



Character, Truth, & Excellence
CORNERSTONE
CLASSICAL SCHOOL

Enchiridion

2022-2023

TABLE OF CONTENTS

	FOUNDATIONAL INFORMATION	
	History.....	3
	Educational Philosophy	3
	Vision and Mission Statements.....	3
	Statement of Faith.....	3
	Board of Governance	4
	School Goals	4
	What Do We Mean By Classical?	4
	Goals for Students and Families	5
	Statement of Non-Discrimination.....	5
	GENERAL INFORMATION	
	Admission Procedures and Requirements	6
	Students with Learning Disabilities	7
	Parental Involvement	7
	School Hours.....	8
	Emergency Closing of the School.....	8
	Emergency Drills	8
	Visitors to the School.....	8
	Intra-School Communication.....	8
	School Database.....	9
	Gifts to Teachers	10
	Attendance	10
	Absences	10
	Tuition and Fees.....	11
	ACADEMIC INFORMATION	
	Controversial Subjects	11
	Homework Philosophy and Guidelines	12
	Late-work, Extra-Credit and Test Retakes.....	12
	Grading	12
	Promotion to Next Grade	12
	Academic Progress.....	13
	Grade Reporting.....	13
	Annual Standardized Testing.....	14
	Academic Eligibility	14
	STUDENT INFORMATION	
	Student Accidents and Health.....	14
	Medications in School.....	15
	Student Illness.....	15
	Student Health Records.....	15
	Serious Diseases.....	15
	Toys.....	16
	Electronic Device Policy.....	16
	Uniform and Dress Code	16
	Field Trip Policy	18
	Discipline Policy.....	19
	Code of Conduct	19
	Conflict Resolution.....	20



FOUNDATIONAL INFORMATION

HISTORY

Cornerstone Classical School is a private, Christian school incorporated in May 2015. The school welcomed its first classes in August 2015 in the former Franklin School building at 830 South Ninth Street, Salina, Kansas. Cornerstone purchased the building in 2020. The initial grade offerings were Preschool Three through Grade Six and the school graduated its first student in 2022

The school is firmly committed to providing a classical and biblically-focused education to students in the Saline County area. Cornerstone fully understands that the education of children is the responsibility of the parents and intends to serve families through the educational process by providing a unique and time-tested educational model of excellence using the Holy Scriptures as the fundamental basis of all we do.

To move from concept in late April 2015 to a fully staffed school in August 2015 was a monumental task that only God could direct. He used many men and women in the process who were obedient to His calling on their lives.

EDUCATIONAL PHILOSOPHY

1. We believe that the Bible clearly instructs parents to “bring children up in the discipline and instruction of the Lord.” The Church’s commission is to equip believers and spread the Gospel (Mt. 28:18-20). The family is ordained by God and provides for the education of their children (Eph. 6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment (Deut. 6:6-7).
2. We believe that God’s character is revealed not only in His Word, but also in every facet of the creation (Psalm 19:7-9, Romans 1:18-20). We believe and teach that all wisdom and knowledge comes from God the creator and therefore, it is imperative we seek Him in all instruction (Proverbs 2:6).
3. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore we seek to challenge children at all levels and teach them *how* to learn, by using the centuries-old, proven, *classical* method.
4. We want to help parents teach their children that all they do should be done "heartily, as unto the Lord," (Colossians 3:23). Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical principles of discipline.
5. Parents can be confident that their student, at every stage of his or her development in school, will be loved with Christ's love at Cornerstone Classical School.

VISION AND MISSION STATEMENTS

Cornerstone transforms communities by sending out graduates who live flourishing lives to God’s glory.

Cornerstone Classical School partners with parents by providing a Christ-centered, challenging, classical education that equips students to live a fruitful life firmly rooted in spiritual truth, academic excellence, and dedicated to serving both God and man.

STATEMENT OF FAITH

The following statement of faith forms the foundation of beliefs that will be integrated into all subjects at all levels at Cornerstone. These will be considered primary doctrine:

1. We believe the Bible to be the inspired, only infallible, authoritative, and inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
1. We believe in the deity of our Lord Jesus 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 through His shed blood (1 Cor 15:3; Ephesians 1:7; Hebrews 2:9),
His bodily resurrection (John 11:25; 1 Corinthians 15:4),
His ascension to the right hand of God (Mark 16:19), and
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; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith alone are we 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; those who are saved receive eternal life and those who are lost receive eternal condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 2:12–13; 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).

BOARD OF GOVERNANCE

Cornerstone Classical School is governed by a Board of Directors. Two of the Board's main functions are the responsibility for the employment of all faculty and staff at the school and review and approval of curricula. Above all else the main duty of the Board is to protect the values and vision of Cornerstone Classical School and provide leadership in meeting its stated goals.

The Board will be transparent, truthful and trustworthy. They will operate with a clear focus on serving the families that have been led by God to Cornerstone Classical School.

SCHOOL GOALS

"A Classical and Christ-centered Education"

CLASSICAL

In all its levels, programs, and teaching, Cornerstone Classical School seeks to:

1. Emphasize the grammar of each subject;
2. Encourage every student to develop a love for learning and live up to his academic potential;
3. Provide an orderly atmosphere conducive to the attainment of the above goals.

CHRIST-CENTERED

In all its levels, programs, and teaching, Cornerstone Classical School seeks to:

1. Teach subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17);
2. Provide a clear model of biblical Christian life through our staff and Board (Matthew 22:37-40);
3. Encourage every student to develop his or her relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).
4. Do not bribe students to learn or obey, but with the help of the Holy Spirit, cultivate their ability to heed their conscience and do what they ought rather than what they want.

WHAT DO WE MEAN BY CLASSICAL?

THE TRIVIUM

In the 1940's the British author, Dorothy Sayers, wrote an essay entitled "The Lost Tools of Learning." In it she calls for a return to the application of the seven liberal arts of ancient education and specifically a return to the Trivium of Grammar, Logic, and Rhetoric which correspond to a child's natural stages of development.

An excerpt from Doug Wilson's book, *Recovering the Lost Tools of Learning*:

"The structure of our curriculum is traditional with a strong emphasis on 'the basics.' We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. Each subject has its own grammar, which we require the students to learn.

The logic of each subject refers to the ordered relationship of that subject’s particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be coherent as possible. It is not enough that the history or science be correct. It must also be expressed well.”

CLASSICAL CONTENT, THE IMAGO DEI, AND THE CALL OF GOSPEL MINISTRY

Because children are created in the image of God, we require excellence from them in their work and their comportment. The ministry of the Gospel necessitates that we educate our children well, with good manners, a Christian worldview, and in the best available works of our culture. Class time, class activities, and the academic school day are therefore not times to be squandered, but times to be redeemed through efficient teaching, excellent content, and dignified activities, dress, and work.

Along with Aristotle and St. Augustine, we believe that education should teach children what to love. Rather than catering to a child’s disordered loves to control them through bribery and manipulation, we expect children to master their desires to do what they ought that they might one day be free adults.

We choose excellent curriculum, literature, and art which inspire and engender love for goodness, truth, and beauty. Classroom pedagogy does not focus on making things “easy enough” or flashy, but on making the classroom a place of excellence—a fitting context for the work we expect our students to produce. Additionally, we focus on the western tradition as the tradition in which we find ourselves and as the tradition in which Christianity took root and produced free republics, modern science, and the freedom we enjoy in the United States. We believe this is an important history for our students to interact with as they mature into adults who seek after what is good, true, and beautiful for the glory of God in the service of others.

GOALS FOR STUDENTS AND FAMILIES

We desire to teach children who think clearly and listen carefully with discernment and understanding, who reason persuasively and articulate precisely, who are capable of evaluating their entire range of experience in the light of the Scriptures and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical and to be un-swayed towards evil by the former. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire that they be socially graceful and spiritually gracious, equipped with an understanding of the tools of learning and desiring to grow in wisdom—yet fully realizing the limitations and foolishness of the wisdom of this world. We desire that they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction, that they distinguish relational Christianity from religion in form only, and that they possess the former, knowing and loving the Lord Jesus Christ. All these we desire them to possess with humility and gratitude to God.

We aim to cultivate these same qualities in our staff. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom, and how their work contributes to the vision of the school. We desire that they possess a lifelong hunger to learn and grow and that they have opportunity to be refreshed and renewed. We desire our staff members to develop a culture wherein they nurture and coach new staff and serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God.

We aim to cultivate in our parents a sense of responsibility for the school and to see them well-informed about the goals of our classical and Christ-centered approach. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture’s injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding, and to bring honor to our Lord in all our endeavors.

STATEMENT OF NON-DISCRIMINATION

Every individual is unique and created as an image-bearer by Almighty God, therefore Cornerstone Classical School does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of

its personnel, admission, activity, financial assistance, and education policies or any other school-administered program.

Harassment through verbal, written or physical conduct directed at a person's ethnicity or color will not be tolerated on school grounds or in school classrooms or functions.

GENERAL INFORMATION

ADMISSIONS

Cornerstone Classical School admits students of any race to all rights, privileges, programs, and activities generally made available to all full-time students. Cornerstone Classical School practices a biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school-directed programs.

ADMISSION PROCEDURES

1. Parents are encouraged to schedule a tour of the school facilities including the classroom their student would be attending.
2. After prayerful consideration of Cornerstone's benefits to families, the family will complete the application for admission and submit student records as needed.
3. Upon submission of the application, the applicant will visit the school for an evaluation.
4. After steps one to three, an interview with the family will be arranged with the Headmaster.
5. After the interview and after reviewing all other required materials as stated on the application form, the Admissions Committee will determine whether or not to admit the student.
6. The Admissions Committee will then notify the parents in writing of the decision regarding acceptance. If accepted, the parents will receive an acceptance letter.

ADMISSION REQUIREMENTS FOR STUDENT

Preschool

Students enrolling in Preschool Three must be toilet-trained and be three by September 1. Students enrolling in Preschool Four must be toilet-trained and four by September 1. Students enrolling in Kindergarten should be five by September 1.

Because of the challenging nature of Cornerstone's program. Parents are strongly encouraged to delay enrollment for summer birthdays to the following year.

From time to time, Cornerstone admits preschool students to complete three years of preschool instead of two. In these situations, students complete two years of Preschool Three and one year of Preschool Four.

General

If a child has successfully completed the previous school year and his school work and behavior compare favorably to the comparable grade at Cornerstone, the child will likely be placed in the grade for which he is applying. However, if through the administration of the entrance exam or other evidence, it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that the child repeat the previous grade.

ADMISSION REQUIREMENTS FOR PARENTS

1. Cornerstone requires at least one parent/guardian to be a professing Christian, and all parents/guardians should have a clear understanding of the biblical philosophy and purpose of Cornerstone Classical School. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.
2. The parents should be willing to cooperate with all the written policies of Cornerstone Classical School. Active communication with the respective teachers and administration is vitally important.

GRADE PLACEMENT

For students who have not been enrolled at Cornerstone Classical School previously, the following are criteria in order for the student to be accepted into the successive grade level at Cornerstone.

1. Documentation showing successful completion of the previous grade by a proficiency of at least seventy percent in all subjects.
2. Grade reports that do not show percentages or letter grades will be reviewed on an individual basis.
3. If the new student has taken standardized tests, the student should have earned national percentiles of at least the fiftieth percentile in reading, math, and language.
4. A new student's report card, previous standardized test scores and results of in-school testing will be combined to determine the best grade level for the student to enter at Cornerstone. If the data are not satisfactory for promotion, the parents will be encouraged to consider having their child retained at the previous grade since Cornerstone's academic program may be a challenge for such a student. (Any existing areas of academic challenge for the student would be compounded by promotion to the next grade at Cornerstone.) Ultimate grade placement is the prerogative of Cornerstone Classical School.

STUDENTS WITH LEARNING DISABILITIES

LEARNING DISABILITIES

Any condition in a potential student or student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents. *E.g.* Hyperactivity, Attention Deficit Disorder, dyslexia, *etc.* For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

SEVERE LEARNING DISABILITIES

Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents. *E.g.* Down syndrome, deaf, mute, blind, *etc.*

GUIDELINES

1. Children with a severe learning disability will not be admitted to Cornerstone due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed with a learning disability will be required to meet the same academic standards as all the other children in their grade level.
3. Children who have been diagnosed with a learning disability will be given as much individual instruction and encouragement as their classmates.
4. Non-exhaustive list of accommodations Cornerstone does not provide or allow:
 - ◆ Extra time on tests
 - ◆ Reduced work
 - ◆ Oral response in lieu of written response
 - ◆ Not counting off for misspelling
 - ◆ In-class technology use that provides academic assistance (computer with spell-check for example)
 - ◆ Word processing software when the class is required to submit handwritten assignments.

PARENTAL INVOLVEMENT

“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” Ephesians 6:4

The family unit is ordained by God and has the high calling of *bringing forth and raising up children*. The Board and staff of Cornerstone do not function above parental authority, but partner with parents in the education of their children. Therefore, Cornerstone seeks to involve the parents of our students in the school's regular and special programs. Parents may be involved in the following ways: home room parents, guest speakers, field trip hosts or chaperones, committee chairpersons or members, or teacher aides where applicable. A primary responsibility of the parents is reinforcing school work at home. Parents are expected to read nightly to their children and to listen to their beginning readers read aloud. This is reported through the Commentarius.

Communication with parents is essential. Teachers are encouraged to communicate frequently with all the class parents, either in writing or verbally, regarding class procedures and student progress.

Parents are expected to remain apprised of their child's academic performance.

SCHOOL HOURS

The school day for students begins at 8:00 am and ends at 3:00 pm.

The office is open from 7:30 am until 3:30 pm. Students must not arrive earlier than 7:30 am (unless accompanied by a parent-teacher). Morning Preschool students may not arrive before 7:45.

ARRIVAL AND DISMISSAL

At arrival, parents should pull up to the sidewalk and let their child out of the car. Children must exit the car on the side facing the playground or school. Parents of children who need help exiting the car should park in an approved parking space and walk their children to the grass at the edge of the parking lot. On rainy days, students may be asked to enter through the front door. At dismissal, parents should park their car and walk to the grassy area between the playground and nature studies garden. Children are asked to "high-five" their teacher when their parent is ready for them. Children in Upper School may walk to their cars.

EMERGENCY CLOSING OF THE SCHOOL

The Cornerstone administration will report school cancellations or schedule changes due to inclement weather on the following three television stations: KSN (3), KAKE (10), and KWCH (12). Additional outlets include the KSAL web site and KJIL radio station, our Facebook page, as well as a school-wide email. After-school activities may be cancelled if inclement weather is expected after the close of the school day.

EMERGENCY DRILLS

Emergency drills are held at the beginning of the school year and periodically thereafter. The school conducts fire, tornado, and crisis drills.

VISITORS TO SCHOOL

Families of prospective students are cordially invited to visit the classes and view the operation of Cornerstone at a mutually convenient time. Please call the office (785-643-4460) to make an appointment.

Parents of currently enrolled students do not need to make an appointment to visit.

All visitors to the school MUST immediately stop at the school office. The safety of our students is the foremost concern.

Student visitors from other schools are allowed only as a part of a visitation experience for the purpose of possible future attendance at Cornerstone. This visitation must be granted by the Cornerstone administration no later than the day before actual site visitation. Students from other schools are not permitted to visit for any other reason unless approved by the Headmaster.

Volunteers are welcomed for field trips, lunch help, and other duties as needed.

Parent visitors to the classroom for observation purposes should not sit with or interact with the students.

INTRA-SCHOOL COMMUNICATION

If you need to contact your child during the school day, call the office at (785) 643-4460. Since no Cornerstone student is permitted the use of an electronic telecommunications device at school, do not attempt to communicate with your child via cellular phone.

Cornerstone's website is www.cornerstonesalina.com. Information about the school and announcements of events are listed on the website and on Facebook.

Each Monday or the first school day of the week, an email will be sent to all parents with the *Litterae Lunae* (weekly newsletter). General announcements and upcoming events will be included.

Individual classroom communication in Lower School will be conducted primarily through the Commentarius.

This notebook will contain the Homework Assignment Sheet (HAS), past work, and current work. Other forms of communication may include email, a phone call, or RenWeb.

Parents should communicate with teachers by leaving a message at the office (785-643-4460) or via email. Most teacher email addresses follow this convention: firstinitiallastname@cornerstonesalina.com. Teachers endeavor to return emails and phone calls within one business day.

Should a question arise about something that occurred in the classroom, parents are encouraged to call the classroom teacher first and discuss their concern. If there is no resolution then the parent is to contact the Headmaster.

SCHOOL DATABASE

ParentsWeb is the parent portal connected to our school's database system, Renweb, where parents can:

- ◆ Find school events
- ◆ View the school and staff directories
- ◆ Update family contact information
- ◆ Access current and past Litterae Lunae weekly newsletters
- ◆ View the current academic calendar
- ◆ View the Cornerstone Family Student Handbook

The school database and directory information may not be shared with outside parties or used for any kind of business or fundraising. It is to be used for school purposes only.

It is your responsibility to keep your contact information up to date (including grandparent information).

Please make the changes through ParentsWeb (instructions below). This ensures that we have the most updated contact information. If you are unable to update your information through Renweb, you must submit your updated contact information to the office in writing. To use ParentsWeb, parents must create a ParentsWeb account.

If account information is lost or forgotten, go to renweb.com and click *Forgot Username/Password*.

CREATING A PARENT WEB ACCOUNT

1. Go to renweb.com.
2. Click on the orange *Login* button at top right of screen and select *ParentsWeb Login*.
3. Click on *Create New ParentsWeb Account*.
4. Enter district code: cs-ks, your email address and click on *Create Account*.
5. An email will be sent to the email address you entered.
6. From the email sent, click on the link to create your ParentsWeb Login.
7. A new screen will come up that will say *Change/Create Password*. You will see your name, your spouse, and your children listed. Create and confirm a username and password for **yourself only**. You do not have to do anything with the other names that are listed. In green print you should see *Username/Password successfully updated*.
8. Go back to RenWeb, and choose *Login, ParentsWeb*.
9. Enter district code: cs-ks, along with your new username and password.
10. Click on *Parent* and *Login*.
11. You will then be sent to the *Cornerstone* page.

PARENTSWEB FEATURES

On the left of the screen under *School Information*:

To update family contact information:

1. Click *Web Forms*
2. Click *Family Demographic Form*
3. Click on the button beside the person or information you want to update/change (Example: Student Demographic Form, Emergency Contact, etc)
4. Make the desired changes
5. Scroll down and select *Save*

Announcements and Upcoming Events: Under *School information*, click *School Home* to view daily announcements and upcoming events

School Directory: Click *Directory* and select little circle by *Parent*. Choose the grade you want, and click *Submit*. This will display cell phone numbers, and home addresses

School Calendar: Click *Calendar*.

To access or download the academic calendar, family and student handbook, PTO sign-up sheets and Room Parent information, go to *Resource Documents*.

You have the option of installing the Renweb Home app on your iphone or android phone for a \$4.99 annual fee. This is not a fee from Cornerstone. It is directly paid to Renweb. Detailed instructions for this are on the renweb website or through your app store.

GIFTS TO TEACHERS

From time to time, you may wish to express thanks to a faculty or staff member through a gift. Gifts to faculty or staff may be only food, homemade items, flowers, or books. No gift or gift card should exceed \$50.

ATTENDANCE

Consistent and prompt attendance is essential not only for the student, but for overall class learning. Maximizing instructional time and minimizing interruptions are key factors in the success of individual students and the class.

Students who arrive after their designated starting time must check in at the office and receive an admit slip to present to the classroom teacher when returning to the classroom. Tardy guidelines are as follows:

Unexcused tardies may result in disciplinary action. In Grades Six and above, a tardy in excess of twenty-five minutes is considered an absence for that class period.

When a student needs to leave school prior to the end of the school day, the parent/guardian must sign the student out at the school office. Students may not leave the school before signing out at the office. Advance notification of planned absences is helpful to the classroom teacher and the office staff.

ABSENCES

SCHOOL ASSIGNMENTS AND ABSENCES

Due dates for assignments and late penalties will remain unchanged for unexcused absences. Students with excused absences may have additional days to complete assignments. The additional days shall be equal to the number of school days they missed as excused absences. Teachers are not required to provide missed work in advance of absences.

PERSONAL DAYS

From time to time, a family may want to take a day off for a visit or a special event. The school grants two personal days per year to each student. The family must give advance notice in writing to take these days. Personal days are considered excused absences. School work missed or assigned during personal days is not excused. Personal days will not be granted for days on which school events are scheduled (Grandparents' Day, Fine Arts Day, etc) or on testing days.

FAMILY VACATIONS

Cornerstone discourages family vacations which require students to miss school. We do not have extra or superfluous days of school. Because each school day is unique and because teachers and students make productive and efficient use of every school day, vacations during the school year are discouraged. If it is necessary to miss multiple days during the school year, please give teachers substantial notice (two weeks) in order to provide ample time to prepare assignment materials. All assignments prior to vacation departure are due upon student's return to class. Late assignments are subject to the late policy. Frequently, the teacher will not be able to provide assignments until the student returns from vacation. In these cases, the teacher will assign a due date. Multiple vacations during the school year may be considered unexcused.

Parents should realize that making up teacher lectures, explanations, and classroom discussion is not feasible. Therefore, family vacations during the school year bear a cost, usually in the form of a diminished grade, information missed, and decreased academic achievement. Students who miss multiple days of school may need outside tutoring to catch up missed material.

ABSENCE DUE TO ILLNESS

Properly documented absences due to illness are considered excused. Notify the office no later than noon the day of the illness if your child is sick. If your child is absent due to illness for more than three days, return to school with a doctor's note. With proper notification, absences due to illness are considered excused. After an absence due to illness, students are given additional days to complete work not to exceed the number of days missed. After an unplanned absence, students should see their teachers to collect any missed work.

UNEXCUSED ABSENCES

Cornerstone is required to report for truancy any student who misses three or more consecutive days without an excuse or five days in a semester or seven days in a year. After returning from an unexcused absence, students should expect to submit or complete missed or assigned work, including tests, immediately upon their return.

EXCESSIVE ABSENCES

Students who miss in excess of eighteen days in a school year due to excused or unexcused absences may jeopardize completion credit for the course or grade in which the absences occurred. Absences in Grades Six and above are tallied by class period, not days. Six absences from a particular class equal one day's absence from that class.

TUITION AND FEES

The total amount of the tuition and book fees owed at the time of enrollment will be due according to the payment plan chosen. Annual or bi-annual payments may be made by check or cash. Monthly payments are accepted only by bank automatic withdrawal and are due by the 1st of each month. Outstanding amounts more than 5 days past due may be, at the sole discretion of Cornerstone, subject to a \$25 service charge and an additional \$50 for each 30 days late thereafter. When any portion of an account becomes greater than 45 days past due, parents shall be deemed to be in default.

ACADEMIC INFORMATION

CONTROVERSIAL SUBJECTS

1. If a teacher sees that a subject has arisen that may be controversial or of a sensitive nature, and that discussion of the subject will *not* help achieve the lesson objectives for the class, the teacher will not allow class time for discussion of the topic.

If such a subject arises and the discussion of that topic *will* help achieve the lesson objectives for the class, then the teacher will do the following.

- A. As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
 - B. Instruct the students on their responsibility to honor the teaching they have received from their parents on this subject.
 - C. Direct the students' attention to informed sources on each side of the subject. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc. Encourage students to become knowledgeable of the most widely held views on the topic.
2. Teachers are to serve as a Christian role model. Teachers are never to enter into a debate with students (unless in a role-playing exercise). Even though the teacher may hold strong personal convictions regarding the subject, she/he is to encourage a gracious and scholarly attitude in the students.
 3. The teacher should encourage students to follow up questions they have with their parents and pastor.
 4. Cornerstone does not teach sexual education. Parents, with guidance from their church, should conduct this before or around the Grade Seven year.

HOMWORK PHILOSOPHY AND GUIDELINES

Students often need additional practice in specific new concepts, skills, or facts. Often, there is not enough time in a school day to do as much practice as may be necessary for mastery. Such homework is generally for an entire class, except for individual remediation or enrichment. Due dates for assignments apply to the entire class, with allowance for illness or emergency.

Repeated, shorter periods of practice or study of new information are beneficial.

Since parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his or her studies. This also keeps parents informed about topics of study in the class.

Unfinished in-class assignments may be taken home for completion with teacher permission. This would not be considered homework. The work, in this situation, serves a corrective, as well as practical purpose.

<i>GRADE</i>	<i>APPROXIMATE HOMEWORK EACH NIGHT</i>
K	10 Minutes
1	20 minutes
2	30 minutes
3-5	45 minutes
Middle School	1 hour
Upper School	1-2 hours

In Grades One through Five, with the exception of reading and flash cards, homework will not normally be assigned over the weekend or over holidays and vacations.

In Lower School homework assignments are generally due at the beginning of the day.

If a student misses part of a day due to a planned event (departing for an away game, dentist appointment, etc.) all homework is due that day and should be turned into the teacher before departure.

Daily reading is a requirement at Cornerstone. Family and individual reading are not considered homework. All Cornerstone families should have daily Bible reading time.

Repeated failure to complete assigned work may result in expulsion.

Homework assignments are communicated through the Commentarius. Parents are expected to check off completed homework as it is assigned.

The necessity for doing homework will vary from grade to grade and from student to student. This guide is an approximation, realizing that some students may require more or less time to complete homework. The times listed **DO NOT** include reading, flash cards, and study time.

LATE-WORK, EXTRA-CREDIT AND TEST RETAKES

Late work in Grades Four and above will result in a ten percent deduction. Late work is often completed during recess. Late work must be completed and turned in to the teacher.

Extra-credit work is not granted at Cornerstone Classical School.

Test retakes are not administered unless the classroom teacher grants it to all students.

GRADING

GRADING SCALE

90-100: A 80-89: B 70-79: C 69 or below: Failing

GRADE WEIGHTING

If grading categories are weighted, the teacher will inform parents of weight of each category. Grading categories include: Tests, Quizzes, Classwork, and Homework. Since homework is for practice and improvement, students should expect lower grades on their homework. Tests are weighted heavier than homework, classwork, and quizzes.

PROMOTION TO NEXT GRADE

Grammar School, Middle School, and Upper School

Student must have a passing year end grade of at least seventy percent in all courses. Additionally, the

following criteria apply for each grade noted below:

Into Kindergarten

Demonstrate sufficient developmental and cognitive maturity to be able to meet the curriculum objectives for kindergarten.

Kindergarten to First Grade

Behavioral maturity and reading readiness for first grade.

First Grade to Second Grade

Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension; able to write complete sentences, with neat penmanship. Able to add and subtract single digit numbers with at least 70% accuracy.

Second Grade to Third Grade

Cumulative mastery of above requirements, plus: Able to read fluently and independently using books at a second grade level; able to write neatly and correctly identify the basic parts of a sentence; able to spell correctly with at least 70% proficiency; able to add and subtract two digit numbers with at least 70% accuracy.

Third Grade to Fourth Grade

Cumulative mastery of above requirements, plus: able to demonstrate proficiency in necessary composition skills.

ACADEMIC PROGRESS

GRADES

Families and students are responsible for their own academic progress. Cornerstone issues two quarterly reports and final Semester Grades for students in Kindergarten and above. Students in Grades Six and above are expected to track their own academic progress.

Year-end grades are computed through Middle School. Students' year-end grades for each subject are computed by averaging the semester grades. In Upper School, students must have a passing grade for both semesters to receive credit for the course.

READING

Students are expected to read at or above grade level.

TUTORIALS

Teachers in Grades Five and above are regularly available each week at a designated time for tutorials. During tutorials, teachers are available for additional explanation or practice with a concept or lesson. Tutorials are not test reviews, nor are they regular private tutoring. The teacher may request outside tutoring for a student who needs regular tutoring. Teachers may also request that a student attend tutorial. Cornerstone does not offer tutorials or remediation during class time or during the school day.

TUTORING

The school does not offer tutoring services, but may require tutoring for a child who has excessive absences or who has entered Cornerstone after the start of the school year. Parents who are seeking or using tutoring services should consult with the classroom teacher and the Headmaster.

OTHER

Cornerstone is deeply interested in the well-being of its students. Consequently, the school may initiate the following for a struggling student who is not meeting grade level standards:

- ◆ Parent/Teacher or Parent/Headmaster conferences
- ◆ Required outside tutoring
- ◆ Required outside testing and evaluation
- ◆ Required academic summer work

GRADE REPORTING

Grade reports will be available at the end of each quarter. Parent-teacher conferences, held twice per year, provide an opportunity to discuss student achievement. Parents may schedule other times for discussion with the teacher as need arises.

ANNUAL STANDARDIZED TESTING

As a member of the Educational Record Bureau, Cornerstone requires students in Grades One through Grade Ten to participate in the Educational Record Bureau's Comprehensive Testing Program: Fifth Edition in the spring of each year. The test results will be provided to the parents. Students in Grade Ten are expected to take the NMSQT. In Grades Eleven and Twelve, students take the NMSQT, CLT, SAT, and ACT. Students in Grades Seven and Eight take the CLT8. Grades Nine and Ten take the CLT10.

ACADEMIC ELIGIBILITY AND EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities can play an important role in the development of a child's character, work ethic, and understanding of biblical stewardship.

Academic expectations for students who participate in extra-curricular activities do not change. Schools, families, and students have limited resources. Parents should understand that each of their children have different abilities and gifts. At a certain point, extra-curricular activities and their demands may have a negative effect on a child's ability to meet academic expectations. Parents should understand this tradeoff for each of their children and adjust accordingly. It is expected that students in extra-curricular activities will work harder, longer, and more diligently and exhibit behavior which communicates their desire to work at a high level. Late nights, weekend tournaments, and meals on-the-go have a negative effect on a child's academic performance and should be exceptional rather than normal occurrences. Cornerstone will not decrease academic demands in a classroom to accommodate a child's heavy extra-curricular schedule. We expect parents to decrease a child's extra-curricular involvement if the tradeoff that involvement requires has a significant negative effect on their child's academics.

ELIGIBILITY

Eligibility applies to school-sponsored extra-curricular activities including participation in Smoky Valley Home Educators (SVHE) athletics.

Students in good academic and behavioral standing at school may participate in extra-curricular activities. Students who are found to be failing a class will become ineligible through two Fridays from the day the coach, parent, or student is contacted to disclose the failing status. If the disclosure is made before 3:00 P.M. on a Friday, that Friday counts for ineligibility.

If the student is missing work he or she may not attend practice during the two week period.

If the student is caught up on work, he or she may attend practice but may not join the team for games or participate in competitions so long as they are ineligible.

If, after two Fridays, the student is passing all classes, he or she is eligible again. If the student is not passing all classes after two Fridays, then the student will remain ineligible through one Friday at a time until they are passing all classes.

Ineligible students should not request extra-credit or retake opportunities. They should focus their attention in the following areas.

1. Attentiveness in class
2. Asking for help when they do not understand something
3. Completing work faithfully
4. Taking school work and reading with them on practice and game days to take advantage of any down time they may have.

STUDENT INFORMATION

STUDENT ACCIDENTS/HEALTH

Cornerstone Classical School does **not** have a nurse on staff. All student health and accident concerns will be referred to the office. Office and administrative personnel will provide parents with basic information such as temperature and current student health status. In the case of an accident, office and administrative personnel will provide immediate care, contact emergency services, and notify parents/guardians.

It is the parents' responsibility to ensure that the school is aware of their child's health status. Parents of children with allergies or other significant health issues should submit instructions to each teacher, the Headmaster, and the school secretary for their child's care related to their specific health concern.

MEDICATIONS IN SCHOOL

No medication, including over the counter medications (e.g. Tylenol & Tums), may be administered by any Cornerstone staff member unless a parent-authorized written plan is in place. Should medication be necessary for the student to remain in school, a physician must send a written order to the school requesting that the school personnel administer the medication or treatment. The parent/guardian must sign and submit the *Permission for Medication* form to the school office personnel, requesting the school's cooperation in the administration of medication. The container in which the medication is brought to school must be properly labeled by a pharmacy. Over-the-counter drugs must also be properly labeled. Students who require medication for the treatment of anaphylactic reactions or asthma may carry their medication so long as they have met eligibility requirements and have appropriate authorization. Eligibility will be determined after consultation with the Headmaster and parent/guardian. All medication will be stored in a secure area in the school office and will only be administered by Cornerstone office and administrative staff. Students are not allowed to have any medication in their possession, with the exception of inhalers which may be carried by the student if approved by administration and parents.

STUDENT ILLNESS

Please notify the office if your student is ill and will be absent from school. You will be notified by office personnel if your student has a temperature of 99 degrees or higher or shows signs of illness and needs to go home. Ill students must remain at home. Students must be fever, vomit, and diarrhea free without the aid of medication for at least 24 hours before returning to school or any school activity.

Students not in school the day of an activity or event (i.e. concert, field trip, athletic competition) due to illness will not be allowed to participate in the activity or event that evening or afternoon.

Note that doctor or dentist appointments are acceptable reasons for being absent on the day of an activity. In all cases, the Headmaster will make the final determination.

STUDENT HEALTH RECORDS

Before entering school in the fall, all students must have on record in the school office either a current immunization record or exemption statement according to state of Kansas laws. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office. Parents must notify the office in writing of updates to their child's health status.

The following forms must also be on file in the school office:

- ◆ Health History: describes the basic health/illness history of each student.
- ◆ Emergency Form: Lists the emergency contact names and phones numbers of people who may need notification in a medical emergency.
- ◆ Immunization Records

SERIOUS DISEASES

A serious disease is classified as one that is potentially life-threatening or which can cause permanent bodily damage and can be communicated from one person to another (other than genetically). Spinal (or viral) meningitis and pneumonia are examples of the type of diseases referred to. Common colds, influenza (mild forms), chickenpox, strep throat, etc., though contagious, are not to be considered serious diseases.

In order that every precaution may be taken to reduce the risk of infection of any student or teacher by any serious diseases, Cornerstone requests that parents disclose when their student contracts such a disease.

In the event a student or teacher at Cornerstone has contracted or has been in contact with a serious dis-

ease, health officials will be contacted in order to obtain more information.

The information sought should answer such questions as:

- ◆ To what degree is the disease communicable?
- ◆ How is it transmitted?
- ◆ What is the incubation period for the disease?
- ◆ What are the disease symptoms?
- ◆ What precautions should the school take?
- ◆ What information would be helpful to the school's families?

Based on answers to the information received, the administration will determine what actions are necessary.

OTHER ILLNESSES

Contagious illnesses such as influenza, COVID-19, or infestations such as lice must be reported to the office. Students with lice will be sent home and must be nit-free before they return to school. Students with COVID-19 are expected to stay home for five days after symptom onset or positive test result and may return with a mask for days six through ten if symptoms are resolving.

TOYS

In order to minimize disruption to the educational environment, students may not bring toys, stuffed animals, or play things to school. Outdoor balls may be brought to school and for recess play.

ELECTRONIC DEVICE POLICY

1. The Cornerstone wireless network is for exclusive use by the faculty, staff, and Board. Access to the Internet is a tool for teachers and administrators to further the educational experience of students at Cornerstone. Access to the Internet constitutes acknowledgement and release of any liability to Cornerstone and associated entities.
2. Student use of wireless-enabled devices that access the Internet through means other than the Cornerstone-provided Internet (i.e. smart phones, iPads, tablets, etc.) is prohibited during normal school hours.
3. Electronic gaming devices (e.g. Gameboy, Nintendo DS, etc.) are prohibited. Personal listening devices (i.e. CD, MP3 players, etc.) and DVD players are prohibited at all times during school hours.
4. Inappropriate use of the Internet by students at Cornerstone will not be tolerated. This includes viewing inappropriate content (e.g. pornography, etc.), gaming and inappropriate use of social networking.
5. Violations will be brought to the attention of the administration and, if necessary, law enforcement officials as appropriate.
6. It is preferred that cell phones and other electronic devices not be brought to school. If these items are brought to school, they are to remain off and in the backpack at all times during the school day. If these items are out during the school day, they will be confiscated and the parent notified to pick the device up at the end of the day. Cell phones are not permitted for Preschool through Grade Six.

UNIFORMS AND DRESS CODE

PURPOSE

“Be respectful. Be modest. Be diligent. Be clean.” The intent of the Uniform Policy is to promote school unity, aesthetic beauty, and modesty and dignity in style while being distraction-free. School Dress Code and Uniforms are not designed to promote a student’s self expression but to promote the unity of a community gathered for learning and wisdom.

PROTOCOL

1. Students in Kindergarten through Grade Ten wear the daily uniform Monday, Tuesday, Thursday, and Friday unless otherwise specified. Students will wear dress attire on Wednesday and special occasions. Students must arrive to school in their uniforms.
2. Uniforms may be purchased through **French Toast**. Items may be purchased through other vendors, but must match the appearance of French Toast. Girls in Kindergarten through Grade Two may not purchase

skirts, but the uniform jumper.

3. Uniforms are to be kept clean and in good repair and must fit properly.
4. All skirts must be no shorter than two inches above the knee when kneeling.
5. Students must own at least one light blue polo with a Cornerstone logo.
6. Boys' shirts should be tucked in at all times.
7. Necklines should be modest.
8. Hats, caps, do-rags and sunglasses may not be worn in the school building unless as part of a class activity. Winter hats may be worn outside during recess.
9. No unapproved outerwear is permitted indoors during school hours, including coats, non-uniform sweaters, jackets and sweatshirts. The navy cardigan, sweater or vest, the navy blazer, and the navy logo fleece or pullover may be worn in the classroom.
10. Skinny jeans, leggings, jeggings or other tight slacks may not be worn as part of the school uniform.
11. No visible tattoos or writing on skin will be allowed while in school uniform.
12. Any hair coloring must be of natural colors. Students may not have designs, words, or pictures cut into their hair.
13. Hair should be cleaned and combed or styled neatly and must not be distracting.
14. No Mohawks or mullets. Hairstyle fads should be avoided.
15. Earrings, makeup, and nail polish are not allowed on boys.
16. All clothing, outerwear, backpacks, lunch bags, and accessories must be free from popular culture references, including references to musical artists, superheroes, movies, TV shows, etc.
17. Shoes must be close-toed and close-heeled. No sandals, flip-flops, house shoes, moccasins, or slippers.
18. Winter boots are permitted when there is snow accumulation.

PRESCHOOL UNIFORM

Preschool Three and Four students may wear clean jeans, pants, or shorts with no holes and shirts that are free of character names such as Spider Man, Hello Kitty, Disney characters, etc. Preschool students are required to have one polo shirt with the school logo to wear on Wednesdays and for special events.

KINDERGARTEN THROUGH GRADE TEN UNIFORM

Boys Casual Day (Monday, Tuesday, Thursday, Friday)

- Light blue polo
- Navy pants or shorts
- Navy, white, grey, brown or black socks
- Athletic shoes (No lights or other embellishments)

Boys Dress Day (Wednesday and Special Occasions)

- Blue oxford shirt with blue-gold plaid tie
- Navy pants—or shorts for Kindergarten through Grade Six
- Navy, white, black, brown or grey socks
- Optional—Navy V-Neck Sweater Vest with school logo
- Athletic shoes (No lights or other embellishments)
- Brown or black dress shoes for special occasions
- Navy Blazer— Required for Middle and Upper School special occasions) Optional for Lower School

Girls Casual Day (Monday, Tuesday, Thursday, Friday)

- Light blue polo or cardigan blouse twofer
- Navy pants or shorts, school uniform girls uniform plaid jumper in classic navy plaid from Land's End (Kindergarten through Grade Two only), blue gold plaid two-tab scooter (Grades Three and above only), or gold plaid pleated skirt
- Navy, white, grey or black socks, or navy, white, grey or black knee highs, tights, or leggings
- Athletic shoes (No lights or other embellishments)

Girls Dress Day (Wednesday and special occasions)

- Blue oxford blouse with blue-gold plaid cross tie
- Blue-gold plaid two-tab scooter or pleated skirt
- Optional—Navy cardigan, sweater or fleece

- Navy, white, grey or black knee highs, tights, leggings or socks
- Athletic shoes (No lights or other embellishments)
- Saddle shoes, Mary-Jane shoes, or dress shoes (required for special occasions)
- Navy Blazer— Required for Middle and Upper School special occasions) Optional for Lower School

GRADES ELEVEN AND TWELVE UNIFORM

Boys Dress Day

- Blue oxford shirt
- School tie for formal occasions
- Navy pants
- Grey flannels for special occasions
- Navy, white, black, brown or grey socks
- Optional—Navy V-Neck Sweater Vest with school logo
- Athletic shoes (No lights or other embellishments)
- Brown or black dress shoes for special occasions
- Navy Blazer—Required for special occasions

Boys Casual (Business professional)

- Follow the “Protocol” above
- Dress slacks
- Oxford shirt
- White, black or brown tennis shoes, boat shoes, or dress shoes.

Girls Dress Day

- Blue oxford blouse with blue-gold plaid cross tie
- Blue-gold plaid two-tab scooter or pleated skirt
- Optional—Navy cardigan, sweater or fleece
- Navy, white, grey or black knee highs, tights, leggings or socks
- Athletic shoes (No lights or other embellishments)
- Pumps or dress flats for special occasions
- Navy Blazer—required for special occasions

Girls Casual (Business professional)

- Follow the “Protocol” above.
- Blouse
- Skirt or dress
- Pumps, dress flats, or other appropriate footwear

PHYSICAL EDUCATION DRESS CODE

Kindergarten through Grade Four:

- Students may bring tennis shoes for PE. Soles must be non-marking.

Grades Five and Above:

- Option to change into black or blue basketball style shorts and Cornerstone t-shirt
- Tennis shoes with non-marking soles

FIELD TRIP POLICY

Cornerstone often uses parents to transport and chaperone children on field trips. Parents should adhere to the following guidelines.

- Drivers must have a current valid Driver’s License and proof of insurance.
- Children must be properly buckled before the car moves.
- Drivers should not plan to make unscheduled stops.
- Drivers should ensure their car is full of gas before the field trip.

- Parent chaperones and drivers may not bring other children or people who are not in the class which is attending the field trip. Siblings of students whether younger or older will not be allowed to attend.
- Parents who are not drivers or chaperones may not attend the field trip.
- Children should obey the chaperone and teacher at all times. Parents should expect students to obey the teacher and should not contradict a teacher’s instructions.
- No movies allowed in the cars, radio stations should be tuned to classical music or off.
- You are in charge of your car and responsible to listen to and monitor the conversation.
- Cell phone usage should only be for an emergency.
- Drivers should follow all traffic laws.
- Students should remain in your car until the teacher has arrived.

DISCIPLINE POLICY

Cornerstone expects parents to provide loving discipline at home so that the school can dedicate its efforts to academic instruction. Disobedience is an occasion from God for the Gospel. While we expect excellence, we do not expect perfection. As faithful stewards, Cornerstone faculty and staff provide Gospel-centered discipline rooted in the death and resurrection of our Savior, the indwelling of the Holy Spirit in believers and the coming kingdom of God.

As part of the discipline process, consequences may be given. Teacher administered discipline might include time-out from an activity, excusing from the classroom, laps at playtime, and seat assignment changes. Other discipline measures may include: a phone call home, suspension from school (considered an excused absence), removal from a field trip, and expulsion. Cornerstone does not administer corporal punishment.

Cornerstone Classical School strives to guide students towards excellence in Christian character as well as academic achievement. We understand that this is a maturing process; these guidelines provide a framework from which each parent, teacher and student may assess growth. The school wants to cooperate with the home to help students form traits such as cheerful obedience, integrity, honesty, responsibility, and respect for the time, dignity and property of others. To this end, guidelines have been established.

CHEATING AND PLAIGARISM

Cheating and plagiarism are not permitted and result in a student receiving a zero for the assignment. The consequences are more severe for older students than for younger students.

CODE OF CONDUCT

This code of conduct guides teachers in their discernment of student conduct that may require discipline. The students are expected to:

1. **Obey Promptly**—*Hebrews 13:17*. “Obey your leaders and submit to them, for they keep watch over your souls as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you.” It is expected that students will obey immediately. Students should have a respectful attitude, making eye contact with the person giving directions.
2. **Obey Completely**—*Deuteronomy 4:2*. “Do not add to what I command you and do not subtract from it, but keep the commands of the Lord that I give you.” It is expected that students will neither obey “half-way” nor re-interpret a command given by the teacher, who has authority and is intended to be a biblical role model.
3. **Obey Cheerfully**—*Philippians 2:14-15*. “Do everything without complaining or arguing so that you may become blameless and pure, children of God without fault in a crooked and depraved generation in which you shine like stars in the universe....” It is expected that students will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, and non-verbal complaining are not acceptable.
4. **Exercise Diligence in Work**—*Colossians 3:23*. “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” It is expected that students will be hard workers. Their work should give evidence of neatness, precision, and strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be completed and submitted in a timely way.

5. **Display Consideration, Kindness and Compassion**—*Ephesians 4:29, 32*. “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen... Be kind to one another, tenderhearted, forgiving one another, just as God in Christ has forgiven you.” It is expected that students will treat everyone with kindness in action and in speech. Harsh words and harmful behavior are not acceptable.
6. **Speak With Honesty and Edification**—*Ephesians 4:25*. “Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” It is expected that students will speak honestly, without rationalization and excuse. Gossip and slander are not edifying. In the event of relational offense, students will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matthew 18:15-17.
7. **Exercise Self-Control**—*Proverbs 25: 28*. “Whoever has no rule over his own spirit is like a city broken down, without walls.” It is expected that students will control their tongues and actions. Students will be encouraged to speak at appropriate times and to control themselves.
8. **Display Order**—*I Corinthians 14:40*. “Everything should be done in a fitting and orderly way.” It is expected that students will take an active part in maintaining their personal belongings and the school’s property and appearance, and uphold the dress code.
9. **Exercise Good Manners**—*Philippians 2:3*. “...in humility count others more significant than yourselves.” From penmanship to opening a door or eating at table, manners are a codified way of putting others first and helping guests feel at ease. Cornerstone expects students to demonstrate good manners.

CONFLICT RESOLUTION

This policy is to be followed whenever there is a dispute or grievance concerning any aspect of Cornerstone’s operations, between students, parents, staff, volunteers, administration, and/or Board.

A dispute is defined as any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Cornerstone’s objectives and goals.

A grievance is a concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns are the substance and details of the dispute and/or grievance.

CONFLICT RESOLUTION PROCEDURE

All concerns about the classroom must first be presented to the teacher by the parents or student. A respectful demeanor is required at all times.

If the issue is not resolved to the satisfaction of all parties, the parents or student may bring the concern to the Head of School. If the student brings the concern, he/she must have permission from his/her parents to do so.

If there is still no resolution, the parents should request in writing a hearing from the School Board. This written request should be submitted to the school secretary.

If a dispute arises that is not covered by this policy, the School Board will decide what procedures to follow based on reasoning from the procedures established by this policy. The principles of Matthew 18 and James 3 will be followed during the attempted resolution.