

**CORNERSTONE**  
PREPARATORY SCHOOL

**Student / Parent Handbook**

**2023-2024**

# Student / Parent Handbook

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## **Introduction**

Welcome to the Student/Parent Handbook. The purpose of this handbook is to inform parents and students of the policies and procedures that CornerStone Preparatory School abides by. It is the parents' responsibility to review the handbook and discuss it with their child.

## **School Information**

School Address: 145 East Center Street Madisonville, KY 42431

Phone: 270-841-7540

Website: [www.cornerstone-prep.com](http://www.cornerstone-prep.com)

General email contact: [info@cornerstone-prep.com](mailto:info@cornerstone-prep.com)

## **School Hours**

School office hours are from 8:00 a.m. to 3:00 p.m. Monday through Friday

Instructional Hours: 8:00 a.m. to 3:00 p.m.

Students may be dropped off between 7:30 a.m. - 7:55 a.m.

Student pick up is from 3:00 p.m. - 3:15 p.m.

## **Mission Statement**

Equipping students with academic and spiritual foundations for life.

## **Vision**

CornerStone Preparatory School seeks to forge foundations from a biblical worldview by equipping students academically and spiritually for college, career, and life.

## **Core Values**

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

## **Statement of Faith**

1. We believe in the Bible as the authoritative word of God.
2. We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit.

3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His atoning death, His resurrection, His ascension to the right hand of the Father, and His expected return in power and glory.
4. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.
5. We affirm that salvation is by grace through faith in our Lord Jesus Christ.

## **Cornerstones: Expected Student Outcomes**

Our Cornerstones are our Expected Student Outcomes. They reflect the character values, spiritual aspirations, cultural norms, and academic goals of CornerStone Prep. These outcomes define what we want students to know, believe, and do as they mature.

### **Faith**

#### *1. Kingdom minded*

- a) make choices based on Biblical principles
- b) respect life, from conception to death
- c) live according to Biblical standards in personal relationships
- d) be a wise manager in use of personal, financial, and natural resources
- e) be a responsible citizen in the local community and the world

#### *2. Biblical worldview*

- a) understand and/or commit to a personal relationship with Christ
- b) develop and articulate a Biblical worldview
- c) demonstrate application and relevance of a Biblical worldview to daily decision making
- d) know and be able to articulate differences between Christianity and other worldviews
- e) defend one's faith

#### *3. Servant leadership*

- a) articulate the Biblical mandate for service
- b) participate in service experiences
- c) develop leadership skills
- d) identify spiritual gifts, strengths, and talents in self and others
- e) apply the gifts of leadership and service, working within the body of Christ

### **Academic Excellence**

#### *4. Mastery learning*

- a) develop a respect for learning process
- b) demonstrate the academic competence that is required for next level of academic pursuit
- c) demonstrate continual growth with persistence in whole-hearted effort
- d) pursue individualized pathways as it relates to next stages, including careers

#### *5. 21st Century skills*

- a) be a creative and critical thinker who can apply learning to solve real world problems
- b) access and utilize information media and technology responsibly and effectively
- c) communicate effectively in both verbal and written forms

- d) support peers to learn a new skill, concept, or process
- e) work effectively in diverse teams, assuming shared responsibility for collaborative work

## **Character**

### *6. Integrity*

- a) communicate the difference between right and wrong based on biblical principles
- b) consistently uphold moral principles in words and actions

### *7. Responsibility*

- a) work independently without need of supervision
- b) accept personal responsibility for their words and actions
- c) carry out tasks productively and efficiently

### *8. Respect*

- a) value the worth of every individual as made in God's image
- b) be able to relate and work well with others, including other cultures
- c) respect those in positions of leadership and influence

### *9. Health & Wellness*

apply learning to make healthy choices influencing physical, intellectual, emotional, social, and spiritual life

## **Non-Discrimination Policy**

CornerStone Preparatory School makes no distinction in its admission or school policies regarding an individual student's race, color, gender, or national and ethnic origin, or learning ability. We strive to meet individual student learning needs through differentiated instruction; however, we may not be able to accommodate all differences. If necessary, we can make referrals to professional counseling and/or testing programs if we are unable to meet a student's needs.

## **Inter-Denominational Policy**

CornerStone Preparatory School does not adhere to any specific doctrine or theology in its efforts to educate our students and prepare them for life. We recognize that there are essential Christian truths as taught in the Bible by which we enrich our students' lives. By focusing our instructional methods through the lens of a Biblical worldview, we hope to enlighten our students to these fundamental Christian truths and teach them to adhere to Christ's teachings throughout their lives. Therefore, our staff, administration, and school board will make no efforts to promote or disparage any doctrinal or denominational beliefs, practices, or positions.

## **Posture and Promises Regarding Societal Issues**

As CornerStone's community widens and becomes more diverse in its belief systems, it is important to clarify and confirm the school's posture toward current societal values and to create accountability for our administration, faculty, and staff through a set of promises we make to each other and to our families:

1. We believe that Christian unity is not founded in agreeing that everyone is "ok." Christian unity is founded in agreeing that **everyone is not** ok. We are all equally sinful/broken

because we are the product of sinful and broken human ancestry. This brokenness manifests itself in physical, psychological, emotional, and spiritual ways that make it challenging to live as God originally intended.

2. We believe that Christian unity is not fractured when we identify and discuss different kinds of sins/brokenness. Neither does the identification or discussion of different kinds of sins/brokenness represent hate speech. Our unity is fractured when we identify and discuss different kinds of sins/brokenness in a self-righteous, insensitive, callous, or condescending manner.
3. In Matthew 7:3, Jesus teaches us to concentrate on the condition of our own heart rather than to condemn the lives of others. Therefore, we promise to communicate with each other in an attitude of humility, knowing that we ourselves are not without sin, and that God passionately loves all of us the same.
4. As a school, we will not take the current or popular religious position that everyone is ok. As a result:
  1. We will, at appropriate times, teach that there are lifestyles that conflict with God's original intention for humanity. We promise to communicate these Biblical truths to our students in an attitude of love and compassion and not in a way that belittles school families who might currently hold to sinful lifestyles.
  2. We believe that any identity-formation education must focus on who we are in Christ. When asked how they "identify," we strive for our students' first response to be "image-bearers of God." As God's image-bearers we promise to create a culture of mutual respect and deep affection that testifies to that reality.
  3. We will not provide sexual orientation exploration education for our students at any grade level. We believe that God has given parents the crucial responsibility of "training up a child" (Proverbs 22:6), especially when it comes to such central formational issues.
  4. We believe that our value does not come from our economic status, skin color, gender, or any other criteria that society uses to divide people against each other. Our value is entirely rooted in the fact that God has created all people in His image (Genesis 1:27).
  5. We promise to follow Jesus' example of inclusion which elevates those who feel marginalized by ensuring that they are heard and understood. "But God demonstrates his own love for us in this way: While we were still sinners, Christ died for us" (Romans 5:8).
  6. We will encourage and challenge each other daily toward a life built on God's priorities. "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control." (Galatians 5:22-23a).

These promises challenge us to engage each other in an intentional, personal, and self-sacrificing manner. This is hard work. May Jesus be our example in all things.

## **Board of Directors / School Administration**

CornerStone Preparatory School is a 501(c)(3) not-for-profit organization with a self-perpetuating board structure. The Board of Directors is the final authority for the school and elects members from among parents and others who evidence spiritual maturity and committed support for the school and its mission.

The board delegates to the school administration responsibility for operation of the school, while maintaining policy oversight and final authority for directional leadership. Board members stay



informed and active in school matters but exercise their authority in most all cases through administrative implementation of policy. While authority of the Board rests corporately in its policy decisions, rather than in any single member, each member is involved and interested in school affairs.

If parents have questions or concerns with school personnel or with actions at particular levels of school operation, these should be addressed at the respective level. A question or concern may end up involving the administration or the Board of Directors if other involved individuals have been addressed and a resolution has not been reached.

In practical terms, parents should bring most questions or concerns to the teacher, coach, or other school staff member directly involved and seek clarity and resolution. If questions remain, the administration may be contacted.

Anyone may address the board by contacting the administration and requesting to be put on the agenda of a regularly scheduled board meeting.

## **Parent Responsibilities**

The board of directors and the administration of CornerStone Preparatory School recognize that parents are the first and primary teachers in a child's life. When parents grant CornerStone Prep the privilege of educating their child(ren), however, it is invaluable to develop a cooperative relationship between the educators, administrators, and parents. Therefore, parents are responsible for demonstrating certain behaviors in support of this cooperative relationship.

- Practice courtesy with teachers, school employees, students, and visitors.
- Respect the authority of teachers, administrators, and staff members, and treat them courteously and respectfully.
- Treat all school property with respect and help maintain everything in good condition (i.e., textbooks, desks, chairs, etc.).
- Be responsible for helping to maintain a safe and clean campus.
- Refrain from contacting students via personal devices during school hours. Please contact the school directly to relay messages to students.
- Practice appropriate use of social media.
- Ensure your child completes his or her own work. We encourage you to help your child with homework and projects but allow them to complete his or her own work.
- Represent the school admirably in the community by refraining from behavior that does not support the mission of CornerStone Preparatory School.

Additionally, parents are asked to cooperate with and support the school's disciplinary policies and actions when justified. The teachers and administration of CornerStone Prep will work diligently to communicate with parents when disciplinary measures are required.

As a parent of a student or students of CornerStone Prep, the board and administration ask that parents only discuss the school in a positive light both in the community and on social media. Issues and concerns should be handled within the school and not in public. Negative talk about the school ultimately hurts both the school and the students.

## **Resolving Conflict**

Keeping in mind the principles from Matthew 18:15-17 and Colossians 3:13, if a parent or

student should ever have a concern with a teacher, that concern should first be brought to the teacher's attention. If the issue is not resolved to the parent's satisfaction, he or she should then discuss the concern with a school administrator. A school administrator should only be involved if the teacher cannot resolve the issue. Finally, if an issue has not yet been resolved to the parent's satisfaction after meeting with school administration, the parent can then request an audience with the board of directors.

## **Student Responsibilities**

Students of CornerStone Preparatory School are encouraged to behave in a manner that is representative of the faith-based education they receive and contributes to a learning environment. Therefore, students are responsible for demonstrating certain behaviors while at school and even when away from campus.

- Practice courtesy with teachers, school employees, fellow students, and visitors. Respect their persons and their property.
- Respect the authority of teachers, administrators, and staff members, and treat them courteously and respectfully.
- Treat all school property with respect and help maintain everything in good condition (i.e., textbooks, desks, chairs, etc.).
- Be responsible for helping to maintain a safe and clean campus.
- Turn off cell phones and store in a secured location in the office when arriving to campus, and leave off and out of sight until leaving campus.
- Practice appropriate use of social media.
- Do your own work. Do not give or receive help on tests or homework unless the teacher gives permission on a particular project.
- Represent the school admirably when attending all field trips and on all school-sponsored events both on the school campus and away.
- Avoid plagiarism.
- Abstain from the use or possession of all illegal substances.
- Refrain from public displays of affection.
- Abstain from the use of profanity and vulgar or abusive speech and actions.
- Do not bring dangerous items to school, such as guns, knives, lighters, etc.
- Leave all personal possessions at home which are not conducive to a learning environment, such as toys, electronic games, stuffed animals, etc.

## **School Wide Expectations**

**R**espect yourself and others.

**O**rganize your schedule and schoolwork for success.

**Y**ield to student expectations.

**A**spire to do your best.

**L**ead by example.

**S**trive to be the best version of YOU because you are a ROYAL!

## **School Communication**

Research indicates that students are served best when their parents maintain communication with

the school and are actively involved with the school's events and programs; and students respond best when they know that their parents and teachers regularly spend time focusing on their development and progress. The following are the school's means of communicating with parents:

- E-mail is used by school administration to regularly send mass communications to CornerStone families. Faculty and staff also use e-mail as a primary method of communication with parents. The following format applies to all CornerStone Prep employees: first initial . last name @cornerstone-prep.com (example John Doe would be j.doe@cornerstone-prep.com).
- CornerStone Prep Facebook and Instagram pages provide information about the school, special events, and activities.
- Parent-Teacher Conferences are scheduled to share with parents their child's growth in development of social and academic skills as well as growth in Christian character.
- The school phone is a business phone and may be used by students only in emergency situations. An office assistant or administrator will relay messages to students in case of emergency or if instructions regarding transportation have changed.
- Parent Alert is an automated system that will notify one individual from each family with information regarding school closings and events. The phone number provided on the student application form will be used. If this phone number changes throughout the school year, please notify the office and provide the new number. If you do not want to receive automated notifications, please let us know, and your number will be removed from this list. In the case of inclement weather or other local emergencies, all families will be notified via the phone calling system. Since we do not provide bus services, CornerStone Prep will not necessarily follow public school weather-related school closings.
- Progress Reports/Report Cards are sent home each nine weeks. See the school calendar for specific dates.
- FACTS Family Portal is a web-based school management software, and makes current grades and student information accessible to students and parents. Username and password are issued by the school upon admission. If you have trouble logging in, you may contact the school office.

## **School Funding**

The instructional program at CornerStone Preparatory School is fully supported by donations. School funding will cover the cost of tuition for each student but does not encompass the cost of uniforms, school supplies, enrichment or lab fees, school athletic fees, lunches, snacks, transportation, field trips, yearbook, service projects, extended care, or other expenses incurred in the ordinary course of the student's activities at CornerStone Prep.

Non-consumable textbooks are the property of the school, and are to be returned to the school at the end of each school year. Textbooks that are not returned will incur a replacement fee of \$50 per book not returned.

If you would like to financially support the mission of the school, monetary donations are tax deductible. Please contact the school for more information.

## **Disclaimer**

The policies and procedures covered in the Parent/Student Handbook are not intended to be

all-inclusive. As a parent, you may withdraw your child at any time, likewise, CornerStone Prep reserves the right to terminate enrollment at any time.

CornerStone Prep reserves the right to add, delete, or modify any policy in the handbook at any time without prior notice.

## **ACADEMICS**

### **Accreditation**

CornerStone Prep is dually accredited through ACSI and Cognia (formerly known as AdvancEd) which allows us to offer an education that is recognized and accepted by universities throughout the country and around the world. Acquiring accreditation from these internationally known organizations ensures that the processes and procedures by which the school makes decisions – around curriculum, instruction, and assessment – supports student learning.

### **Curriculum**

Students in Kindergarten through 12th grade take core courses in Bible, Math, English Language Arts (ELA), and Social Studies each school year, in addition to various electives. 21st Century Skills are emphasized in the curricular programming. We use highly rated resources and textbooks that comply with national and state standards. Novels used are vetted through a book review committee. Staff utilizes data and feedback to determine curricular enhancements and adaptations as part of the overall curricular review process.

### **Grading**

Letter grades (A-F) are used to indicate academic achievement. Grades are determined by a careful assessment of the student’s class work (written and oral), assessments, special assignments and projects during each grading period. Quarterly grades will be averaged with the following weights: summative assessment – 34 percent, formative assessment – 33 percent, and independent practice – 33 percent.

Progress reports are issued halfway through each of the four nine-week grading periods, and report cards are issued at the end of each nine-week grading period (see School Calendar for specific dates). Additionally, to help keep parents informed throughout the nine weeks, teachers will send home any test or quiz with a grade of 59 or lower for parent signature. Grading is as follows:

<b>Letter Grade</b>	<b>Value</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### **Middle School / High School Exams**

Comprehensive semester exams (December and May) will be administered to middle and high school students in each subject. The semester exams will be averaged as 10 percent of the final

yearly grade.

Recognition of scholastic achievement is based on a student's grade point average (GPA) and/or letter grades at the end of each nine-week grading period. A Honor Roll represents a 4.0 GPA (all A's); A/B Honor Roll represents a GPA of 3.0 to 3.99 (all A's and B's).

## **Homework Philosophy**

Homework at CornerStone Prep is described as authentic, engaging, meaningful, and relevant. Homework is not assigned as a matter of obligation, and it is not comprised of non-thinking activities commonly referred to as busy work. At CornerStone Prep, homework is graded and must have one or more of the following purposes:

- Practice
- Review
- Extend
- Prepare

### Homework Guidelines for Parents:

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide structure, a workspace, and tools needed to help the child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment.
- Communicate often with the student and his or her teacher, giving feedback to the teacher when there is a homework concern.

### Homework Guidelines for Students:

- Ask for help if the assignment is not clear.
- Copy all assignments into planner, carefully recording due dates and important information.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources such as textbooks, notes, and study guides.
- Bring the completed homework to school when it is due.
- Be responsible for getting assignments when absent from school.

## **Late Work**

If a student does not complete an assignment by the due date (excepting illness or extenuating circumstances), the student will receive a 10 point deduction from that assignment's grade for each day it is late up to 3 days. After the third day, the student will not receive credit for the assignment.

## **Make-up Work**

Students are expected to complete all assignments missed during an excused absence upon return to school. Students should be prepared to take any previously scheduled quizzes and tests on the day of their return.

Excused Absences: Parents may call the school office to request assignments on the second day of absence. All requests should be made by 9:00 a.m. Make-up work is due by a reasonable date determined by the teacher(s). The general rule is that students have the same number of days to complete the assignments as they were absent.

Unexcused Absences: Students with an unexcused absence will not be permitted to make-up any missed assignments, quizzes, or tests and will receive a grade of zero for the missed work.

## **Students with Special Needs**

CornerStone Preparatory School will consider the need for an adjustment to its programs, policies, or procedures for a student's physical, mental, or learning disability or difference. Should there be a need for a specific accommodation, it is the parent's responsibility to request a meeting with the administration and cooperate with the school's procedures to determine the need and parameters of any such accommodation. Accommodations are made at the discretion of the school and in consideration of available resources. Though CornerStone Prep desires to make accommodations when possible, it should be understood that our education mission parameters include whole class instruction and do not include special education services.

Accommodations will only be considered for students who have current testing on file. Current testing is defined as testing completed within three years to date and conducted by a licensed educational professional.

Students with a 504 or IEP will be considered to receive accommodations that have been approved by CSPS administration. Students who do not have current testing will not be eligible to receive accommodations.

## **Academic Probation**

A student will be placed on Academic Probation if, in any 9-week grading period, the student makes unsatisfactory academic progress defined as a "D" in two or more subjects or an "F" in one subject. If a student is unable to meet the goals of the Academic Probation, the student may be required to withdraw from school.

## **Promotion/Retention Policy**

Elementary and Middle School (1<sup>st</sup> – 8<sup>th</sup> Grade):

Students will be promoted to the next grade level upon mastery of instructional goals and objectives as prescribed by the current grade level. Elementary and middle school students who fail two or more core subjects (Bible, English language arts, math, reading, science, and social studies) may be considered for retention. All subject work is considered, with emphasis placed on mastery in math and English language arts. The administration and teacher(s), after consultation with parents, will determine whether the student will benefit most by being promoted or retained.

High School (9<sup>th</sup> – 12<sup>th</sup> Grade):

High school students may be considered for retention upon failing two or more courses at the conclusion of each school year. A student who fails a high school level class is required to repeat that class to recover credit for the class. All courses, including failed or repeated courses, are factored into a student's GPA.

## **Graduation Requirements**

CornerStone Prep requires the following credits for graduation, which exceed the minimum pre-college curriculum requirements in the Commonwealth of Kentucky:

- Bible – 4 credits
- English – 4 credits
- Math – 4 credits
- Science – 3 credits
- Social Studies – 3 credits
- Creative Arts – 1 credit
- Health and Physical Education – ½ credit each
- Spanish I & II – 2 credits
- Personal Finance – ½ credit
- Electives – 7 or more credits
- Computer Applications – 1 credit
- Community Service Hours – (100 hours minimum = 1 credit) (Transfer students must have 25 hours per year while attending CSPS.)

## **Community Service Hours**

CornerStone Prep high school students are required to participate in community service hours. The goals of this service are for students to become involved in our community by serving others through the example of Christ who led in service (John 13:1-17), and to promote the kinds of community-minded individuals that colleges and workplaces are seeking. It is the student's responsibility to complete hours and turn them into the office no later than the dates listed below. The administration will approve, verify and grant credit for the recorded hours.

Minimum requirements per grade level are as follows:

- 9<sup>th</sup> grade – 25 hours total – 10 hours due by December 1 – remaining hours due by May 1
- 10<sup>th</sup> grade – 25 hours total – 10 hours due by December 1 – remaining hours due by May 1
- 11<sup>th</sup> grade – 25 hours total – 10 hours due by December 1 – remaining hours due by May 1
- 12<sup>th</sup> grade – 25 hours total – 10 hours due by December 1 – remaining hours due by May 1

\*Transfer students must have a minimum of 25 service hours per year while attending CornerStone Prep.

\*\*Students are encouraged to exceed the minimum number of hours each year, but community service hours do not roll over from year to year. Students who go above the minimum will be recognized in the awards ceremony each year.

To receive credit for completing the required service hours, the following guidelines must be met:

1. Students must complete the hours within the specified time frame
2. No money or reimbursement of any kind may be received for community service
3. A supervisor must sign the community service form when the service is completed. Parents may not sign as a supervisor.

Administrators have the right to approve or deny, verify, and grant credit for the recorded hours. Occasionally, the school will provide opportunities for the students to serve and will grant service hours for that service.

Examples of community service:

- Serving and/or delivering meals to needy, elderly, or shut-ins
- Collecting and delivering Christmas gifts to needy
- Participating in organized community and school cleanup/beautification or projects.
- Doing volunteer work or activities in nursing homes, hospitals, homeless shelters, animal shelters, food banks, and other non-profit organizations
- Helping with community events (races, fairs, walk-a-thons. etc.) that raise money for specific charities or nonprofit community agencies (New Horizons, Special Olympics, Diabetes Assn., Cancer Society, Heart Assn., Habitat for Humanity, etc.)
- Serving in church worship (nursery, children's room, audio/visual, set up/clean up, etc.) or working at church-sponsored community outreach events.

DO NOT expect service credit for such things as:

- Babysitting or doing work around your, a family friend's, or a relative's house. (These are things you should do anyway.)
- Working at a commercial, for-profit business.
- Attending or participating in various sports/games, required recitals, concerts, etc.

## **Valedictorian and Salutatorian**

Senior class Valedictorian and Salutatorian are determined by the cumulative academic GPA and will be announced each year in early May. Eligibility for these two honors require that the student attended CornerStone Preparatory School as a full-time student for his/her entire junior and senior years and that his/her conduct be above reproach and attendance is in good standing. The student with the highest overall weighted GPA will be the Valedictorian and the second highest will be the Salutatorian. In the event of a tie, a committee will review each nominee's quality points, and SAT or ACT scores to make the final selection.

## **Rank**

CornerStone Preparatory School does not report the rank of individual students. Given the class size and academic caliber of the student body, small variations in GPA can make a significant difference in class rank.

CornerStone Preparatory School celebrates students who receive the distinction of being recognized on the Honor Roll for their academic achievement. All academic subjects in the curriculum are included in determining eligibility. These rankings are determined at the end of each semester.

## **Transfer Students (transferring to CSPS during high school)**

All transfer students will be required to meet graduation standards. Courses taken as advanced level/weight elsewhere which CornerStone Preparatory School does not offer will be weighted the same as our courses. This will also be included in the final grade point average when recognizing valedictorian and salutatorian.

## **CornerStone Prep College Academy**

In partnership with Madisonville Community College, CornerStone Preparatory School offers a distinctly different opportunity for students to begin their college experience while still enrolled in high school. Students entering 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in the CornerStone Prep College



Academy. This partnership allows students to earn both high school and college credit, with potential to earn up to an Associate's Degree from Madisonville Community College.

Minimum Requirements for Admission:

- Currently enrolled at CornerStone Preparatory School
- High School GPA of 3.0
- ACT Benchmark Score of 18 in English, 20 in Reading, and 22 in Math OR EdReady Benchmark scores as set each year by the MCC admissions office.
- Be in good standing in attendance and behavior

Students who participate in courses at MCC will be required to take a Bible class on CornerStone's campus and to attend a regularly scheduled seminar at CornerStone on applying a Biblical worldview to what they are learning in their college courses. Participation in chapel is also required.

## **Standardized Testing**

Students are tested in the spring of each year using the complete battery of Iowa Assessments. Classwork is limited during the testing window. Students should make every effort to be in attendance during the testing window.

## **Non-Traditional Instruction Days (NTIDs)**

In an effort to avoid extending the school year, CornerStone Prep uses Non-Traditional Instruction Days (NTIDs). NTIDs allow for the continuation of learning when school cannot be in session due to unforeseen circumstances (i.e., inclement weather, widespread illness, etc.). The ultimate result of using NTIDs is losing less instructional time and an increasing ability for students to learn new content when school is in session.

When a phone message is sent regarding the closing of school, students will be instructed on how to complete assignments for that day. The assignments are designed to be completed independently, but teachers will be available during regular school hours on these days if a student needs assistance. Assignments will be graded, and due dates will be determined by individual teachers.

## **Plagiarism**

Copying or paraphrasing the words or specific matter of another person's work without giving proper cited credit, failing to give credit to another person's ideas in your own work, or submitting another person's work as your own is plagiarism. Plagiarism is considered a serious academic offense and students should take care to follow instructions given by the teacher in order to avoid it. In addition to disciplinary action, the consequences of plagiarism may include, but are not limited to, re-submitting the assignment or loss of credit or lower grade for the assignment. Instances of plagiarism are considered on an individual basis, however, continued plagiarism may result in dismissal from the school.

## **ATTENDANCE**

### **School Hours**

School office hours are from 8:00 a.m. to 3:00 p.m. Instructional hours are from 8:00 a.m. to 3:00 p.m. Students may arrive as early as 7:30 a.m. and may be dropped off until 7:55 a.m. Students must be in their seats at 8:00 a.m. or they will be counted as tardy. The arrival door will

close at 7:55 a.m., and anyone arriving after this time will need to come to the front office and sign in. All students are dismissed at 3:00 p.m., and students must be picked up no later than 3:15 p.m.

## **Arrival Procedures**

Upon arrival, students will be dropped off at the back door. Parents are asked to pull forward as far as possible and remain in their vehicle during drop-off.

Students may bring and eat breakfast upon arrival, but must be finished by 7:40 a.m. As a reminder, food and drinks (other than water) are not allowed in classrooms.

## **Dismissal Procedures**

Students will be escorted to parent pick-up at the back door. Parents are asked to remain in their vehicle during pick-up, pull as far forward as possible, and reduce space between vehicles. As a courtesy, please do not arrive for dismissal until 2:45 p.m. or block the intersections and business driveways on city streets.

## **Absences**

Parents and students are asked to make every effort to ensure regular attendance. When possible, dentist and doctor appointments should be scheduled outside of school hours. If a student has an excused absence, it is the student's responsibility to talk to his/her teacher(s) to make-up any missed assignments.

Students are also responsible for scheduling any make-up tests or quizzes with their teachers. As a general rule, students have one day to make up homework for each missed day. Each incomplete assignment, quiz, and/or test will be recorded as a zero.

A student should not exceed more than ten days absent in a school year. If a student misses more than ten days of school, for excused and/or unexcused reasons, he/she and his/her parent will be required to meet with the administration to discuss a plan of action for the remainder of the year.

Every student absence requires a written statement from the parent, guardian, doctor, or public official stating the cause and specific dates involved. This statement must be turned in on the day of return. A telephone call is not sufficient. After illness due to a contagious disease, the returning student must have a written statement from a medical doctor indicating that the condition is no longer contagious.

If a written excuse is not provided, the student will receive an unexcused absence and teachers will assign zeros for all missed assignments, quizzes, projects, and tests that are taken, due, or assigned on that day.

Medical excuses from a doctor must specify the number of days the child is excused for, and the time and day the child was seen.

Absences will be excused for the following reasons: illness, death in the family/funerals, medical appointments, dental appointments, and summons for the student to appear in court. Any other instances will be reviewed on a case-by-case basis. Excused and pre-approved absences are included in the ten-day limit per school year.

To be eligible to participate in any extracurricular event such as practices, rehearsals, games, or performances on a given school day, a student must attend at least half of the school day.

## **Excessive Absences**

For students to obtain credit for their classes and in order to maintain academic integrity a minimum number of hours must be met and recorded per class as per the Kentucky compulsory attendance law.

Any child who has been absent from school with a combination of three or more unexcused absences/tardies is truant. Any child who has been reported as truant two or more times is a habitual truant.

On the second unexcused absence, contact will be made with the parents.

On the third unexcused absence, a letter of truancy will be sent to the parents. Privileges such as driving to school, attending school trips, etc. may be revoked.

On the fifth unexcused absence, a conference will be held with the student and parents. Student drivers may have their license revoked. School administrators will be required to contact the Director for Pupil Personnel at the local school district.

On the sixth unexcused absence, the student will be considered for truancy court and dismissal from the school. Re-enrollment may be impacted by attendance.

## **Medical Homebound**

A student who misses 4 or more consecutive days due to extended illness, surgeries, or emergencies is considered homebound with a valid doctor's excuse and approved homebound form which can be acquired from the front office. Students are responsible for all missed assignments and will need to arrange an assignment make up schedule with each teacher. Homebound absences do not count toward a student's total absence count for the year, but homebound students are not eligible for perfect attendance awards.

## **Tardy / Early Dismissal**

Any student entering the classroom after 8:00 a.m. or entering the building after 7:55 a.m. will be considered tardy. When the student arrives late, the driver must sign the student in and provide the reason for the late arrival. Tardies will be recorded as excused or unexcused.

The following tardy/early dismissals will be considered excused: youth conferences, car breakdowns (student drivers must have a parent notify school), illness, medical appointments, funerals, driver tests, dental appointments, and traffic accidents. All other reasons will be considered on a case by case basis.

Three unexcused tardies will equal one check. (Refer to the Discipline section.)

Six unexcused tardies will equal one absence. This will be applied to the ten-day limit.

Habitual excessive tardiness may result in administrative action which may include a formal plan of action or may impact future enrollment.

NOTE: Departure times that result in absences or early dismissals will be adjusted accordingly for students attending Madisonville Community College.

## **Educational Enhancement Opportunities**

CornerStone Prep recognizes that learning takes place both in and out of the classroom. Therefore, students may apply for an Educational Enhancement Opportunity, which allows students to extend their learning beyond the classroom. Applications may be obtained from the school office and must be submitted two weeks prior to the scheduled absence. This type of absence does not count against student attendance restrictions. Assignments for the dates of the absence(s) must be collected prior to the absence and students are expected to submit all coursework upon return to school. Attendance and academic records will impact the approval of Educational Enhancement Opportunities.

## **College Visits**

High school students are allowed three college visits per year. Students must obtain administrator approval prior to a college visit and are responsible for all assignments missed during the college visit. Proof of the college visit must be submitted to the office upon returning to school.

## **Withdrawal Procedures**

If for any reason a student must be withdrawn from school, the school office must be notified in writing at least two days in advance so the withdrawal can be properly processed.

## **DRESS CODE**

The purpose of the dress code is to provide a uniform look amongst the student body considering functionality and the acceptable mode of dress for school activities at CornerStone. Our goal is to help students begin to develop a Christ-centered attitude and maturing view toward their outer appearance and the appropriateness of their attire.

### **Kindergarten-12th Grades**

School clothes should be neat, clean, and modest and must be worn to fit (not oversized or skin-tight). Clothes should have no holes, rips, tears, or frayed edges. The administration reserves the right to determine the appropriateness of clothing and appearance in all situations.

#### **Tops**

All tops must be official CornerStone Prep spirit gear purchased by the school or PTF; long sleeve, short sleeve, sweatshirts, hoodies, and jackets with the official CornerStone logo/design are permitted. Shirts must be appropriately fitted and in good condition without holes, rips, frays, or alterations (eg. cutting the hem, neck, or sleeves). Shirts that do not have the CornerStone logo may only be worn under official spirit gear.

#### **Bottoms**

Bottoms should be jean or chino style structured pants or shorts. Girls may also wear chino or denim skirts.

- All bottoms must be properly fitted - not too loose or too tight.
- Shorts and skirts (including skirt slits) may not be shorter than 2 inches above the knee.
- Bottoms should be solid in khaki (tan), gray, black, navy/blue denim colors only.
- Overalls, leggings, sweatpants, and bottoms made of knit or performance material may not be worn.

- Shorts or solid color leggings are recommended under skirts for girls in grades K-5 due to the nature of their activities, but leggings may not be worn as pants.
- Jogger style chino pants with elastic waistbands are allowed in the appropriate fabric, color, and sizing.
- Bottoms must have NO patches, holes, rips, tears, or frayed edges.

## **Outerwear**

Heavy coats may not be worn in the classroom. Sweatshirts, hoodies, and full and quarter zip jackets worn in the classroom must be official CornerStone spirit gear purchased from the school or the PTF. Solid color cardigan sweaters (without hoods) are acceptable as long as a CornerStone shirt is visible underneath.

## **Other**

- Hair color should be a natural shade.
- Hair is to be kept clean and neat and must not obstruct the student's face.
- Visible permanent tattoos or body piercings, except earrings, are not permitted.
- Sensible shoes should be worn; house shoes and slippers are not permitted.
- No head apparel may be worn inside the school. Hats may only be worn on Fridays for \$1 as a fundraiser for a local charitable organization.
- Students attending college courses at MCC are encouraged to dress in smart casual or business casual attire, but must follow, at a minimum, the student dress code on CornerStone's campus each day.

## **Special Dress Days**

Special dress down and spirit days will occur throughout the school year. The type of dress appropriate for each of these days will be communicated prior to the event. At a minimum, shirts must have sleeves, and bottoms must be no shorter than 2 inches above the knee. All apparel must have appropriate wording, pictures, and designs and may not have rips, holes, tears, or frays. Leggings may not be worn. Pajama pants may not be worn except on designated pajama days.

On certain days of the year, the students will be asked to dress up. These days will be announced ahead of time. The dress code on such occasions includes, at a minimum, dress shirts, blouses, dress pants/slacks, skirts and dresses (no shorter than 2 inches above the knee).

## **Dress Code at School Events**

Students are expected to uphold standards that are neat, clean, and modest and are appropriate for the event. Specific dress guidelines will be provided for specific events based on the nature of those event.

## **Cell phones/Smart Watches/Earbuds**

Cell phones must be powered off and stored in a secured location in the office upon arrival to school. Cell phones are not permitted in classrooms at any time. If a student needs to call a parent during the school day, the student should ask permission of the teacher and then go to the office to make the call. Smartwatches are discouraged, however students who wear smartwatches will be asked to remove them during quizzes, tests, or final exams. Teachers reserve the right to ask students to remove their smartwatch during class. Smartwatches are not to be used for text communication during the school day. Students in violation of these policies will need to turn the device into an administrator for secure holding until the end of the school day, and may receive a disciplinary infraction. Earbuds or any type of earphones are not permitted throughout the school day unless approved by a teacher for academic purposes. Earbuds/earphones may only be used before and after school. Repeated violations of these policies will result in loss of privilege to have devices in the building.

## **Harassment**

Because Scripture commands us to love our neighbor as ourselves (Mark 12:31) and treat others the way we want to be treated (Luke 6:31), CornerStone Preparatory School will not tolerate any type of harassment. Harassment includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability. Harassment also includes sexual advances, request for sexual favors, inappropriate jokes and innuendoes, offensive touching and other verbal, graphic, or physical conduct. Violation of this policy will result in disciplinary action, up to and including immediate suspension or expulsion from the school. This harassment policy includes electronic means of communication such as e-mail messages, blogs, text messages, web postings, social media content, and direct messaging.

## **Bullying**

Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. Power imbalances include, but are not limited to: age, grade, body size, and gender. The behavior is repeated, or has the potential to be repeated, over time. Not all acts of inappropriate behavior between students can be classified as bullying. Complaints of bullying will be investigated and when warranted, incur appropriate disciplinary consequences. Continued offenses incur progressively more serious consequences leading to a recommendation for expulsion. Students are expected to honor God with their words (Eph. 4:29) and actions (James 1:22), therefore bullying is not acceptable in the Christian school environment.

## **DISCIPLINE**

### **Kindergarten**

Kindergarten children will be encouraged and praised, as methods of positive reinforcement, throughout the day as they obey the rules and follow directions. When appropriate, warnings, redirection, or taking a time out from the current activity are used to stop behaviors that detract from the learning environment. If a child consistently misbehaves, the teacher will discuss a behavior modification plan with the parent. All discipline will be done in love and in a respectful

manner. After Christmas break, students in kindergarten will begin following the same system of checks and demerits that students in 1st-12th grades follow.

## Checks

Checks are given for *behavioral* issues. These are behavioral issues that interfere with the learning process of other students. They include, but are not limited to:

- minor classroom disruptions
- minor violations of classroom rules
- verbal arguments with other students
- dress code violation
- three unexcused tardies
- horseplay
- cell phone/smart watch/earbud violations
- not prepared for class

Verbal warnings or redirection may be utilized upon the first infraction but subsequent infractions will be addressed by issuing a check. **When checks are given, the teacher will let the student know verbally that it is being issued** and will enter the check in the student's behavior tab in the SIS and send the corresponding email to the parents to notify them of the check.

## Check Accumulation

### 1<sup>st</sup> – 5<sup>th</sup> grades

An accumulation of six checks in one semester will require a meeting between the student, parents, teacher(s) involved, and an administrator to discuss a plan for behavior modification.

If a student accumulates nine checks in one semester, the student will receive a demerit and another meeting with parents, student, teacher(s), and an administrator will be held to discuss a plan of action.

Checks are erased at the start of each semester.

### 6<sup>th</sup> – 12<sup>th</sup> grades

In grades 6 - 12, an accumulation of four checks in one semester will require a meeting between the student, parents, teacher(s) involved, and an administrator to discuss a plan for behavior modification.

If a student accumulates seven checks in one semester, the student will receive a demerit and another meeting with parents, student, teacher(s), and an administrator will be held to discuss a plan of action.

## Demerits

In addition to issuing demerits based on an accumulation of checks, demerits can also be given immediately, regardless of the absence of or accumulation of checks, if the situation warrants such action.

Demerits may be given for severe or chronic infractions as deemed necessary by the teacher(s) or

administration. A chronic infraction is defined as one that incurs 3 or more write-ups. Examples of such infractions may include the following:

- using profanity – verbal or written,
- inappropriate gestures,
- major disrespect / defiance / argumentative behavior
- dishonesty,
- bullying / harassment,
- false fire alarm,
- public displays of affection between friends and/or dating couples,
- chronic misbehavior in the classroom (prohibiting instruction),
- chronic misbehavior in the restrooms, hallways, and/or cafeteria,
- threatening a fight or fighting, depending on the severity of the situation,
- cheating / allowing others to cheat,
- student driving rule violations,
- intentional or unintentional destruction of school property, or
- plagiarism.

**If a teacher feels that the student should receive an immediate demerit, the teacher must discuss the situation with an administrator prior to issuing the demerit.** Demerits must be entered into the student’s behavior tab in the SIS and notification emailed to the parent.

### **Demerit Accumulation**

Demerits accumulate throughout the current school year for all grades, and the student may be precluded from trips or events for the semester in which a demerit was issued.

An accumulation of demerits will result in the following actions:

- **Two demerits** = two-day in-school suspension and a meeting between the student, parents, teacher(s) involved, and an administrator.
- **Three demerits** = three-day in-school suspension and a meeting between the student, parents, teacher(s) involved, and an administrator.
- **Four demerits** = four-day in-school suspension and a meeting between the student, parents, teacher(s) involved, and an administrator.
- **Five demerits** = expulsion.

### **Suspension**

Students will serve suspension at school in isolation from their classrooms or in some cases, out of school. While serving suspension, students will complete all class work and/or take tests during suspension. Students will receive grades for their work. Students who are serving suspension will not be allowed to participate in extracurricular activities during the suspension period.

Parents will be required to pay for a substitute teacher (\$100/day) to monitor their child while serving in-school suspension.



## **Expulsion**

There may be situations which require immediate expulsion. Such instances might include, but are not limited to, when others are placed in physical danger and/or threatened with an object(s). Possessing dangerous or illegal items (i.e. guns, knives, fireworks, improvised explosive devices, alcohol, drugs, etc.) may also justify immediate expulsion.

## **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. Students who do not meet the criteria will be required to withdraw from school.

## **HEALTH AND SAFETY**

### **Confidential Information**

Student records are maintained in secure storage on-site with restricted access.

### **Release of Student to Persons Other than Custodial Parent/Guardian**

CornerStone Prep will take all reasonable steps to ensure and safeguard the safety of children while at school.

1. Teachers will not release students during the school day without specific instructions from administration to do so.
2. Administration, for authenticity and appropriateness, must approve all requests for early release from school.
3. All written requests will be authenticated by a telephone call to the parent. Requests in person by neighbors, grandparents, and so forth, will be authenticated in the same manner.
4. Should a written or personal request be made by a non-custodial parent for the early release of a child into his care, such a request will be honored only with the following:
  - a. the consent of the custodial parent through a school-initiated telephone conversation; or b. instructions from the appropriate court on file in the school office.
5. Should a request be made by a non-custodial parent to make contact with a child at the close of the school day, such a request shall be denied by administration unless there:
  - a. is consent from custodial parent through a school-initiated telephone conversation; or
  - b. are instructions from the appropriate court on file in the school office.
6. Should a custodial parent request that the school prevent a child from any contact with the non-custodial parent, the custodial parent shall be requested to submit to the school a final judgment and/or settlement agreement serving as a basis for the request.
7. In the event that parents are going out of town without their child, CornerStone Prep requests that the custodial parent notify the school in writing of adult caretakers who will be responsible for the child. Their names, phone numbers, addresses and any alternate procedures to be followed should be included in the notification.

### **Custodial Rights**

In the event that parents have special legal arrangements for custodial rights of their child(ren), the

school requires a copy on file in the office from the appropriate court order(s) affirming these rights. The school cannot honor parent requests for protection without legal documentation.

## **Medical Policies**

For the health and safety of the students and staff, a student should not attend school if he/she has any of the following symptoms:

- Fever of 100 degrees or more
- Diarrhea or vomiting
- Severe coughing causing the child to become red or blue in the face, making a whooping sound, a sore throat, or difficulty swallowing, difficult or rapid breathing
- Conjunctivitis (pink eye)
- A skin rash that has not been identified by a doctor as non-contagious
- Evidence of head lice or other parasites
- Evidence of infection

If a student exhibits any of these symptoms at school, the parents will be called to take the student home. Students should not return to school for at least 24 hours after symptoms have cleared without medication.

CSPS will accept medical notes from medical providers applicable to students. Medical notes will be filed in the office. After illness due to a contagious disease, the returning student must have a written statement from a medical doctor indicating that the condition is no longer contagious. Medical excuses from a doctor must specify the number of days the child is excused for, and the date and time the child was seen.

## **Head Lice**

If it is discovered that a student has head lice or nits while at school, he/she will be sent home for treatment and removal. Treatment includes washing with Nix or RID and the removal of all nits after shampooing. When a student is found to have lice at school, students who have been exposed will be checked and the parents will be notified.

## **Medications**

Students may not carry any prescription or over-the-counter medications on their persons (including lockers, backpacks, purses, etc.) while at school, with the exception of a prescription for a life-threatening illness (see emergency medication policy below).

A student who is required to take prescription medications while at school must have a written care plan prepared by his/her doctor and on file at school which gives school personnel permission to administer the prescribed medication. Prescription medications can only be administered by school personnel as directed on the original prescription container and to the person listed on the container. Expired prescription medications cannot be administered. Prescription medication is kept locked in the office.

Over-the-counter medications may be given to students if parents have completed and signed the "over-the-counter medication agreement" form for each student. Over-the-counter medications are stored away from children's reach in the office.

## **Emergency Medications**

The following medications may be carried with the student on school premises or at any school activity as long as the school has on record a statement signed by the physician and the parent that the medication is an emergency drug to be used in life threatening situations and the student has been trained and is capable of self-administration. If at any time the student is being negligent with this right or is putting other students at risk, then the administration will discuss the situation with the parents to determine a solution.

- Epinephrine Pens for anaphylactic shock
- Inhaler medications for acute asthmatic attacks
- Insulin and Diabetes Management supplies

## **Tobacco Use**

CornerStone Preparatory School is a tobacco free campus.

## **Immunizations**

CornerStone Preparatory School enforces the current state immunization laws. All students in the school will be compliant with the current Kentucky immunization requirements. It is the responsibility of the parents to ensure their child is vaccinated or has a current Exemption from Vaccine form. Annual audits of student records will be conducted for current immunization forms. In the event of an outbreak of a vaccine-preventable disease at the school, students who have a declination of immunizations due to religious or medical reasons will not be able to attend school until the outbreak has been controlled.

## **Secure Campus**

CornerStone Preparatory School makes every effort to keep our students safe. To this end, our campus will remain locked at all times. For school safety purposes, all visitors will need to call the front office to gain admittance. Once in the school, visitors will need to sign in at the front office, wear a visitor sticker while in the building, and sign out when leaving.

All adults working on campus must have a criminal background check on file and will be provided a badge for identification while on campus.

## **Search of Personal Property**

While on campus, no student has any reasonable expectation of privacy with respect to personal property. Administration and/or its designee reserves the right, at all times, to conduct searches and inspections of student clothing, possessions, lockers and vehicles if the school has a reasonable suspicion that there has been a violation of any policy. Searches will generally be approved by an administrator and will be conducted in the presence of a witness.

## **School Closings/Early Dismissal**

School Closing Information will be communicated to parents through email, Class Dojo, Facebook, and Parent Alert. Please make sure your phone number and email address are current; if you need to update your contact information, please email your request including your name, your child's name, and your new information to [info@cornerstone-prep.com](mailto:info@cornerstone-prep.com).

## **Campus Evacuation Procedure**

If the campus is deemed unsafe and uninhabitable by civil authority or by the school administration, we will evacuate the campus. This will usually be the result of an earthquake, a campus fire, bomb threat, chemical threat, or local police action.

The following procedures will be followed during a campus evacuation:

- An administrator will notify all teachers.
- Each teacher will follow the route for his/her class as designated on the emergency exit map posted in each classroom.
- All classroom doors will be closed, and lights turned off.
- Each teacher will take an attendance sheet to conduct a roll call once in a safe location.
- All students will walk in line quickly to the designated holding area without talking or running.
- An administrator or designee will search all restrooms.
- Students who drive may be allowed to drive home if the situation is safe for them to get to their car on campus.

### **Long-Term Evacuation:**

- If the evacuation lasts longer than 30 minutes, parents will be called, and arrangements will be made to pick up students.
- Students will be supervised in a safe location until parents and students can be reunited.
- No one will be allowed back in the building unless instructed to do so.

## **GENERAL INFORMATION**

### **Lunch**

Students must bring their own lunch daily, as we do not offer food services. Please ensure that your child has all necessary serving utensils (fork, spoon, napkin, bowl, plate, etc.) as these will not be provided. Also, students must be capable of independently preparing their lunch items. An adult will be available to offer assistance to elementary students as needed. Microwaves are available for student use for food items requiring cook times of 3 minutes or less. Items which have cook times over 3 minutes (e.g. macaroni and cheese cups, ramen noodles) should be cooked prior to sending them to school to be warmed.

On occasion, a catered lunch option may be offered. When this service is available, a pre-order form will be provided to students.

### **Textbooks**

The school provides textbooks to students. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks and lost textbooks will result in a replacement fee. It is the student's responsibility to properly safeguard and maintain textbooks.

Textbooks are not provided for students enrolled in the CornerStone College Academy at Madisonville Community College. Students enrolled in this program are responsible for the cost of all required textbooks.

## **Chapel**

Chapel services are held on Friday mornings at 8:00 a.m. with alternating grade levels in chapel each week. Visitors are always welcome and must sign in at the front office upon arrival. Students who are not scheduled for chapel will participate in assigned small groups where a teacher will facilitate a biblically based and developmentally appropriate discussion of subjects such as Godly character traits, friendships, and fruits of the Spirit.

## **Campus Life Days**

Once a quarter, CornerStone has specified Fridays which are Campus Life Days. On these days, following chapel, CornerStone Prep students will participate in a full day of enrichment classes to engage students in life skills and experiences that will benefit them for the future. Student participation is expected as the enrichment classes are an integral part of the student's overall learning experience. Absences on Fridays count towards total attendance limits. Students must be in dress code on all Fridays regardless of activity planned.

## **Field Trips**

Visits to local museums, theaters, libraries, parks, and other points of interest, are an integral part of our educational program and help to enrich the student's personal growth. Parents may help chaperone these trips and thereby share in these educational experiences with their children. For any field trip the school will always provide for a safe adult-student ratio. Transportation arrangements will be made and communicated to parents prior to the trip. Student dress for field trips will be CornerStone Prep uniform, unless the sponsoring teacher specifies an optional dress code. If bathing suits are required, girls must wear a one-piece or tankini style suit of modest cut. Boys must wear swimming trunks with short or long sleeve rashguards or t-shirts; athletic shorts and Speedo type bathing suits are not acceptable.

In order to participate, all students will be required to submit a field trip form signed by parents. Details for each of these trips will be communicated by the teacher sponsoring the field trip experience.

## **Show and Tell**

On occasion, elementary students may be permitted to bring items from home to encourage public speaking skills. CornerStone Prep is not responsible for lost, damaged, or stolen items brought from home. Students should be able to carry their own items without assistance to and from the classroom. Live animals are not permitted for show and tell purposes.

## **Student Driving Policy**

Student drivers will need to provide the following information to the school office before driving to school:

- copy of a valid Kentucky driver's license,
- copy of a valid vehicle registration form, and
- copy of a current auto insurance card.

Student drivers will be responsible for adhering to the following rules which are incumbent with the privilege of driving to school:

- Obey all traffic rules and regulations, including proper directional guidelines in the

parking lot.

- Park in the designated area only.
- Transport only members of his/her family to and from school unless other passengers are listed on the Student Release Form.
- Reckless driving on or off school property may result in the loss of driving to school privileges.
- Students may not loiter in the parking lot before, during, or after school.
- If a student needs to retrieve an item from a vehicle, he/she must get permission from the office.

CornerStone Prep is not responsible for any damage, including debris, which at times falls onto cars or is a result of other students' recklessness. Student driving privileges will be suspended immediately, if at any time a student's driving, parking, or misuse of a vehicle puts the safety of others at risk.

### **No Pass/No Drive Law**

The No Pass/No Drive Law ([KRS 159.051](#)) was passed during the 2007 legislative session, and affects every public and private school in Kentucky (including home school students). The law says that schools will use academic and attendance data from the previous semester of the school year to determine whether 16- and 17-year-old students are compliant with the law. To apply the first time for a driver's learning permit, students must get a paper form ([KRS 159.051](#) School Compliance Verification Form, dated 1-1-12) issued by their school. It will not be completed and issued by the school if the student is not eligible according to the terms of the law. Per this law, the school must report to the state the names of students that are placed on academic probation or have excessive absences.

### **Parent Teacher Fellowship (PTF)**

The School encourages parent involvement and is most appreciative of the fine work of its parent organization that provides service to its students; assistance to its faculty and staff; leadership to school families; and time given by the members on the school's behalf.

Governed by the Board of Directors, through the school administration, the PTF plays an active part in the life of the school as a supportive service organization. It seeks to promote general interest in the school and to gain stronger parent awareness and involvement in its many programs.

PTF meets monthly throughout the school year. The PTF sponsors fundraising events, promotes Christian spirit among students; organizes family social gatherings; conducts work days to beautify the school grounds; and organizes and sponsors other activities.

### **Volunteer Requirements**

CornerStone Prep welcomes volunteers to our campus and appreciates all they do for the school. For the safety of our students, however, anyone who wishes to volunteer on a regular basis will need to sign a volunteer agreement and complete a background check conducted by the Kentucky State Police and pay the associated fee. Background check forms and volunteer agreements can be obtained in the school's front office.

## **ATHLETIC PROGRAMS**

CornerStone Preparatory School offers sports programs based on student interest and enrollment. All students who participate with any sports program sponsored by CornerStone Prep are expected to adhere to all student responsibilities as identified in this handbook. Team expectations will be set by individual coaches.

### **Sports Fees and Requirements**

CornerStone Prep sports programs are self-supporting. The programs are funded primarily through sports fees and fundraising by athletes. Fees will be discussed with all parents prior to the beginning of each sports season.

1. Student's parent/guardian must sign a sports permission slip allowing the student to participate.
2. Each athlete must have a recent physical on file designated for the current school year.
3. All fees and related financial/fundraising requirements must be paid/completed in full before the first regular season game/match.
4. Students who withdraw from a sport after the first game of the season will still be responsible for the balance of the sport's fee for that season.

### **Attendance**

To be eligible to participate in any extracurricular event such as practices or games on a given school day, a student must attend at least half of the school day. Students who are absent from or dismissed from school early due to illness may not participate in practice or games until they are well enough to return to school. A student who has excessive absences from school may lose his/her athletic eligibility.

### **Academic Requirements**

A student must maintain a minimum of a C in all subjects, in order to be eligible to play sports. A student with a grade lower than a C in any subject will be ineligible until his/her grade is brought up. Grades will be verified at the end of each week. A student receiving an incomplete (I) on an interim report or report card is ineligible until the work is completed and receives a grade. Athletes may continue to attend practice but are not allowed to play in games until the grade is raised.

### **Discipline**

A student may not participate in practices or games if they received disciplinary action on the day of the practice or game.

If a student receives any demerits, the following consequences will apply:

- 1<sup>st</sup> demerit = 2 consecutive game/match suspension
- 2<sup>nd</sup> demerit = 3 consecutive game/match suspension
- 3<sup>rd</sup> demerit = dismissed from team