or Controversial Topics

One area of particular concern for Christian schools is the relationship between sound academic instruction and the treatment of difficult or controversial issues. At Cornerstone Prep we do not intend to shield our students from all of the sin and ugliness inherent in a fallen world, but rather teach them to confront those realities openly and honestly from a God-centered perspective. We desire to teach our students to be in the world without becoming of the world. We believe it is our responsibility to train students under controlled circumstances so they might be able to take ground for the Kingdom without becoming casualties.

1. We will not encourage our children to retreat from contact with a sinful world, but rather train them to effectively reach out to unbelievers.
2. We will from time to time engage in the study of other people groups, cultures, and thought forms, including godless cultures, so that our students might be better able to understand and communicate with all whom the Lord brings them into contact with.
3. Whenever they are brought into contact with difficult or controversial realities, students will be taught and encouraged to evaluate and correctly respond to those realities in light of God's Word, so they may be able to confront the world without becoming stained by the world.
4. Teachers will use the pedagogical opportunities presented by the treatment of difficult or controversial issues to challenge their students to develop skills in analysis, evaluation, synthesis, and proper applications, and to apply those skills to godly purposes.

Reporting of Grades/Report Cards

Cornerstone Prep will not issue Progress Reports due to weekly availability of grades on Family Portal. Report Cards will be issued that are a summary of the semester. Kindergarten academic reports take the form of semester progress reports indicating mastery of specific standards.

Secondary Makeup Test Policy

When a secondary student misses a test for any reason, he/she will be required to make up the test on the next school day, before, during or after school.

M-W-F before school starting at 7:30 am, during lunch, during study hall. M-W after school 3:45-4:15. T-TH during the school day.

For absences longer than a day, the student has a day for each day they are out to make up the test/s. For pre-planned absences, the tests will be taken prior to the absence or at the teacher's discretion. Once a student begins a makeup test, they must finish it in one sitting. If the student needs more than 30 minutes, they should plan to come on an alternate day (T-TH) or during a study hall since there is insufficient time before or after school.

Schedule Change (Drop/Add)

Classes may be *added* to a student's initial registration no later than the end of the first week of classes, provided that the student is in good standing with the school and that space for him/her is available in the desired class.

A student may *drop* a class as late as one week after the first six weeks in any given semester without having the dropped class affect his grade point average or appear on his/her transcript. (Full time students should refer to the attendance/enrollment reporting policies prior to dropping a class since dropping a core course may effect enrollment status.) Should he/she drop a class after the prescribed time, a record of his/her enrollment will appear on the transcript and he/she will receive a grade of WP (withdrawn passing) or WF (withdrawn failing). This grade will have no impact on the student's grade point average. (For more information on the financial impact of dropping classes please refer to "Financial Policies".) Parents are required to sign a dated Drop Form to withdraw a student from a class. AP and Fine Arts performance based classes are not eligible for Add/Drop without approval of the Department Head and administration.

Students who fail the first semester of a yearlong class, may or may not be permitted to continue on to the second semester before successfully repeating the first semester. The financial obligation for the full year remains.

Students who withdraw from a course after receiving a failing grade (WF) will not be allowed to participate in athletics during the subsequent grading period (semester).

A schedule change form is used to *change* or add a class, *not to change the order of a student's schedule*. Schedule changes are considered for academic reasons only. Please note that the order of classes and the semester in which a student has a particular elective is not guaranteed. A $25 administrative fee is charged for any schedule change.

Some courses do not allow drop requests due to required capacity or as published in the course descriptions. Full time students should be enrolled in all core subjects (math, science, english, history) each semester; please refer to the attendance/enrollment reporting policies.

Once schedules are released, the online schedule change request form will open and all changes will be considered based on availability and guidelines indicated above.

Standardized Testing

Students in grades K-8 will be required to take achievement and ability tests for English and/or Math classes taken at Cornerstone Prep. This standardized test will be given in the spring.. Full-time students in grades 9-11 will be required to take the PSAT offered each fall at Cornerstone Prep. Part-time students may request to be tested. See graduation requirements for SAT/ACT testing requirements for seniors.

Summer Assignments

Elementary students will complete summer reading and math assignments designed for retention and review of concepts. The assigned summer work will be due when school resumes. Additionally, computer keyboarding proficiency becomes more critical as students enter upper elementary grades. Summer practice in this area may be assigned as well..

All secondary math students will be required to complete summer math review packets. Specific information, including the math reviews and assessment, will be available on the Cornerstone Prep website prior to the end of the school year. These math packets are to refresh and review the student's working memory of the previous year's math learning, so that excessive time at the beginning of the year is not spent on review. A two-day, optional, algebra skills re-fresh is offered during the summer for students entering pre-algebra through Algebra II.

All secondary students will have required summer reading. Specific information about summer reading will be available on the Cornerstone Prep website June 1.

Secondary students may also have summer work in foreign languages in order to retain learned skills.

Secondary students enrolled in Advanced Placement courses will have assigned summer work.

Tardy Policy

In general, a tardy will be treated as a discipline problem. A student will be allowed one unexcused tardy in any given class without consequence. For each unexcused tardy thereafter the following policy will be followed. (To be an excused tardy, a student must supply a note signed by a parent or school staff member to the teacher of the affected class when reporting to class late. Only those tardies beyond the immediate control of the student or his/her parents will normally be considered excused.)

The late arrival of a student to class is disruptive to the class environment, teacher, and fellow students. Repeated tardiness is viewed as a matter of disrespect and will be enforced by the following for *each class:*

- 1st Tardy: Teacher enters tardy in the system
- 2nd Tardy: Teacher enters tardy in the system
- 3rd Tardy: Teacher enters tardy in the system and talks with student about consequences with excessive tardies. An automated message is sent to parents through FACTS notifying them of the number of tardies.
- 4th Tardy: Teacher enters tardy in the system and notifies parents to monitor student's attendance, alerting them to the potential for a grade penalty in the future.
- 5th Tardy: Five points may be deducted from the final semester grade for the course. Any subsequent tardies may result in an additional point reduction per tardy.

Technology Standards/Expectations

Technology courses are offered at Cornerstone Prep with the desire that students take at least one semester course every two years prior to high school, at school or elsewhere, to gain the proficiency and knowledge needed in today's technology-driven society. Students are expected to have basic keyboarding skills by the time they enter 5th grade.

Grade K-4 will access their lesson plans via Google Docs. Grades 5-12 will access their lesson plans through Google Classroom.

Grades 5-12 students at Cornerstone Prep will receive a Google Workspace account within the cornerstoneprep.org domain. This account includes Google services, such as Gmail, Drive, and Docs, enabled by the school. This account is owned by the school and monitored by administration through the GoGuardian software. The student account will be closed upon graduation or withdrawal.

All work submitted for assignments must originate from and be completed by platforms that are logged into my Cornerstone Prep account. Copying and pasting work from another account to a document in my Cornerstone Prep account is not allowed and will result in the assignment returned for zero credit.

Responsible Technology Use Policy

Cornerstone Prep recognizes that technologies continue to change the ways that information may be used. Our goal is to recognize the role these electronic devices play in students' lives and to educate students about efficient, ethical, and appropriate use of technology resources to enhance learning and digital literacy.

As Christians, we are to use technology in a manner which honors God; therefore, we expect ethical behavior at all times, consistent with laws and regulations, but also in a manner which reflects the values of our school.

Cornerstone Prep takes seriously the responsibility for providing a safe and secure wireless technology environment while students are on our campus.

Finally, the use of electronic communication devices at school is a privilege, not a right, and carries the responsibility of acceptable use as set forth below.

1. Use of Cell Phone / Smart Watch

1.1. My phone and/or smart watch must be turned OFF while on campus, 8:15 a.m. until dismissal, and not be on my person. If it is on campus during school hours (8:15 a.m.-3:45 p.m.) it must be kept in my backpack. (Elementary students are not allowed to bring phones/smart watches to school.)

1.2. I will not use my phone/smart watch while in the designated senior or outdoor patio areas during school hours.

1.3. I will not make or receive phone calls/texts or send or read texts or use social media on campus during school hours.

1.4. I will never use my phone/smart watch to send abusive, insulting, harassing, or bullying texts, voice messages, blog posts, social media posts or any other communication, on or off campus.

1.5. I understand that any electronic device I bring to school may be subject to a reasonable search by school administrators if they have a reasonable suspicion that the device contains evidence of a violation of Cornerstone Prep's rules.

1.6. I will not use my phone/smart watch for audio/video photography (taking or using) without the permission and knowledge of the teacher/administration and the person being photographed.

1.7. I will not post an image of a Cornerstone Prep student, teacher, or administrator to a social media website without permission of the people in such an image.

1.8. I will not use my phone/smart watch to get information for a test/quiz or share information from a test/quiz with other students.

1.9. I will not use a device of any kind with a data plan.

1.10. I will not use my phone as a WiFi hotspot.

1.11. I will not use my phone/smart watch to record (audio or video) class content without specific advanced approval of the teacher and the administration.

1.12. On school sponsored trips & retreats, cell phones/smart watches will be collected by the leaders. Leaders may allow phone use at designated times. Phones/smart watches will be held by leaders overnight.

2. Use of Personal Computers & Internet Access

Cornerstone Prep recognizes the utility and educational value of responsible computer usage and Internet access. However, the Internet may provide students with access to global data, some of which may be inaccurate, offensive, questionable, sinful, or not suitable for Cornerstone Prep students. Cornerstone Prep strives to provide as secure a wireless network as possible for students on campus.

Students required to have a computer at school or at school sanctioned/sponsored activities must comply with ALL of the following provisions:

2.1 I will never use my computer in class for any purpose other than school work unless that use has been specifically authorized by my teacher, in advance. Thus, I will not switch between my school work to any other application, game, web-browser, or other software.

2.2 When I am using Cornerstone Prep's wireless internet connections, I will log on only to the Cornerstone Prep student network with my Cornerstone gmail account ONLY and I will adhere to its terms of use. I will not attempt to log on to Cornerstone Prep's staff network.

2.3 I will use my computer in conformity with the laws of the U.S. and Georgia. Violations include, but are not limited to:

2.3.1 Criminal Acts (hacking, harassing, threatening, cyberstalking, child pornography, vandalism, tampering with computer systems, etc.)
2.3.2 Libel Acts (publicly defaming people through published material on the Internet, email, etc.)
2.3.3 Copyright Violations (copying, selling, or distributing copyrighted material without permission, or plagiarism)

2.4 I will not possess any immoral or indecent content, including images, videos, and sound recordings on any computer I bring into Cornerstone Prep.

2.5 The image I use to identify myself on the cornerstoneprep.org google domain will be one that is consistent with Cornerstone Prep expectations of high character: seeking what is true, honorable, pure, lovely, and commendable (Philippians 4:8). The administration retains the right to require me to change any image associated with my cornerstoneprep.org google account.

2.6 I will be polite, respectful, and use appropriate language in my email messages, online postings, and other digital communication with others and not use profanity, vulgarities, or inappropriate language as determined by school administrators.

2.7 I will use email and electronic communication responsibly. I will not send or post hate, harassing or threatening mail, discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors, either at school or at home.

2.8 I understand that the administration of Cornerstone Prep can and will address speech or expression on email/social media/text that violate any provisions of these guidelines. *Cornerstone Prep urges parents to be aware of and monitor their child's electronic communication. The school administration will not monitor or police students' online activities, but when inappropriate speech or pictures are brought to the administration's attention, disciplinary action may follow.*

2.9 I understand that I am an ambassador for Cornerstone Prep in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers, or on Cornerstone Prep.

2.10 I understand that pretending to be someone else is forbidden. This includes, but is not limited to, sending out emails, creating accounts, or posting messages or other online content in someone else's name as a joke.

2.11 I understand that my device must be battery-powered.

2.12 I will not use the chat or texting features on my devices during school hours, 8:30 a.m.-3:45 p.m unless specific permission has been given by my teacher for a class discussion.

2.13 I will not use my computer or device for audio/video photography (taking or using photos) without the permission and knowledge of the teacher /administration and the person being photographed. I will not post an image of a Cornerstone Prep student, teacher, or administrator to a social media website without permission of the people in such an image.

2.14 I will follow all guidelines set by Cornerstone Prep and/or my teachers when publishing work online.

2.15 I will not share my login information and password with any person other than my parent.

2.16 I will not use the Cornerstone Prep network for downloading any large files or software updates. I will not use the network in any way that will disrupt other persons. I will not use the network for any commercial activity.

2.17 I understand that it is unlawful to use the Cornerstone Prep logo(s), Athletic logo(s), or in any way portray myself or any social media account as representing Cornerstone Prep without the express written approval of the administration and communications office of Cornerstone Prep. Whenever I express an opinion on social media, I will never represent myself as speaking for Cornerstone Prep.

2.18 I understand that any electronic device I bring to school may be subject to a reasonable search by school administrators if they have a reasonable suspicion that the device contains evidence of a violation of Cornerstone Prep's rules.

2.19 I will not print at school or use headsets or earphones without permission.

2.20 I understand that my device while at school is only for educational purposes assigned by my teacher/s, not for entertainment use.

2.21 I will not use any electronic device to record (audio or video) class content without specific advanced approval of the teacher and the administration.

3. Use of Cornerstone Prep Computers & Internet Access

3.1 I will use Cornerstone Prep computer resources responsibly. I will not retrieve, save, or display hate-based, offensive, or sexually explicit material using any computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials that violate responsible use.

3.2 I will not use any technology resources in such a way that would disrupt the activities of other users. I will not delete or destroy data that does not belong to me. I will not attempt to view or change or alter any settings/passwords that are not mine.

3.3 I will not attempt to bypass security settings or internet filters or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.

3.4 I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resources.

3.5 I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

3.6 I will not access or use files, software or other resources owned by others without the owner's permission. I will only use those school network directories that are designated for my use or for the purpose designated by my teacher.

3.7 I will not use the chat or texting features on any devices during school hours, 8 am - 3:45 pm.

4. Other Devices

Music devices, electronic games, personal media players, recorders, cameras of any type, laser pointers, or any other primarily recreational or entertainment devices which do not have a direct, genuine education purpose are not permitted at Cornerstone Prep.

Audio or video recording of classes is not permitted unless approval by the teacher and administrator has been granted for a specific class-related activity.

5. Technology/Artificial Intelligence

   Students are not authorized to use artificial intelligence engines, software, or artwork-generating programs to produce work for any class EXCEPT on assignments that a teacher has directly and clearly identified and for which students will have received significant guidance on the appropriate use of such technologies.

   Any use outside of the expressed permission of the teacher will be a violation of Cornerstone Prep's Academic Honesty Policy and will carry consequences according to that policy.

   Teachers may utilize AI-detection software at their discretion to screen assignments for AI-generated content. If an assignment is believed to be even partially AI-generated, a meeting will be held with the teacher, student, and parents to determine the extent to which AI technology was used, if at all.

   All work submitted for assignments must originate from and be completed by platforms that are logged into my Cornerstone Prep account. Copying and pasting work from another account to a document in my Cornerstone Prep account is not allowed and will result in the assignment returned for zero credit.

6. Consequences:

   PHONE/SMART WATCH:

   1st The PHONE or SMARTWATCH will be taken by any staff member and stored in the administrator's office. The student will receive a cell phone violation warning and may pick up the phone at the end of the day.
   2nd The PHONE or SMARTWATCH will be taken by any staff member and stored in the administrator's office. The student will receive a cell phone violation and a parent may pick up the phone/smartwatch at the end of the day. The student may not bring the phone/smartwatch on campus for the rest of the semester, unless storing it at the front office for the duration of the day.
   3rd The PHONE or SMARTWATCH will be taken, the student will have a conference with the principal and the student will receive a one day suspension. The phone/smartwatch is not permitted on campus for the rest of the semester.
   4th Subsequence violations will incur more severe consequences including expulsion if necessary.

   COMPUTER:

   1st The COMPUTER will be taken by any staff member and stored in the administrator's office. The student may pick it up at the end of the day. Academic consequences may result.
   2nd The computer will be taken by any staff member and stored in the administrator's office. An email will be sent to the parent. The device may be picked up by the parents in the office and no device may be brought on campus for one week. Academic consequences may result.
   3rd The student will receive a one day suspension and no device will be permitted on campus for the remainder of the semester. Academic consequences may result.
   4th Subsequent violations will result in five days suspension and possible expulsion.

Transcript/School Records

1. Cornerstone Prep reports enrollment/attendance to the appropriate county superintendent for all full time students. Students taking 6 periods (including the core English, Math, History, and Science, but not including lunch or study hall) are considered full-time and do NOT register with the state as homeschool students.Part-time students at Cornerstone Prep are considered by Georgia law to be home-schooled. Therefore, parents will be required to file their Intent to Home-School form with the state, as well as send in annual attendance reports to the state. Those parents are also required by the state to keep a yearly progress report for each student and administer achievement tests in grades 3 - 9 . They are to provide 4 1/2 hrs. of instruction over 180 days in reading/ language arts, science, math, and social studies.
2. Elementary, grades K-6, students will have on file a record of the classes taken through Cornerstone Prep, the grade given by the academy, and class attendance. Parents may request a copy of all grades and attendance, if desired, to use when filing their state required reports. Official transcripts are not provided until a student has completed high school courses.
3. Secondary, grades 7-12, student transcripts, including courses completed, clock hours devoted to each, and the grade earned will be kept on file. Conduct records are not transcripted unless a student is suspended or expelled. Behavior records are kept on file through the system, but are not a part of the official transcript. Behavior records may be shared with another school if required during the admission process.
4. Cornerstone Prep is accredited through COGNIA (formerly AdvancED) allowing Cornerstone Prep high school transcripts to be recognized by the Georgia Board of Regents, and allow students to be eligible for joint enrollment and the HOPE scholarship.
5. All transcripts will be kept in a duplicate location to avoid their loss or destruction. Parents may view their student's record in the school office. In each student's file will be his/her Application, Placement Testing results, any standardized test results/transcripts, attendance and grades while at Cornerstone Prep.
6. Transcripts are available upon request for those who have fulfilled their financial obligations to Cornerstone Prep in accordance with our policies. There is a two week notice for all transcripts.
7. The original copy of the drug awareness certificate, given upon completion of the drug awareness course in Health, is provided at no charge. Replacement certificates will cost $10 each.

8. Those high school students enrolled for a full load of six classes will be eligible to receive a notarized Certificate of Attendance from Cornerstone Prep for use in securing their GA Driver's License. Students not taking a full load will get their form from the local school superintendent's office.

Withdrawal from Courses

Should a student drop a course or withdraw from Cornerstone Prep no later than one week following the six-week point in any given semester, no record of his original enrollment in the course will be indicated on the student's transcript. Should he/she drop a course after this time a record of his/her enrollment will appear on the transcript and he/she will receive a grade of WP (withdrawn passing) or WF (withdrawn failing); this grade will have no impact on the student's GPA. Grades of WP or WF are not calculated into the student's GPA at any time. Grades from credits transferred to the academy from anywhere but a nationally accredited institution will not be included in the determination of a student's GPA at any time. (For more information on the financial impact of withdrawal, please refer to Financial Policies.) Parents are required to sign a dated Withdrawal Form to officially drop a course or withdraw from Cornerstone Prep. Students who withdraw from a course after receiving a failing grade (WF) will not be allowed to participate in athletics during the subsequent grading period (semester) for the first nine weeks.

Writing Standards

All written work at Cornerstone Prep should be neat with correct spelling, grammar, and thought flow, with correct headings. Students may be required by the classroom teacher or the home teacher to rewrite unacceptable work.

For grades 1-3, students will learn manuscript and transition to learning cursive writing in third grade. Cornerstone Prep does not require cursive to be used in graded assignments in grades 4-6 since students transferring in after third grade may not have been taught to write in cursive. Students in grades 4-6 may choose to write in print or cursive. By 7th grade, secondary students are expected to be proficient enough in keyboarding to type their own work if requested. Beginning in 7th grade, the student may choose their handwriting (print, cursive, or typed). High school teachers may require typed work.

Writing Center

The secondary school Writing Center is open to all 9th-12th grade students enrolled in classes at Cornerstone Prep. Our mission is "To equip and assist the Cornerstone Prep student body by promoting greater excellence in communication through writing during high school and the future." Students will work with student volunteer Writing Assistants who have demonstrated a degree of mastery in writing at Cornerstone Prep as well as received additional training from Cornerstone Prep language arts faculty. In addition to the writing tutors, high school English teachers monitor the Writing Center in order to ensure our students are receiving constructive and accurate feedback. The Writing Center, in its fourth year, continues to support the growth and improvement of the writing program at Cornerstone Prep.

*For students who are new to Cornerstone after 8th Grade, there will be weekly writing center appointments scheduled until their English teacher feels like they are understanding and applying what they are learning about the writing process.

*Another way the Writing Center will come alongside the student body will be to require any students who fall below a 75 to attend the Writing Center weekly until his or her grade rises above a 75.

The requirements for new students and those whose grades fall below 75 should not be viewed as punishment; rather, students will have this unique opportunity to receive individualized writing instruction during their school day. Additionally, teachers may require students to attend the Writing Center in order to reinforce writing concepts. Our desire is that all students develop more confidence in their writing abilities and that this growth will enhance the overall learning experience for students at Cornerstone Prep.

CORNERSTONE PREP ACTIVITIES & ATHLETICS

After School Extracurricular Events

Students wishing to stay for an event beginning when school lets out should report directly to the event's location. Students should not remain in the hallways, lobby, den, or other parts of the building.

If an event begins in the late afternoon or early evening, students are not permitted to wait at school until the event begins.

Siblings of those students participating in athletics or extracurricular activities are not permitted to wait at school for their siblings.

Adherence to these policies is extremely important because there is no adult supervision provided by the school.

Attire for all after school extracurricular events, including but not limited to athletics or club meetings, should adhere to appropriate modesty standards. Students are representing Cornerstone Prep anytime they are on Cornerstone Prep's campus or an off-campus Cornerstone Prep

event. Unacceptable attire includes such items as revealing, overly tight, or short clothing. Students may be asked to change into appropriate attire or leave the event if, in the viewpoint of any school staff member, the attire does not meet school standards.

ELIGIBILITY POLICIES

Purpose

All students in grades 7-12 who are involved in any of the school-sponsored activities listed under *Areas Affected by Eligibility* can be determined to be ineligible until the next grade report or final grade is issued, at the discretion of the administration. These policies are for school-sponsored activities. The desire of ineligibility is to reduce the time spent in the preparation for competitions, performances and athletics so the affected student's time can be spent on his/her own studies.

Course Load Requirements for Academic, Athletic, and Fine Arts Competitions

To participate in elementary and secondary athletic and academic competitions, students must be registered for three classes on campus at the academy. Should Cornerstone Prep participate in leagues or associations that have stricter regulations on course load requirements, we will defer to their regulations. Cornerstone Prep will permit homeschool and/or part-time students (less than 3 enrolled classes) to participate on Cornerstone Prep athletic teams based on the following criteria:

- No cuts have been made of Cornerstone Prep students during try-out process for team
- Unable to field a team with qualified Cornerstone Prep students
- Homeschool or part-time students must:
    - Meet and sustain academic eligibility requirements (no pass/no play; submit scheduled grade checks)
    - Meet Cornerstone Prep's covenant community requirements of parents who are believers in Jesus Christ, agreement with the statement of faith, and active involvement in a local church which also upholds the Cornerstone Prep statement of faith (will be established through interview requirement with Head of School or designee, student faith testimony, and church reference form)
    - Held to same behavioral standards as Cornerstone Prep enrolled students
    - Pay required athletic fee prior to date of first practice
    - Head of School approval

Cornerstone Prep students are ineligible to play for another school in a sport that we offer. For a sport that Cornerstone Prep does not offer, a Cornerstone Prep student is allowed to play for another GAPPS school team, but must request an athletic release from administration.

A student cannot participate in any athletic contest as a professional under contract.

Academic / Behavioral Performance Standards

All secondary students, grades 7-12, must meet behavioral and academic performance standards, as determined by the School Board, for continued participation in all athletic teams and student life leadership roles. A student must have passed all previous semester courses and have maintained a minimum 2.0 GPA and not be on behavior probation to participate in all athletic teams and student life leadership roles in the next semester.

No Pass/No Play/No Participation

All students who enter the semester as *eligible f*all under the No Pass/No Play/No participation policy. To remain eligible, students must maintain a passing grade of 70 or above throughout the current semester in all courses taken. After the initial four weeks of each semester, grades are verified bi-weekly. Students who do not maintain the passing standard for all courses during the current semester will not be allowed to participate in extracurricular activities until their grade returns to passing as determined at the next scheduled bi-weekly report. Athletes or extracurricular participants on temporary extracurricular suspension are allowed to practice with the team or group, but are not allowed to dress out or play until their grades have improved to passing at the next bi-weekly point and the principal releases them from temporary suspension. If after two bi-weekly cycles the grades have not improved to passing, the student will be suspended from practice/participation as well. Athletes or students on temporary suspension will not be allowed early dismissal to travel with the team to away games.
Students dropping a course after receiving a failing grade (WF) will not be allowed to participate during the subsequent grading period (semester) for the first nine weeks.

No refunds, partial or otherwise, may be given to students temporarily barred from participation due to academic or disciplinary problems.

Should Cornerstone Prep participate in leagues or associations that have stricter regulations on academic performance standards, we will defer to their regulations.

Season Crossovers

An athlete may not begin practice with another sport until the current sport that they are participating in has completed their season. Example: A student who is participating in cross country may not begin practice with the basketball team until the cross country season is completed. This student will not be penalized in the next season's sport. Every effort will be made to schedule pre-season practices and try-outs to avoid conflicts with the in-season sport.

Beginning High School Classification

If qualified, students at Cornerstone Prep can take courses that earn high school credit while still in 7th and 8th grades. They can take these courses without being classified as a high school student, as long as they have an equal or greater number of 7th or 8th grade courses. However, there is a maximum of 18 semester hours that can be earned before their classification changes. Once a student begins his 19th semester hour (including transfer credit) the student is classified as a 9th grader. From that point, the student will only have four years of high school eligibility in both academic and athletic competitions. For this student, they must then carry three or more courses during grades 9th-12th to be eligible for all four years of high school.

Should Cornerstone Prep participate in leagues or associations that have stricter regulations on high school classification requirements, we will defer to their regulations.

Age Limitations

Students also face an age limitation that affects eligibility. Any student at the academy who turns 19 prior to May 1st preceding the school year of participation is not eligible to play varsity sports the following school year.

Kindergarten through 5th students at Cornerstone Prep are not allowed to play on GAPPS teams (or any competitive league the school is a part of) unless the league has created an elementary division for a particular sport.

Students in 6th grade are permitted to participate in GAPPS middle school athletic teams with approval of the Athletics Director, provided they are enrolled full time, meet and sustain academic eligibility, and meet and sustain Cornerstone Prep behavioral standards

Implementation of Ineligibility

Once the administration has reviewed grading and recording, all sponsors, directors, and coaches will be notified if a student has become ineligible. Each student and his parents will be notified, as well. The administration reserves the right to add to the list of affected school-sponsored activities other extra-curricular activities, if the time involved in such activities is deemed to be a possible detriment to a student's academic achievement and success.

Areas Affected by Eligibility

Clubs, Athletics, Student Leadership, and non-class Performance Groups: Ineligible students will be temporarily suspended from all after school games and performances until their next bi-weekly grade reports are distributed indicating that their grades have improved to a level permitting eligibility. Ineligible students may still attend games or performances, but only as a spectator and not as a participant.

A resource student is not permitted to be a member of the Beta Club.

School Absence

If a student is absent from school (half or more of student's daily classes), they are not allowed to participate in after school activities that day, unless a student has extenuating circumstances and specific permission of administration. Students who are absent due to illness on a Friday can participate in athletics or activities on Saturday if they've been fever free for 24 hours.

No Pay/No Play

If a student has not paid their athletic fees or turned in the required forms prior to the first day of practice, they will not be allowed to practice or play until those issues are resolved. See Financial Policies for more information.

Missed Practices/Competitions

A student will not be given academic athletic credit if more than 15% of practices/competitions are missed. A high school student will not letter in a sport if they miss more than 15% of practices/competitions. A variance to this requirement may be granted by the A.D. when that student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness) or due to conflicts with a credit-bearing academic class.

After School Extracurricular Events | Participants

Those students participating in an athletic event or extra-curricular activity which begins immediately after school, 3:45-4:30 p.m., are to report directly to the place designated by the coach/advisor. These students are the direct responsibility of the coach/advisor. Students in these activities are not to be in the hallway, lobby, den or anywhere in the school building without direct supervision of the coach/advisor.

If an athletic event or extracurricular activity begins later in the afternoon or evening, 4:30-7 p.m., participants are not to remain at school unless so directed by the coach/advisor and then only under the coach's/advisor's direct supervision.

Siblings of those students participating in athletics or extracurricular activities are not permitted to wait at school for their brothers or sisters.

Adherence to this policy is extremely important because there is no adult supervision provided by the school.

Parent Roles for Extracurriculars

Parent Coach

The role of the parent coach is to provide individual practice and instruction to the son or daughter at home. The head coach will organize the sport, direct team practices, and communicate to the parent coaches any information and directions concerning home practice.

Active Supporter

This role by the parent most often relates to high school athletics or fine arts. In competitive high school student activities, the required level of training and skill needed for the activity tends to go beyond the expertise of most parents. As a result, parents are instead asked to continue mentoring their children in character matters and to actively support their children through regular attendance at games, performances, and even practices. Parents are also encouraged to show their support through organizations like booster clubs, which play a vital role in the reality of high school student activity programs. Spectators and participants at athletic events are required to abide by the GAPPS code of conduct.

Practices

Athletes and parents should understand that Cornerstone Prep teams may have limited optional practices during school holiday breaks. All athletes are expected to be at these scheduled events, if possible. If an athlete or parent has any questions about a specific holiday, they need to check with their coach in advance. Games during school breaks are to be approved only as an exception or on an emergency basis.

Purpose of Athletics

It is the goal of the athletic department at Cornerstone Prep to follow the standards set by the mission statement of the school, "Partnering with parents to build within their children a firm foundation of academic excellence and Christian discipleship". The athletic department will succeed in developing our young people in Christian discipleship through participation in competitive sports only with the cooperation of the parents, students, coaches, and staff of the school.

The athletic department desires to use competitive sports as a tool to help our student-athletes glorify God with their lives as they represent Cornerstone Prep on the field of play. We desire to use the same "guiding principles" through sports that we follow as a school.

Our objectives:

1. To help Cornerstone Prep athletes use this setting as an opportunity to glorify God.
2. To help each athlete in nurturing and developing a closer relationship to Christ.
3. To encourage them in their academic development and achievements.
4. To assist them in developing character through competitive sports that will strengthen them in all areas of their life.
5. To help them improve as individuals and team members in their athletic abilities.
6. To use sports as an avenue to unify students, parents, and staff at Cornerstone Prep.

It is the desire and expectation of the athletic department to see that all teams at Cornerstone Prep function under similar rules and regulations. Each head coach will use their discretion in leading and directing their respective teams as they see fit. However, the coaching rules, as outlined in the Coaches Handbook, should be adhered to by all coaches and athletes in the Cornerstone Prep athletic program. The athletic director has ultimate oversight of the athletic program, including supervision of coaches and final authority in the interpretation and implementation of athletic program guidelines.

Cornerstone Prep looks at each student/athlete as a student first and an athlete second. There are eligibility standards that each athlete must meet in order to participate and remain eligible for participation. It is the goal of the Cornerstone Prep Athletic Department to function as an integral part of the total school program. Our student athletes are expected to represent the character qualities that are taught through our academic and athletic programs at Cornerstone Prep. They are to always display themselves in a Christ-like manner while representing the school through athletics.

All participants in the athletic program at Cornerstone Prep will be required to pay an athletic fee for each sport they play. This fee will be applied to the funds necessary to purchase equipment, uniforms, pay for game officials, provide transportation, provide stipends for the coaches, and other expenses that the athletic department may incur for each sport.

Try-Out/Selection

All athletes must have a complete physical examination from a medical doctor prior to participation in any athletic event (practice or game) at Cornerstone Prep. A physical exam must be done prior to each school year to be considered current for participation.

The Athletic Department will require that each athlete have the following information completed and signed by the parents prior to any participation: 1) parent consent for athletic participation, 2) permission to participate in athletic sponsored trips, 3) insurance information, 4) authorization waiver, 5) concussion form, and 6) physical examination information. Forms will be distributed by the head coach of each sport or can be obtained from the Athletic Director.

It is the desire of the Athletic Department to allow every student to participate in the sport(s) of their choice while at Cornerstone Prep. The process to determine the need for tryouts will be reviewed on a yearly basis. The need to conduct try-outs for a team will be based on the number of students who express an interest in playing a particular sport.

All students interested in playing a particular sport are encouraged to practice and participate in that sport prior to coming out for a team. Prior experience is not a requirement at this time, but is strongly suggested for each individual.

The coach for each team will determine the ability level of each team member and assess their chances of playing in competitive situations. Players may be kept on a team to gain experience through practice time and possible playing time, but there will be no guarantee given regarding the amount of playing time each player will get in game situations.

Individual ability level will be a determining factor in the selection of each team, but not the final factor in all situations. There are a certain number of team members needed to field a program and that will mean that some students will have the chance to be on a team even when playing experience and ability is lacking.

Only when the numbers are such that a try-out setting is needed for a team, will cuts be a part of the selection process. The maximum number of players will be kept on a team when possible.

Playing time is not guaranteed at any level of the athletic program. Middle School and JV teams will be considered developmental programs for the High School/Varsity teams. For this reason, coaches will be encouraged to get every player game experience as much as possible in every game. The amount of playing time will continue to be determined by the coach. Playing time will be determined by: ability level, practice participation, hustle in games and practices, and ability to contribute to team cohesiveness.

Playing time will not be the same when considering team sports and individual sports.

Elementary/Intramural Sports Teams will not have the same stipulations for playing time, as in the secondary school athletic program. Any activity that the school offers in an intramural setting will stress participation for all students involved.

Students are encouraged to participate in the programs offered and parents are urged to assist when possible.

CORNERSTONE PREP SUPPORT POLICIES

Admissions Procedures

1. Attend an Information Meeting: Parents are required to attend an on-campus Information Meeting about Cornerstone Prep. These meetings are held at scheduled times, and parents will receive their admission packet at this meeting.
2. Complete Student Application:After reviewing the school material and praying about their decision, if parents are interested in the academy, complete the online application & submit with $225 ($100 application fee and $120 placement testing fee) for each student. Priority is determined by the date and time in which the application is received. The application and testing fee is non-refundable unless a student is not accepted. A non-accepted student will have their application fee refunded, but not the testing fee. Copies of prior report cards are required with application. References provided will be contacted before a family interview is scheduled.
3. Placement Testing and Evaluation: Academic courses offered at Cornerstone Prep will require placement testing for students. This is done so that we can more appropriately place students in each course. Also, students entering into 11th or 12th grade need to submit a copy of their most recent research paper. Other tests might also be required later, such as foreign language testing. The decision about what placement tests are needed, due to the transcripts/testing results received with the application, is left to the discretion of the Admissions Committee.
4. Family Interview: School admission is a process that is handled by the Admissions Committee. The purpose of this meeting is to make certain that each family has had a personal opportunity to have all of their questions about Cornerstone Prep answered and to make certain that Cornerstone Prep is the appropriate school for their children. An individual on the Admissions Committee will call to arrange an interview.
5. Letter of Acceptance: Once the interview process has been completed, each student or family will receive a letter from the Admissions Committee. This letter will indicate the Admissions Committee decision. If accepted, there will be a registration packet that the family will use to indicate their intent to attend Cornerstone Prep.
6. Course Registration and High School Diploma Planning: The school's registrar will forward a registration packet to accepted students and be available to help with course registration questions. If a child is a high school student, then the school counselor will need to meet with the family to discuss various diploma options for graduation. High school grade report copies or transcripts are required at this meeting.

Current students at Cornerstone Prep will register for the next school year in late January and early February. (See Registration Policies & Priorities for more information). New students may not enter the academy mid-semester, and currently enrolled students may not enter a new class mid-semester. The last day for any student to enter a course is the last day of the first week of the semester. Cornerstone Prep is committed to flexible registration that allows students to advance by individual course rather than by complete grade level. Qualified elementary students may go up one grade level in specific subjects, provided they have met the class prerequisite or have qualified through placement testing. Elementary students who advance in math and who do not meet a 85 or higher test grade average and an 85th percentile or higher on

the annual standardized test *may* be required to return to the on-level math track in order to promote mastery of foundational mathematics. Elementary students who have advanced in math throughout elementary *may* qualify for PreAlgebra I in 6th grade and Pre-Algebra II in 7th grade. The earliest a middle school student may enter high school Algebra I is eighth grade. Qualified middle school students may go up one grade level in specific subjects, providing they have met the class prerequisite or have qualified through placement testing. Middle school students may not take elementary classes once they reach 7th/8th grade. High school students register for the classes recommended and approved by their academic advisor for their diploma plan, but may not register for middle school classes once they reach 9th grade.

Students entering kindergarten must be age 5 by September 1; students entering 1st grade must be 6 by September 1. Should the state legislature make a change to these dates, Cornerstone Prep will follow their decision. Students may not attend high school at Cornerstone Prep after the age of 19. Students entering kindergarten must be completely potty trained and able to handle his/her own bathroom needs.

Attendance & Enrollment Reporting / Full-time vs. Part-time

Students taking 6 periods (including English, Math, History, and Science, but not including lunch or study hall) are considered full-time and do NOT register with the state as homeschool students. (All graduating seniors and kindergarteners are considered full-time.) Cornerstone Prep will report full-time student enrollment to the appropriate county.

- Study Hall *does not* count towards a full load.
- Math Study Hall (offered Pre-Algebra through Algebra I) *does* count toward a full load, although it is not transcripted or graded.
- Participation in outside activities, including but not limited to non-Cornerstone Prep athletic teams or performing arts programs, *does not* count toward full time enrollment status and *does not* earn Cornerstone Prep credit.
- High school students intending to graduate are bound by the Cornerstone Prep graduation requirements listed in the section on Graduation Requirements.
- Cornerstone Prep's al a carte course option is designed for partnership with homeschool families using Cornerstone Prep as a resource and is not available for student dual enrolled outside of Cornerstone Prep (see dual enrollment policy).

Only those students taking less than a full load are required to file an Intent to Homeschool with the state superintendent and send in a yearly attendance form. Georgia Home-School law requires four and one-half hours of instruction on 180 days per year. This instruction must include reading, math, language arts, science and history. Cornerstone Prep is providing a portion of the instruction required. It is the parent's responsibility to submit the attendance report to the state superintendent, including the instructional days provided by Cornerstone Prep and those provided at home.

Audio-Visuals

It is our belief that the use of visual media in classes can enhance the learning process by adding a visual dimension to the academic experience, especially media of historical or literary nature. Out of respect for the different convictions parents have in what they choose to let their children watch, if there are times when teachers have the opportunity to utilize excerpts from certain videos which, although carrying a rating of PG, PG13 or R, powerfully bring the concepts presented in class to the student's awareness, we will follow these guidelines:

1. All visual media utilized in school courses will relate directly to the content being studied.
2. All visual media utilized in school courses will be viewed in its entirety in advance by the classroom teacher.
3. Approval by the principal or department head will be required prior to use of any video whose rating is higher than the audience to whom the video will be shown.

Prior written approval from parents will be obtained by the teacher for each student to watch, either in part or in whole, any video whose rating stipulates a higher age than the students to whom it will be shown. Students without parental approval will be excused from class during the showing of the media.

Carpool & Arrival/Dismissal/Late Pickup

School hours are 8:30 a.m.-3:45 p.m. The academic building opens each day at 8:15 a.m.. for students and closes at 4 p.m.

Students who arrive later in the day should plan to arrive within five to ten minutes of their first class.

If a parent desires to come into the building, they must check in with the welcome desk and receive a visitor's badge. Parents or visitors may not walk through the building without a visitor's badge and permission from the front office. If a parent needs to communicate with a teacher, we ask that they leave a note in the school office, and the office will communicate with the teacher. This is done so that students may have the supervision and attention they need from their teacher when they arrive in the morning and during the day as they are teaching.

Morning carpool: Parents may drop off their children at the curb closest to the education building prior to the crosswalk area. Otherwise, parents of non-drivers should park in a parking space and allow their student(s) to get out of the car and use the crosswalk to enter the building. (Elementary students should be escorted by parent across the crosswalk.) Parents should not stop in the middle of our parking lot travel lanes for students to exit the vehicle. This causes a backlog of traffic, delays the drop-off process, and creates a student safety hazard.

Because we are a UM school, students will be coming and going at various times throughout the day. For dismissal, elementary students must wait in the lobby to be dismissed, no matter what time of day they are leaving. Secondary students have an open campus so they are dismissed on their own.

Mid-day pick up should be within five minutes of the end of class. Parents are asked to wait in their car for their student rather than coming into the lobby. Should a parent need to pick up a child early (more than 15 minutes before the end of class), they may come inside and ask the front office to call their student to the front office for pick up.

Classes end at 3:45 p.m. Cornerstone Prep allows a 15-minute grace period after the end of school or the end of a student's class to allow for student pickup. A $15 Late Pick-Up Charge will be assessed to the parent's account for any part of the next 15 minute increment. Additional $15 charges will be assessed for any part of additional 15 minute increments the student is left at school.

Any one-time change of pick-up (your child going home with someone different) must be requested in writing. Please understand that these policies are for your student's safety!

Celebrations

Due to the limited classroom time at Cornerstone Prep, we ask that all parties be given outside of school. Parents are welcome to join their child for lunch in the Den during their scheduled lunch period. To help us maintain a safe environment for all students, especially those with food allergies, and because of our limited on-campus instructional days, we ask that any birthday treat brought by a parent be for their own child only. Please do not bring treats to share with other students, the class, or the grade level. Thank you for your understanding and cooperation in helping us keep our campus safe and focused on learning.

Parties held outside of school: Students may not pass out party invitations at school, unless they are inviting all of the girls and/or all of the boys in their class. Please do not post personal party pictures on Cornerstone Prep's social media or grade level pages. These pages are reserved for school related events.

Group Christmas and year-end grade level parties may be hosted on campus on the date, time, and campus space assigned by the elementary principal.

Chapel

The spiritual goal for Cornerstone Prep graduates is that they graduate with a biblical worldview. Chapel is one avenue we use to teach, engage and reinforce this goal. Cornerstone Prep chapels emphasize active, age appropriate student participation in all areas to promote ownership and to model the diverse gifts in the body of Christ, emphasizing those elements of Christian faith which unify, rather than divide. Chapel will emphasize putting faith into action in the "real world" to promote being in the world but not of it with firm roots in the scripture.

SCRIPTURAL PURPOSE OF CHAPEL:

1. *To provide opportunities for corporate and individual age appropriate praise and worship of God through a variety of creative expressions. (Psalm 150)*
2. *To provide opportunities to learn about Christianity and the importance of having a personal relationship with Jesus Christ, as well as the importance of spiritual growth. (Acts 8:26-40)*
3. *To provide opportunities for both intellectual challenge and emotional response. (Matthew 22:37-38)*
4. *To provide opportunities for applying biblical principles within and outside our school community. (James 2:14-26)*

Chapels are regularly scheduled for Cornerstone Prep students. Elementary students will wear the chapel shirt given at the beginning of the school year. Chapels are noted on the student life calendar.

Elementary students have chapel twice a month on Thursdays. Chapel schedule is on the Elementary Events and Student Life calendar.

Secondary students follow a modified schedule every Friday with a rotation of large group chapel, small groups, and IMPACT group meetings in high school. See the Secondary Events and Student Life calendar for this modified schedule.

Students who are on campus for the class before and/or after chapel are required to attend chapel. Parents are always welcome!

Communication

Communication between the school and home is vital to Cornerstone Prep. Because we function in something of a team-teaching situation with parents, communication is foundational to the student's educational success. School personnel will communicate directly with the parents on most school matters. (Also see Grievance Policies).

Classroom to Home

The lesson plan is the most frequent and important method of communication. In elementary, grades K-4, lesson plans will be available through a Google Document and grades 5-6 on Google Classroom by Thursday midnight. In secondary, lesson plans will be available on Google Classroom by Friday midnight. Lesson plans give information about course activities and homework, materials needed, and parent responsibilities for the upcoming week. Other written communication for lower elementary, grades K-4, will be sent home in a COMMUNICATION FOLDER that will go back and forth between school and home.

The syllabus is another vital communication tool handed out at the beginning of the semester or year.

Grades are always available to parents via Family Portal . Grades will be posted in the system by Thursday for the work completed the previous week.

Home to Classroom

Parents should encourage their student to talk with teachers about academic coursework. Parents should correspond with teachers about course content and student performance, especially to clarify situations in which the student is having difficulty. Each teacher will, in the course syllabus, let the parent know what method of communication is preferred (note, phone, email, etc.) and the limits on times they are available on their off days.

School to Home

School-wide communication from school to home will be done every week, sent via the K-4 elementary Communication Folder, email, Family Portal, ParentAlerts, the school blog, *The Chronicle,* social media, and our website. The majority of information for Cornerstone Prep families is found on the private portal side of the website, which requires families to log in. This is to maintain a secure and safe environment for our students and staff. *The Chronicle* is the official weekly publication from the school administration, and it is vital that each family read this communication regularly.

ParentAlert allows administrators, staff or coaches to send alerts as needed for any incident ranging from in-school emergencies to school closings, bus delays, important deadlines, reminders, cancellations or schedule changes via text messages.

Home to School

The administration of Cornerstone Prep desires to have an "open-door" policy. If you have concerns that you feel need to be addressed, please feel free to stop by and speak with someone on the administrative staff. If the concern relates to the classroom, please speak to the teacher first. It would be helpful to call ahead, if possible, to make an appointment. Email communication is always available as well.

If you have a concern about Cornerstone Prep, please speak directly with the person involved in the solution (Matthew 18). Please do not discuss your concern with others who are not involved in the solution. Following this scriptural process will maintain a Godly atmosphere of harmony, honoring Christ.

High School Teacher to Student

Secondary students have the option of having their personal cell phone attached to their parents. This allows students to receive Parent Alerts from the school should the parent not be available. Parents are copied on all teacher initiated correspondence.

Counseling

Cornerstone Prep employs a school counselor who provides counseling services which conform to the American School Counselor Association (ASCA) Code of Ethics. All school personnel must abide by legal "mandatory report" laws.

Dances

1. Dances will be limited to secondary students. Middle school and high school dances will be separate. Themes and attire will be appropriate to the age of the students, with less formal, more casual events for middle schoolers.
2. Music will not be limited to Christian music, but all lyrics and themes must be wholesome and honoring to God. Music played "in-house" must be selected from the pre-approved Cornerstone Prep playlist. **Outside DJ's for secondary dances are provided with the school's music policy but may include songs that are not approved on our internal approved playlist.*
3. School policy will be a "no-date" philosophy, meaning students do not attend as couples or dates, but attend individually. This is done to create an atmosphere where all students feel comfortable attending and mixing and don't feel the need to have a date. Juniors and Seniors may have guests of the opposite biological gender from within the school or from the outside. Guests must be 9th grade through college freshmen only. All non-Cornerstone Prep guests require pre-approval through submission of the dance guest form by the published deadline. Dance guests must arrive and depart the dance together and dance guests are held to the same attire guidelines as Cornerstone Prep students.
4. Students must arrive within thirty minutes of the dance's start time in order to be admitted. All students will remain at the dance until the published end time. If a student must leave the dance before it is over, a parent must speak with a school administrator in advance to make that arrangement. If a student needs to leave the dance early due to illness or a personal emergency, a parent will be called before the student leaves campus. Students will not be readmitted to the dance if they leave early.
5. Only Cornerstone Prep students will be in attendance, with the exceptions noted in #3 above.
6. High School dances: Girls' Dress for school events must be modest in length, style, and neckline. Please remember, when you are dancing, dresses may shift, causing an "uncomfortable" or "embarrassing" moment. Girls should utilize the established pre-approval process.
    - Dress length (or slits) may be up to 3" above the top of the knee
    - Neckline in front shall be modest with no cleavage showing
    - Back of dresses may be open to mid-back; there should be at least 3" solid fabric above the natural waist line
    - Dresses may be strapless
    - No bare midriffs or side/front cut outs (or sheer inserts)
    - In keeping with our modesty policy that dance attire must maintain modesty, sheer material should match the color of the dress for the purpose of providing additional coverage, such as filling in cut-outs, covering cleavage, or adding length to the hem. Flesh-colored sheer material should not be used to enhance the illusion of exposed skin that exceeds our dress code

standards. While dressy pants and pant suits are acceptable attire for homecoming (not prom), they must meet a feminine standard. Girls can not wear male attire.

7. High School dances: Boys are asked to honor the occasion and recognize that high school dances are typically "dressy" events for the young ladies. Boys' attire must meet a masculine standard. Boys can not wear female attire.
    - Homecoming: Boys' attire should be at minimum dress slacks, oxford-style button front shirt and tie
    - Prom: Suit or tuxedo, with tie, are required for prom
8. Middle School dances will be "themed" casual events. The theme will be advertised well in advance in order to permit students to make appropriate attire choices. Student attire must be appropriate for their birth gender.
9. Hair color for both boys and girls should comply with standard school policies - no temporary or permanent unnatural hair colors.

Administrators at the event retain the authority to ask that students in non-compliant attire call a parent to bring appropriate compliant attire, leave the event, or wear school-provided clothing items that meet compliance.

Driving/Parking

Students driving to school must pay a parking fee to receive a numbered parking decal, available in the office. Students will park in their numbered slot in the student parking lot. Student unauthorized parking will result in a $50 fine (each time) on the Family Portal account.

Student parking will be $50 per year. Priority is given to juniors and seniors who submit applications by the published deadline. Sophomores may apply for a parking spot, depending on availability.

Only seniors have permission to leave campus during their lunch period and must sign-out and in at the front office. It is the parent's responsibility to inform their student who they are or are not allowed to ride with when leaving campus during lunch. The school is not able to monitor who students ride with and is not liable for incidents that occur when students are off campus.

Students are not to use vehicles to leave campus unexcused.

The one-way campus directional traffic flow should be observed. All vehicles entering campus should make an immediate right turn.

Students shall use caution at all times entering, exiting, and while in the parking lot. Campus speed limit shall not exceed 10 mph.

Student driving is a privilege, not a right. Campus driving and parking privileges may be suspended or revoked for violations of rules and regulations or for disciplinary actions deemed appropriate by the administration.

Students are to be inside the school buildings during school hours; no loitering in the parking lot or cars during school hours.

There will be no bikes, skateboards, etc. in the parking lot.

Field Trips

Parent Sponsored Field Trips

Field trips are a wonderful way to educate and socialize children. However, due to limited classroom time at Cornerstone Prep, these will not normally be a scheduled part of our program. If field trips are desired, parental planning, and involvement will be necessary. For those interested, we encourage a parent to meet with teachers throughout the year to plan outings on days at home that would enhance the student's planned curriculum.

School Sponsored Field Trips

A distinction exists between school sponsored field trips and parent sponsored field trips. The school cannot be held responsible for any field trips that do not involve school personnel or for trips organized and led by the parents.

1) All school sponsored field trips must be organized by school staff and approved by the administration.
2) Chaperones for school field trips are Cornerstone Prep staff when possible.
3) If parent chaperones or drivers are needed, the parent must sign a background consent form, and give a copy of their driver's license and up-to-date auto insurance card to be kept on file in the front office.
4) A minimum of two adult chaperones are required for any trip. The ratio for a large group will be one to ten.
5) Students must be supervised by chaperones at all times.
6) Student Emergency Medical Forms must be accessible to the field trip coordinator at all times.
7) Necessary student medications must be controlled and dispensed by a chaperone.
8) Students must follow the school's Student Code of Conduct at all times.
9) Seat belts, when available, shall be used.

Financial Policies

1. An Application($100) and Placement Testing Fee ($120) will be charged for each student. Applications and fees will be accepted throughout the year. Refund Policy: The Application Fee is a refundable fee if a student is not accepted to Cornerstone Prep. The Placement Testing Fee ($120) is nonrefundable.
2. Registration + Activity Fee will be charged when an accepted student registers for classes. Registration fee and Activity fee is due by midnight of the announced deadline in February. New student and Late Registration Fee is due after the two week registration opportunity. The Activity Fee covers clubs, social activities, retreats, yearbook, and chapels, t-shirts, insurance and competitions, school pictures, technology safeguards, as well as student entrance to all home games. Refund Policy: These are nonrefundable fees.
3. Tuition and Material/Textbook/Lab Fees are billed in advance for the upcoming school year and the first payment is due by midnight May 1. Tuition is set by the semester hour. Material fees are charged to cover non-textbook course related resources. An additional textbook fee is charged for classes for which Cornerstone Prep provides the textbook. Study Hall (maximum two per day) is one-half of regular tuition per hour.
    - Three payment plan options are available:
        i. Single Payment: Full tuition balance is due May 1
        ii. Two Equal Payments: Payments due May 1 and October 1
        iii. Ten Equal Payments: Payments due on the first day of each month, May through February
    - A FACTS payment plan fee is assessed for the elected payment plan. The payment plan fee ranges from $20 for single or two payment to $50 for the 10-equal payment plan. The family payment plan is selected at the time of registration and remains in effect through subsequent re-enrollments unless a change request is submitted to the registrar/billing office. All school-related charges are posted through FACTS which requires that a parent login remain active at all times.
    - Refund Policy: The full financial obligation for registered classes takes place when the signed registration form is turned into the office/registrar. Dropping a class or withdrawing from Cornerstone Prep does not alter that financial obligation, nor do discretionary changes in policies, procedures, athletics or curriculum by Cornerstone Prep. Schedule changes do not alter the class charges billed upon registration unless additional fees are incurred for new classes. If a student drops a class but adds a new class with an equal number of tuition-billable hours, the original tuition obligation entered into upon registration may be transferred to the new class. However, if the new class tuition rate is less than the original tuition obligation, the higher rate remains in effect. Tuition funds may not be transferred from student to student.
    - Tuition is billed for the year (both semesters) but a family may withdraw from the school for fall semester by notifying the registrar *in writing* by midnight April 1, or withdraw from the school for the spring semester by notifying the registrar *in writing* by midnight October 1 that they will not be returning for the upcoming semester and they will be released from the tuition obligation.
    - Material fees for core, Bible and foreign language classes are not refundable after May 1, due to the school pre-purchasing textbooks and supplies.
    - Unused tuition may be refunded if a family experiences death in their immediate family, loss of work, job transfer out of the area, a student or parent extended illness, or for any course canceled by Cornerstone Prep.
    - Tuition is not refunded for courses failed by the student.
4. Sports & Extracurricular Fees are paid prior to the start of the season along with required paperwork. All policies regarding tuition apply. No refunds, partial or otherwise, may be given to students temporarily barred from participation in athletic or other extracurricular activities due to academic or disciplinary problems. Secondary sports fees are $400-$600 and off season training or intramurals are $200 with a -$50 early bird discount.
5. Textbooks & Uniforms are purchased by parents (see Uniform Code and Textbooks for more information). The updated textbook list is made available on the parent portal of the website by May 1.
6. Special Fees will be charged for Schedule Changes ($25), Standardized Testing ($50), Late Pick-Up Fee ($15+), Dual Enrollment Fee ($175), PSAT ($50), AP coursework ($125), CVA Fee ($50), Senior/Graduation Fee ($300), IMPACT fees ($300-$3,000), and Student Parking Permit ($25 per semester).
7. All Fees are non-transferable from student to student.
8. Any requests for refunds should be made in writing to the Cornerstone Prep board for consideration.
9. A $25 fee will be charged for late payments (after midnight of the 10th), NSF returned checks, and monthly for any outstanding tuition remaining after the final payment is due. Late fees and NSF fees are automatically assessed through the FACTS financial platform and are not at the discretion of the school.
10. If a tuition account becomes two months delinquent, Cornerstone Prep reserves the right to withdraw the student from the academy, or deny registration for the following semester and to withhold the student's grades, transcripts or diploma until the Family Tuition Account is current or paid in full. Seniors whose Family Tuition Account is not paid in full prior to graduation will not be allowed to participate in graduation ceremonies, nor will they receive their diploma, until the Family Tuition Account is paid in full.

Fire Drills / Crisis Action Plan

Cornerstone Prep will hold periodic fire drills in accordance with the requirements of the Cobb County Fire Marshal office. At least one practice tornado drill and one intruder drill will be held during the year for both. A Crisis Action Plan is in place, and staff is trained yearly about best practice crises response procedures.

Food & Drink

No food or drink is allowed in the building past the foyer than lunch boxes and bottled water. Students may have water in the classroom as long as it is in a non-glass spill-proof water bottle. Please do not send in glass water bottles. If a student brings a liquid other than water in their non-spillable water bottle, the container will be taken to the front office until the end of the day. If continued violations occur, the student may lose the opportunity to bring a water bottle to class. Non-water drinks brought for a student's lunch must remain in a student's lunch bag or backpack until the scheduled lunch time. On elementary days, Cornerstone Prep is a nut-free environment.

Financial Aid

Cornerstone Prep offers need-based tuition assistance for eligible families. Awards are determined through a confidential review of each family's financial circumstances and available program funding. The financial aid application can be found on the school's website.

Georgia Goal

The Georgia Private School Tax Credit law allows eligible private citizens and organizations to receive tax credits for donations to Student Scholarship Organizations (SSO) which provide student scholarships to parents of eligible children who attend private schools.

There are certain scholarship recipient qualifications required by state law which the SSO uses in the approval process. Approval is done for individual students.

Fundraising

Cornerstone Prep operates on a cost-basis and therefore has a policy of charging tuition and fees that, as well as can be predicted, adequately cover the cost of running the business of the academy. Therefore, no school-wide fundraising will be done to cover day-to-day budget needs.

One annual Cornerstone Capital Campaign Event or Annual Giving Fund will be held with all monies being designated to special board-approved initiatives or our future campus growth.

Occasional student organization fundraising may be allowed for a special event or project. Any fundraising of this type must be approved by the fundraising coordinator or head of school prior to it being announced or begun. Any fundraising of this type must provide a usable service or product to the students or families of the academy or be designed to provide a service to the community.

At no time is the Cornerstone Prep email/address list to be used for any type of solicitation of any kind by parents or students.

A "gift" policy is in place that addresses those gifts for which "naming" opportunities are allowed.

Donation Acknowledgement

As a tax-exempt 501(c)3 charitable organization, donations are tax deductible consistent with IRS Section 170. Donor acknowledgement letters are issued in January for the previous calendar year. Generally, a contribution to a charity is an irrevocable transfer.

Tuition Benevolence Fund

An undesignated gift to the tuition benevolence fund can help make it possible for a current Cornerstone Prep student to continue enrollment in the school during a season of family financial distress. The tuition benevolence fund is managed by the Head of School for the purpose of assisting families in which a verified serious or terminal medical condition makes tuition payments for the current school year an impossibility.

- Disbursement of tuition benevolence funds for the current school year are at the discretion of the Head of School. There is no long term, multi-year assistance commitment.
- Tuition benevolence funds take the form of tuition credit applied to the family finance account and may not exceed the balance of available funds in the tuition benevolence fund.
- The donation must be undesignated (the donor does not determine the student to whom the tuition assistance is awarded).
- Immediate family members or relatives making tuition payments for a specified student may not make such payments through the benevolence fund nor receive a tax deduction for such standard tuition payments.

Grievance Policies and Guidelines

It is important that institutions that purport to be Christian in their mission and relationships actually demonstrate fidelity to Christian principles. Cornerstone Prep has established biblical guidelines for the resolution of disputes and grievances within the academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Cornerstone Prep's operations, between any two parties connected in a direct way to the academy. This includes students, parents, staff, volunteers, administration, and board.

Students/Parents to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful, Christ-honoring demeanor is required at all times, by all parties involved.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator or principal/director. If the student brings the concern, he/she must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal to the administrator. If there is no resolution, they should make an appeal in writing to the Cornerstone Prep board.

Parents to Administration:

1. If the parents have a grievance or dispute about the general operation of the school (apart from the operation of the classroom), they should bring their concern to the appropriate person. A respectful, Christ-honoring demeanor is required at all times, by all parties involved.
2. If the situation is not resolved, they should present their concerns to the administrator.
3. If there is still no resolution, they should make an appeal in writing to the Cornerstone Prep board.

Staff to Administration:

1. All concerns about the standards of the school must first be presented to the appropriate person. A respectful, Christ-honoring demeanor is required at all times, by all parties involved.
2. If the situation is not resolved, they should present their concerns to the administrator.
3. If there is still no resolution, they should make an appeal in writing to the Cornerstone Prep board.

Parent to Parent:

There are times that concerns arise, such as (but not limited to) off-campus parties, activities, social media, and group texting communications between students, that are best handled family to family rather than through the school. These are training and character building opportunities for parents and their children. If, however, the specific situation relates to or begins to impact the school learning environment or is in direct violation of school behavior policies, parents should notify an administrator to initiate the school grievance protocol.

Hours of Operation

The school office opens at 8 a.m., 30 minutes before the start of school, and closes at 4:15 p.m., 30 minutes after the end of the school day. Secondary students attend M-W-F, with possible T-Th classes/labs. Elementary students attend T-TH.
Classroom hours are from 8:30 a.m. to 3:45 p.m. Students may enter the building 15 minutes before 1st period and should leave campus within 15 minutes after 8th period.

During the summer, the school office is open most Wednesdays from 10 a.m. - 2 p.m. in June and 9 a.m. - 3 p.m. most Wednesdays and Thursdays in July. Please check the school calendar for the office hour schedule.

Illness/Emergency Medical Information

A student must have on file a completed/ updated Emergency Medical Information Form and Immunization Form before being allowed to begin classes at Cornerstone Prep.

Students will be sent home if they become ill during the school day. If parents cannot be contacted, the emergency contact on the Medical History/Release Form will be used. If it is a life threatening emergency, 911 will be called.

If a student has had a fever of 99.4 or more and/or experienced vomiting or diarrhea within the previous 24 hours, they should not attend school. Students should be fever free for 24 hours to return to school.

Any type of communicable disease or illness must receive proper care to make sure the condition is completely treated before the student returns to school. Upon diagnosis of the following diseases, a child must have written consent from either a physician or the Health Department to be readmitted to school: Chicken pox, measles, mumps, pneumonia, meningitis, whooping cough, pinworms, scabies, ringworm, impetigo, head lice, fifth disease, and others.

Students experiencing seasonal allergies should remain out of school until all symptoms are under control.

All staff receive instruction in the handling/management of bloodborne pathogens, CPR, and basic first aid.

Insurance

Student insurance will be provided by Cornerstone Prep to cover students while in attendance in class or at school sponsored activities. This insurance is “secondary” insurance, providing coverage where the family “primary” coverage leaves off. Student insurance claims have a deadline from the time of injury.

Legal Proceedings and Parental Financial Responsibility

Parents hereby agree that in the event of court proceedings involving divorce or legal separation, and any subpoena in furtherance of those proceedings, parents shall pay for and satisfy any and all expenses and costs related to those proceedings incurred by Cornerstone Prep including attorney's fees.

Lockers

Grade 1- 12 students will be assigned an open locker for their use on their school days. Students may not switch lockers without permission of their principal. These lockers are shared between secondary (M-W-F) and elementary (T-TH). These lockers are to be emptied at the end of each school day. Should repeated instances of trash being left in a locker occur, that student will be required to stay 30 minutes after school to help with hallway/locker cleanup. Kindergarten students will use the hooks in their classroom.

Lost & Found

A lost and found basket will be kept in the Den. At the end of each month, all unclaimed items will be given to charity. Donation dates are on the school calendar and in the chronicle.To help limit the number of lost items, all items from home should be properly labeled.

Lunch

Students need to bring their lunch and drink each day. Elementary fast food lunches are available on chapel days. Secondary Fast Food Friday is available each week. These lunch options must be pre-ordered and paid for one month in advance through FACTS. Students cannot purchase lunches on an "as needed" basis.

Seniors only have the privilege of leaving campus for lunch. Those seniors who drive their own vehicle to school are permitted to leave for lunch. The student leaving must sign out and in at the office and return in a timely manner. Students should only enter and exit the education building through the main front doors. Violations will result in a revocation of this privilege.

If a student is absent on the Thursday or Friday they've ordered, their lunch is available for pickup at the usual lunch time, but we ask that you call the school office by 10 a.m. to let the school know that the lunch will be picked up.

A check will be written after the end of each semester for any student lunch orders that fell on dates that were unscheduled school-determined closings or mandatory student quarantines. Regular absences and orders placed by mistake do not qualify for a lunch refund.

On elementary days, Cornerstone Prep is a nut-free environment.

Medication

Parents are encouraged to administer any necessary prescription medication at home when possible. Medication, however, may be administered to students on campus when:

1. A student must take medication at school, and the parents submit a signed request to administer, with specific times the medication is to be given. This request will be given to the school office, along with the doctor-prescribed medicine in a labeled container showing the student's name, medication and dosage. All prescribed medications, with the exception of asthma inhalers and epipens, are to remain in the school's medicine cabinet or refrigerator. It is the student's responsibility to report to the office at the appropriate time. A record will be kept in the school office of any medication administered.
2. The student requests in the main office a dosage of Tylenol or Advil. However, Tylenol or Advil may only be administered to students whose parents have signed the Tylenol/Advil Permission section of the Medical History/Release Form that is included in the student's file in the main office. A record will be kept in the office of the date and amount given and the parent will be notified.
3. Epipens and asthma inhalers should be kept on the student at all times including classroom, lunch, recess, etc.

NOTE: If it is a life threatening emergency, 911 will be called.

Music

At any Cornerstone function, a mix of Christian and secular music may be used. However, lyrics for any secular music must be screened by administration and added to the Cornerstone approved playlist. It is the policy to not play "cleaned up" or "instrumental" versions of inappropriate music. The athletic director is responsible for all music played at athletic events. Inappropriate music is defined as lyrics having anything to do with drugs, drinking, sexual behavior, cursing, vulgar slang, or demeaning of any group of people. **Outside DJ's for secondary dances are provided with the school's music policy but may include songs that are not approved on our internal approved playlist.*

Open Campus /Secondary

Because of its university class-scheduling format, Cornerstone Prep students enter and leave our campus at different times of day, depending upon their individual course schedule. Many of Cornerstone Prep's secondary students will be responsible for their own transportation to and from the campus. This means that Cornerstone Prep's secondary (but not elementary) school operates under an open campus policy, defined as follows:

1. Secondary students are not required to check in or out when arriving or leaving the Cornerstone Prep campus for their classes on regularly scheduled secondary school days. Exception: Early Dismissal Sign-Out (see #4 below) Upon arrival on campus, secondary students may not leave the school buildings until the end of their last class, with the exception of seniors (see #8 below).

2. For security purposes, students are not permitted to go to their cars or loiter in the parking lot during the school day. Only seniors who have signed out for lunch may go to the parking lot to access their vehicle and leave campus.
3. Secondary student attendance records will be kept for all courses and study halls.. (Please refer to our Definition of Credits & Minimum Per Credit Attendance Requirement and Attendance Requirements.)
4. Students are to be under supervision by being physically present in the class, study hall or lunch for which they are registered whenever they are on campus. Being present on campus, but not in the class or study hall or lunch for which a student is registered, or present on campus at a time when the student does not have a scheduled class or study hall may result in disciplinary action.
5. If a student is leaving early, they or their parent must sign out using the Early Dismissal form.
   If a student driver needs an early dismissal to leave campus for a parent-approved situation, such as a doctor appointment or illness during the day, the parent must contact the front office with approval for each situation. (This policy does not give students other than seniors permission to leave campus for lunch.)
6. No student will be allowed to walk off campus, unless the student lives next to the school and has written permission from the parents to walk home.
7. It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class or study hall in session before that class has been dismissed. Therefore, unless prior arrangements have been made or permission is granted by the teacher, leaving a class early will be considered a breach of good conduct and treated as a discipline issue.
8. Students who drive to school are to park in their assigned student parking spot with the decal visible, using caution in the parking lot.
9. Students are to be inside the school buildings during school hours; no loitering in the parking lot or cars during school hours.
10. Seniors are the only students with the privilege of leaving campus for lunch. Seniors MUST sign OUT and IN when leaving campus for lunch. Students should enter and exit the education building only through the main front doors. It is the parent's responsibility to inform their student who they are or are not allowed to ride with when leaving campus for lunch. The school is not able to monitor who students ride with and is not liable for incidents that occur when students are off campus.
11. See Visitor policy for guidelines related to non-student visitors on campus.

Parental Code of Conduct

Just as students at Cornerstone Prep are held accountable for their words and actions, so too are the parents of those students – particularly regarding communication between home and school and activity on Cornerstone Prep grade level social media outlets. Parents should model humility, gentleness, and spiritual maturity to their students by treating the Cornerstone Prep staff and faculty with respect, both publicly and privately. If a parent acts or speaks in an unkind or disrespectful manner to any faculty or staff member, the matter will be taken up by the administration, who according to biblical instruction will give the offending party an opportunity to repent and ask forgiveness of the offended party. This is to encourage grace and unity. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from the academy, or barred from admission the following semester. In severe cases of slander or disrespect, a recommendation can be made to the Cornerstone Prep board for immediate expulsion of the student whose parents are unwilling to walk in a biblical manner in their relationship with Cornerstone Prep faculty and staff members. This Parental Code of Conduct also applies to Cornerstone Prep sponsored events, including athletic events. Specific policies for athlete and parent behavior are given and signed by parents at the start of each season.

At no time is the Cornerstone Prep email/address list to be used for any type of solicitation of any kind by parents or students.

Parent Honor Code

At Cornerstone Prep, our curriculum is twofold. We have our books and materials, and we also have our "living curriculum", the Christian character modeled by our teachers, staff, and parents. We purpose to handle our curriculum in a way that is upright and faithful to the intent of our published curriculum and the Lord.

At times, due to our unique model, it can be a challenge because parents may have access to teachers' editions, some with copies of tests in them, to aid in the instruction of children at home. We ask parents to use the teacher's editions in an upright and faithful manner, using these to support the teaching of a particular subject area. Children should not be allowed access to these editions to check their own work, nor to view the answer keys. Tests should not be administered at home prior to the test being administered in the classroom. Parents may look at the tests for a general study guide, but these should not be used to coach a child to memorize the answers for specific test questions. Abiding by these guidelines will avoid academic penalties for students and help us remain faithful to the integrity of all aspects of our curriculum.

Parent+Teacher Fellowship

The mission of the Cornerstone Prep Parent+Teacher Fellowship (PTF) is to glorify Jesus through meaningful support of our Cornerstone Prep staff, teachers, and families by providing important information, school promotion and connection opportunities.

To achieve our mission, we have the following goals:

- Unify and strengthen the relationship and efforts of parents and teachers to provide the highest level of spiritual and academic education. (Psalm 19:8, 10-11, Ephesians 6:4)
- Encourage and nurture one another in Christ, using the gifts God has given each of us, especially through the ministry of prayer. (1 Peter 4:10, Philippians 4:6)
- Guide our students in their development as Christ followers and provide ample opportunities for Christian fellowship. (Jeremiah 29:11, Hebrews 10:24-25)

Recess

A full period each school day is scheduled for lunch and recess. Recess will be on the playground/playfield or in the gym.

Registration Policies and Priorities

Current Students

Registration priority is given to current students for the upcoming school year until midnight of the published February deadline for registration. The requirements for registration of current students is: completed registration forms and fees and the current year tuition account paid in full by the published deadline. The order of classes on a student's schedule is based upon priority of when the registration form was received, class capacity, and course requirements for graduation. Order of classes on a student's final schedule are not guaranteed.

Current students who do not meet the above criteria will forfeit their priority spot for the upcoming school year. Upon receipt of registration forms after the published deadline, current students must pay the late registration fee and have their current year tuition paid in full. The current student will then be placed in the new applicant pool, if space remains available.

New Applicants

Admission decisions are made in waves from a pool of applicants. All applications received through midnight January 15 will be placed in the first wave. The second wave of applications is through midnight February 10. The third wave is midnight April 15, and the fourth and final wave is mid-June as advertised. Waves will be closed as space is filled. November 30 is the application deadline for second semester admission.

Once accepted, registration for specific classes must be completed, including payment of applicable fees, by the deadline dates given in the registration packet or acceptance letter. If registration is not received during that time, the applicant loses his priority, he is added to the general applicant pool and his registration for classes is processed after those who met the deadline, if space remains available. The order of classes on a student's schedule is based upon priority of when the registration form was received, class capacity, and course requirements for graduation. Order of classes on a student's final schedule are not guaranteed.

Scholarships

Students who are eligible may elect to participate in the Georgia Special Needs Scholarship Program or the Georgia Promise Scholarship as described below.

Georgia Special Needs Scholarship

The Georgia Special Needs Scholarship is available to qualifying students transferring into Cornerstone Prep from a public school or another private school serviced by the scholarship. These students must have an active IEP from the public school previously attended and have been accepted into the program through the Georgia Department of Education. Cornerstone Prep serves only as a conduit for these state funds.

Cornerstone Prep is not required to provide IEP or special education services to GSNS students. Georgia Department of Education guidelines indicate that a GSNS student can transfer to another private school or return to a public school at any point during the school year. If returning to a public school, the parent/guardian forfeits the scholarship and the student's eligibility for the GSNS program ends for that school year. Leaving a private school does not release a parent/guardian from an obligation to pay tuition and/or fees owed to a private school. Upon withdrawal from Cornerstone Prep, the student is removed from the academy's GSNS roster.

Upon receipt of the quarterly GSNS checks, parents will have 30 days to endorse the check over to the school. Scholarship checks must remain on school property and cannot be mailed to parents for signature. Checks not endorsed during the 30-day period will be returned to the state and the parent will then be responsible for related tuition payments on the student's account. GSNS funds cover only the categories defined by state guidelines. Parents are responsible for all additional fees incurred through the enrollment of their student at Cornerstone Prep.

The Georgia Special Needs Scholarship requires full time enrollment (see "attendance and enrollment reporting).

Georgia Promise Scholarship

Signed into law in 2024, through Senate Bill 233, the Georgia Promise Scholarship Program is aimed to empower families to pursue exceptional educational programs through nonpublic schooling, including private school and home study. Should eligible families choose to leave public school (or forgo attending as a new kindergartener) to participate, the Georgia Promise Scholarship will allow families to use funds for private school tuition and fees, required textbooks, tutoring services, curriculum, physician/therapist services, transportation services, and other approved expenses.

Sign-Out for Early Dismissal

Students who leave school early (before the end of their regularly scheduled classes) must sign out in the office so that the staff will know that the student is no longer on campus. Failure to sign the early dismissal form may result in disciplinary action. If the student returns to school, they are to sign back in so that staff will be aware that the student is back on campus.

Study Hall

Study Hall is available during most periods of the day for students remaining on campus but not enrolled in a class. Students may not register for more than two periods on the same day. The fee for study hall is a reduced charge from normal tuition charges. Students are required to bring study materials to class. Emergency drop-in attendance is allowed only with permission from the front office and adequate space, and does incur a $15 per period charge.

Math study hall is available during specific periods of the day for students enrolled in Pre-Algebra I through Algebra I. No drop-in attendance is allowed for math study hall.

Testing at School/Home

Cornerstone Prep teachers will communicate testing schedules to the parent through the lesson plan and established classroom communication format. There may be times when elementary parent co-teachers will be asked to administer a test at home so that classroom time is optimized. The following guidelines should be followed when tests are administered at home:

- The test sent home must be administered by the off-campus/at-home teacher who is available to answer questions without crossing the boundary of giving the answer.
- The student should sit in a visible location with no “helps” unless approved by the class teacher.
- The student should complete the test in one sitting as they would in class.
- The parent sets an appropriate time limit for the test if none is designated by the class teacher.
- Once completed, the parent should review the test for completion, staple and sign on the seal indicating verification of proper home test procedure.
- The test should be placed back in the Communication Folder to return to school.

Graded tests will be returned to the student to be placed in their binder.
Secondary students are limited to a maximum of four quizzes/tests per day. All secondary tests are administered on campus.

Testing Policies

Secondary students may have up to four tests and quizzes a day. Regularly scheduled quizzes, such as vocabulary quizzes, that are weighted differently than “tests” and are given on a routine predictable schedule may be administered in addition to the daily maximum number of tests.Tests are not scheduled on the first day of school after a break.

Elementary students may have up to three tests a day. (Exception: Tests may be administered in all four core subjects on the Thursday before a school break.) Regularly scheduled quizzes, such as weekly vocabulary quizzes, are weighted differently than “tests” and may be administered in addition to the daily maximum number of tests. Tests are not scheduled on the first day of school after a break when that break includes a Monday holiday. Tests may be scheduled for elementary students on Tuesday after a break when Monday is an at-home school day.

Textbooks

Purchase of the necessary textbooks is the parent’s responsibility. Cornerstone Prep will provide a list of required textbooks with a student’s confirmed class schedule each semester. Parents may purchase or borrow these from whatever source they desire. At the end of the spring semester, Cornerstone Prep will coordinate a Used Book and Uniform Sale with our Parent+Teacher Fellowship so that parents may purchase from each other used books for future use. No used textbooks with answers, already written in, or highlighted may be used.

Every year at Cornerstone Prep, textbooks will come up for review and evaluation, and every year there may be some new selections made. Extensive effort will be expended to find texts that cover a particular academic area in a format that is as cost-effective as possible. Major consideration will be given to how well the text of choice aligns with our Christian values; however, we may not always be able to find Christian texts with the academic criteria we stress at Cornerstone Prep. Consideration must also be given to how well a text can perform in the school classroom as well as at home with the parent and student.

There is no “perfect” textbook (except the Bible, of course). In fact, experience has shown us that even Christian-based texts can occasionally include things that some of us may disagree with or find offensive. Whenever our teachers become aware of these areas of concern, they will make an effort to clarify our basic Christian beliefs and identify how a particular item is in conflict with those beliefs. We encourage parents to do the same. Help your students to understand that all things written in books are not necessarily true. Help them to test all things by the Truth revealed in the Bible.

One of our primary aims and objectives at Cornerstone Prep is to avoid having textbook-driven courses. We will strive to find ways to use textbooks as “resources” to present a curriculum that integrates a biblical worldview into every aspect, allowing the students to see the connections between their learning and their faith. Each of the courses listed in this catalog, however, is a stand-alone course. The connections and “themes” that are woven through the curriculum will still allow each course to stand alone, but when a student enrolls in a variety of language arts, science, history, and fine arts courses, the thematic units will strive to connect those subjects together for them.

Visitor Policy

Parent involvement at Cornerstone Prep is vital, and parents are strongly encouraged to visit the school. However, to enhance both student safety and operational efficiency, Cornerstone Prep has guidelines governing the presence of visitors on the campus during regular school operating hours (8 a.m.-4:15 p.m. on school days). "Visitors" are defined as all individuals other than staff or students present in any part of the building other than the front foyer or office complex, or on the grounds other than the normal student loading area.

1. When possible, all visitors should schedule their visit by telephoning the office prior to their arrival.
2. All visitors must sign in with the office upon arriving on campus. Visitors must identify themselves, explain their intended business, indicate how long they expect to be on campus and wear a visitor's badge. The badge is to be returned to the welcome desk prior to the visitor departing campus.
3. All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (exceptions for legitimate and honorable reasons may be granted).
4. Student visitors must be accompanied by an adult, unless prior arrangements have been made.
5. Lunch visitors are limited to alumni in good standing or immediate family members of the student being visited.
6. Individuals not abiding by these rules may be required to leave the campus.

Volunteer Chaperones & Transportation

Recruited chaperones will provide personal information for a background check. Any driver providing school organized transportation for students will be required to provide their Driver's License and Proof of Insurance to the school. All volunteers are required by law to report suspected child abuse to an administrator immediately (within 24 hours).

Volunteer Opportunities

Cornerstone Prep welcomes parents to volunteer their time and talents, and will look for ways to use parents to improve the academy and its effectiveness. Some of the possible areas available are:

Cornerstone Capital Campaign	Facilities Committee	Used Uniform/Book Sale
Hospitality/Benevolence Committee	Prayer Group	Mentoring Moms
Cornerstone Cares Volunteers	Booster Clubs (Athletics & Fine Arts)	Parent+Teacher Fellowship

Weather Closing

Cornerstone Prep will make its own closing decisions. Parents will be notified via the system ParentAlert. Staff will revise their assignment sheets by 9 a.m. to reflect assignments to be completed at home. For late opening due to inclement weather, each class will be held, but a shortened class time schedule will occur. The revised schedule will be posted on Family Portal.

One "snow day" with no assignments will be granted each year if inclement weather causes school closure. Any subsequent inclement weather school closure days will be treated as an at-home learning day with assignments.