

Cornerstone Academy

Student/Parent Handbook



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Preface

This addendum to the SBISD Secondary Student/Parent Handbook contains specific and detailed information to facilitate the orderly operation of Cornerstone Academy. Students and parents should read this addendum along with the district handbook and keep both for future reference.

Bell Schedule

1 st Period	7:40 – 8:25
2 nd Period	8:30 – 9:15
3 rd Period	9:20 – 10:05
Advisory/RTI/Extended Core	10:10 – 10:45
4 th Period (CORE)	10:55 – 12:40
Lunch	12:40 – 1:10
5 th Period (CORE)	1:15 – 3:00

Assembly Bell Schedule

1 st Period	7:40 – 8:15
2 nd Period	8:20 – 8:55
3 rd Period	9:00 – 9:35
Report to 4 th period	9:40
Assembly	9:45 – 10:45
4 th period	10:55 – 12:40
Lunch	12:40 – 1:10
5 th Period (CORE)	1:15 – 3:00

Core Beliefs - Discipline

We believe that every attempt should be made to maintain the dignity of both the adult and the student.

We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.

We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.

We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world.

We believe that there should be a logical connection between behavior and resulting consequences.

At Cornerstone, we will strive to ensure that our actions reflect these five core beliefs. If you or your child feels that we have not held true to these beliefs or that consequences are unfair, please let us know. We will always allow students due process so that their views may be heard and considered.

After School Procedures

Your child will never be unsupervised after school. Our regular day ends at 3:00. Your child will immediately go to the buses, parent drive, or to a teacher they have prearranged to meet for tutorials, learning lab, or a club.

Learning Lab/Tutorials: Meet Tuesdays and Thursdays until 4:00

Clubs: Meet Mondays until 4:00

After School Transportation will be at our front entrance facing Westview. Parent drive begins at 4:00. All students will be loaded onto the buses at 4:15. If a parent arrives between 4:15 and 4:20, we will pull your child off the bus. Otherwise, all buses and students leave at 4:20 providing transportation to all SBISD elementary schools. If you arrive after 4:20, know that your child is in route to an elementary school of their choice. Your child usually will choose their old elementary school.

Assemblies

Parents are welcome to attend any assembly. Please sign in at the CSA office.

Attendance Information

When a student returns to school after an absence, he/she must bring a signed and dated note from the parent to the ADA Specialist in the main office before school. The note must state the reason the student was absent and the dates he/she was absent. After an absence, students are responsible for obtaining an admit slip to class. Admits must be obtained before school from the ADA Specialist. The student is responsible for presenting the admit slip to each teacher for his/her initials and then turning it in to the office at the end of the day.

The student has two days to bring the note after an absence. If the student fails to bring a note within 2 days, the absence will be considered unexcused.

Assignments for absent students will be provided if the student is expected to be out at least three days. Twenty-four hour notice is necessary to obtain the assignments.

If a student is absent for five (5) consecutive days a note from a health care provider must be provided.

If a student is absent ten (10) days or parts of 10 days in a six-month period, school personnel are required by law to notify the Spring Branch ISD Police Department T.R.I.A.T.

Students arriving after 7:55 a.m. should bring a note, signed by a parent, stating the specific reason for being late and report directly to the office for an admit to enter class. If students are absent without the knowledge of their parents, they are considered truant.

Appointments for Students

When it is necessary for students to leave the campus for a doctor or other appointment, the student is expected to **bring a note to the office before 7:40 a.m.** The note should indicate the time the student is to be picked up by a parent or other adult authorized by the parent (as indicated on the student information card). The registrar will write an early dismissal slip for the student to present to the teacher when it is time to leave. The student and parent (or authorized adult) will meet in the office so that the parent can sign the student out. Upon return, the student must bring a note from the office of the appointment in order for it to be classified as a medical excuse. If you do not bring a note from the doctor, it cannot be considered a medical excuse and will be classified as an excused absence instead. A medical excuse for an appointment is not counted as an absence as long as the student attends school for a portion of the day.

Birthday Celebrations

Birthday celebrations are allowed at the **end of the day** at a time designated by each teaching team. Birthday refreshments may be brought for an entire class after 2:00 p.m.

Bullying/ Cyberbullying

Cornerstone serves a diverse population. Tolerance and acceptance of others are expected. Bullying is not acceptable and is not tolerated at Cornerstone.

What is Bullying?

A person is being bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other person(s). Negative actions are when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways.

What is Cyberbullying?

It is a form of bullying through emails, text messaging or web pages. This might include sending or posting mean, vulgar or threatening messages or posting sensitive or private information about another person.

While the district respects rights to freedom of expression under the First Amendment, students may be disciplined for web site postings that materially and substantially disrupt the educational process or that contain threats which endanger the health, safety, and well-being of district personnel, students, or staff members.

Students are encouraged to tell a responsible adult if they are being bullied.

Cafeteria/Lunch/Breakfast

The Community Eligibility Provision (CEP) of the U.S. Department of Agriculture (USDA) allows for Spring Branch ISD schools with high percentages of qualifying children the option to serve breakfast and lunch meals at no cost to all students on a specific campus. Cornerstone qualifies as a CEP school. This means the regular breakfast and lunch are free for our students. A student must still pay for extras like ice-cream, chips, Gatorade... or an extra lunch or breakfast.

Breakfast is available in the cafeteria each morning from 7:00 a.m. to 7:35 a.m.
Lunch is available from 12:40 to 1:10.

Parents may make online payments into student accounts and monitor student spending at <https://www.parentonline.net/Public/login.aspx>

Parents may bring their child a sack or special lunch but **may not provide any food for other students.** SBISD does not allow sharing of food. Parents may drop off the lunch in our lobby area. Make sure you put your child's name on the lunch so they know it is their lunch. We do not interrupt instructional time to deliver lunches to students. Feel free to stay and eat with your child. Simply obtain a visitor badge from the Cornerstone office.

Clinic

A school nurse is on duty five days a week to take care of injuries that occur during the school day and to give professional attention to the legitimately ill. A student must have a signed pass to enter and leave the clinic. A student may not remain in the clinic unless the nurse decides that the student is ill enough to go home and is waiting for a parent. All prescription and non-prescription medication must be brought to the clinic *by a parent* with the proper medication release form (obtained at the clinic or online.) ALL medication (prescription and over the counter) must be kept in the clinic, appropriately labeled and in its original container. Dosage instructions must be signed by the physician and the parent.

Students must never be in possession of any medication. Please contact the nurse if you have any questions about the medication policy of SBISD.

Parents must sign out with the main office when taking students home from the clinic.

Communication with Teachers

Your child's teacher is the best person to contact regarding questions or concerns about classwork. If you need to talk with one of your child's teachers, please email the teacher or call the office. The teacher will contact you and schedule a meeting if requested. We ask that the teacher respond within 24 hours. Family Access also allows a parent to email a teacher but this program does not alert the teacher that an email is waiting for them and is not a part of the SBISD email system. It is best to use their SBISD email address.

Dances

The Student Council sponsors three dances during the year. Dances are usually from 6:00 – 8:30 p.m. with the exception being the Luau, which is from 3:30 – 6 p.m. Only students enrolled at Cornerstone Academy are permitted to attend our dances, except for the Luau. We invite Cornerstone alumni only, to attend the luau along with current students and staff. Once inside the dance, a student is not allowed to leave until a parent or designated adult picks him/her up at the end of the dance.

Students are *only* allowed to stay after school until the event begins **IF** they are with a teacher in the teacher's classroom. Students may not leave campus unchaperoned.

Parents are responsible for transportation to and from dances and must be prompt in picking up their child. Students who are not picked up within a reasonable period of time will not be permitted to attend future after-school activities. Attendance at dances and other extracurricular activities is considered a privilege and may be revoked when students are not meeting classroom and school expectations. Regular school dress code is to be followed at all dances unless the dance has a specific theme. Even at theme dances, clothes must be appropriate for a school function.

Discipline /Consequences

Cornerstone is guided by our core beliefs. We believe discipline should follow as a natural consequence of poor behavior or choices. We will ask students to solve the problems they have created and will offer options and advice when needed. Each student and incident will be treated individually based on the child's intent, the specific situation and other relevant information. We will be consistent in seeing that problems and misbehavior are addressed. Parents will always be notified when a student receives a school-wide consequence.

Refer to the district secondary student handbook for all disciplinary policies and procedures that Cornerstone, as a part of SBISD, must follow.

Dress Code 2019-2020

Cornerstone Academy embraces the individuality of our students and staff. At the same time, we must ensure that each student is able to grow and learn in a safe, non-distracting educational environment.

Therefore, students must come to school dressed to learn, work, and participate in all types of activities and events. Dressy clothes and heels will not be comfortable at CSA. **Modest shorts or pants and a standard T-shirt are always acceptable at school.**

Clothes that we *know* will cause a problem (but not limited to):

- Short shorts and/or short skirts (mid-thigh or fingertip are reasonable lengths)
- Clothes that reveal or could reveal underwear (bra straps, boxers, etc.)
- Clothes that depict or allude to (or the use of): violence, drugs, alcohol, or tobacco
- Clothes that reveal the A B C's – abdomen, breasts and "cracks"
- Clothes or grooming that may be (or appear to be) gang related
- Tight fitting clothing (lycra, spandex for example) that is not covered by appropriate attire

If *any adult* at Cornerstone has a concern with a student's dress or grooming, the student must fix the problem, which may include calling home for a change of clothes. If the student cannot or will not fix the problem, the student will receive an office referral. The student, with the help of an administrator, will fix the problem. Repeated dress code issues will be addressed with the parent and consequences may be administered.

Early Dismissal Days

The last Wednesday of each month is usually an early dismissal day for students. CSA teachers are involved in staff development responsibilities during this time. Additionally, the district calendar holds early dismissal days at the end of each semester for finals. Students are dismissed at **noon**.

The early dismissal schedule for 2019-2020 is:

September 25

October 30

November 20

December 18-20 (Midterms and Finals)

January 29

February 26 (Student Led Conferences)

March 25

April 29

May 26-28 (Finals)

Campus Communication

Mrs. Purdy will send a weekly email regarding current events and upcoming dates. This email will typically be sent Friday afternoons. Additionally, the PTA delivers news via email to inform parents of upcoming events, news, and campus needs. If you did not sign up at the Back to School Night, please use the [PTA Newsletter Link](#) to sign up for these informative newsletters.

Electronic Devices

Electronic devices may be brought to school and used during non-classroom time i.e. before/after school, passing periods, and lunch. Electronic devices may be used for instructional purposes during class time with teacher permission only.

When using devices for instructional purposes while on campus, students must use the District's wireless Internet services and are prohibited from using a personal wireless service.

Telecommunication devices shall not be used to take pictures or video at any time during the school day or on school grounds, unless authorized by school personnel for school purposes.

A student who has had a telecommunication device or electronic device confiscated will receive a notice from the office administration. The notice will advise the parents when they may collect the phone, which is usually as soon as the student has served their consequence.

Homework

Homework may be assigned to reinforce instructional concepts and/or to provide additional practice. When homework is assigned, students are expected to complete and turn in the work on time and will be held accountable for its completion and correctness. Parents will be notified in the event that a student develops a pattern of not being able to complete assigned work within the required time period.

Learning Lab/Tutorials

Learning Lab/Tutorials are held each Tuesday and Thursday afternoon from 3:00 – 4:00 p.m. beginning August 27th. Teachers may assign students to Learning Lab when students need additional help with a skill area or fall behind on assignments. A student may also elect to attend Learning Lab to have a quiet place to work. Students will be asked to call home. If a parent cannot be reached by 2:00 p.m., then the student will go home and will be reassigned for the next day.

Library

The Spring Branch Education Center Library's hours are from 7:10 a.m. through 3:30 p.m. Cornerstone students may visit the library before and after school every day and during lunchtime several days of the week. A wide variety of materials such as books, magazines and audio books are available for use and check out. Most items are due back in two weeks. No fines are charged for late items, however students may not check out additional library items if they have any overdue materials. Computers, Macs, and digital cameras are available to students for research, writing, or other school related purposes. All students must abide by the Technology Honor Code of Conduct.

Lost and Found

We are always amazed at the quantity of articles that students leave behind and rarely seek to find. A "lost and found" bin is located on the 1st floor next to the office. All unclaimed "found" articles are donated to charity periodically through the school year.

Messages

Every effort will be made to preserve instructional time by minimizing classroom interruptions. If a student must receive an important message during school hours, the parent must make the request by 2:30 p.m. Messages will be delivered at the end of the day. Any message regarding a change of transportation received after 2:30 p.m. has a strong chance of not getting delivered in time for dismissal.

Parent Conferences

Parent conferences are an important part of your child's education. Conferences may be requested by parents or teachers in order to keep communication open and accurate. To request a conference, call or email one of your child's teachers or contact the front office.

Student-led conferences are scheduled for Wednesday, February 26, 2020. Attendance by parents at this conferences is required as part of the 10-hour commitment to your child as stated in the application. Your child will lead this discussion about their academic progress at Cornerstone Academy.

Parent Contact Information

It is important that the campus be able to reach you in case of an emergency and that you are able to receive campus mail-outs such as report cards. Parents must provide the school with current home, work, cellular, emergency phone numbers and email address. If at any time during the school year your physical address or phone number changes, please contact the school promptly.

Parent Involvement Policy

Parents are expected to participate in their child's education. A minimum of 10 volunteer hours a year is required. This obligation can be met through a variety of opportunities such as: parent conferences, teaching CESIT classes, attending and supporting PTA meetings and activities, chaperoning/setting up/ cleaning up after special events, and even volunteering your time at home may be arranged. Do not hesitate to contact the office if you have ideas or abilities to contribute to Cornerstone.

Pre-AP Classes – District Policy

Cornerstone is an all Pre-AP learning community and does not offer grade level courses. Students are expected to maintain passing grades in all classes. If a student falls behind and/or cannot maintain passing grades in his/her classes, our only alternative is for the student to withdraw and return to his/her home campus to enroll in academic level classes. Therefore, it is important that students attend classes, ask for help when needed, and complete all assignments. Parents **must** monitor their child's academic standing.

Pre-AP Classes – CSA Specific Policy

It is possible for your child to be removed from CSA at any grading period if we follow the SBISD Pre-AP exit criteria listed on the Pre-AP contract. Our commitment to you and your child is to work with your child throughout the **entire school year** even if they no longer qualify for Pre-AP coursework. Our criteria for remaining at Cornerstone in all Pre-AP courses is determined at the end of the school year.

Exit Information

If the course average remains below a 70 at the end of the school year the student will be removed from Cornerstone to attend grade-level classes at his/her home campus.

Students in Danger of Not Returning

We want to make sure you are fully informed of your child's progress above and beyond Family Access, Report Cards, and Progress Reports. If we feel your child is in danger of not qualifying to return the next school year, we will insist on at least two parent/student/teacher conferences. The first conference will be to develop a plan of action to support your child's learning. You are a crucial component of this meeting. The second conference will be a follow up conference on the actual progress your child has made.

PTA

Cornerstone Academy benefits from a strong and supportive PTA. We work in partnership to support our students and staff members. There are many ways to become involved in the Cornerstone PTA. Please visit their web presence at: <http://www.cornerstoneacademypta.com/> We encourage you to join and participate!

Report Cards and Progress Reports

Progress reports are sent home with the student at the mid-point of the 6 weeks period. Report cards are also sent home or handed out at conferences the week after the end of the 6 weeks period. Progress reports and report cards can be accessed online through Family Access. A schedule specific to Cornerstone Academy can be found on our web page. Mark your calendar for **Wednesday, February 26, 2020**. The 4th term report card will be provided at the student-led conferences. This conference is led by your child and is part of the requirements for attending CSA.

Schedule Changes

Students enroll in CESIT classes each 6 weeks on a first-come, first-serve basis. Classes are rotated so that each class receives "first choice selection" one six weeks. Due to limited course offerings and space, CESIT schedules may not be changed. A written request from the parent is required to exit a semester or year-long course.

Spirit Days

Mad Cap Monday – Every Monday, students and staff are allowed to wear caps! Ball caps must be in accordance with district dress code requirements.

Flip Flop Friday – Every Friday, students and staff are allowed to wear flip-flops and CSA spirit wear!

Additionally, the CSA Student Council sponsors a number of activities throughout the school year. Please check the website for additional information at: <http://csa.springbranchisd.com>

State/National Testing

We **do** participate in the STAAR Testing program. We also participate in the PSAT 8/9 through the College Board for 8th grade only. We do not “teach to the test” at Cornerstone Academy.

*You may access your child’s entire history of state testing through the TEA testing portal. The link and instructions to this site can be found in Skyward.

Student Recognition Program

Cougar of the Month

Every month one student per team will be selected as Cougar of the Month using the following criteria:

- Working at individual ability level
- Showing exceptional citizenship and positive aspects of character (courteous, helpful, cooperative, honesty, compassion, kindness, tolerance, etc.)
- Improvement in academics or citizenship (when applicable)
- Positive role model for others
- Being the best he/she can be!

We will recognize the students over our announcements, post their picture in the hallway, and provide them with a small gift.

Cougar Cash

Any staff member may present Cougar Cash to any student who demonstrates good citizenship, a positive attitude, demonstrates helpfulness to others or service to the school. Students who receive Cougar Cash are responsible for completing the back and turning it into the office. Students who receive Cougar Cash are entered into a monthly drawing where they are eligible to receive gift cards or small prizes.

Highest Honor Roll

Students who meet the following criteria during the 1st and 2nd 6 weeks grading period and during the 4th and 5th 6 weeks grading period will receive school wide recognition and will attend a celebration in December and May respectively:

- 95 % or better in all classes, *each* 6 weeks (not an average grade)
- S or E in conduct in all classes

Honor Roll

Students who meet the following criteria during the 1st and 2nd 6 weeks grading period and during the 4th and 5th 6 weeks grading period will receive school wide recognition and will receive a small token of appreciation (possibly ice cream coupon).

- 90% or better in every class each 6 weeks (not an average), with one grade of an 85% or better allowed
- S or E in conduct in all classes

Tardies

In order for classes to run smoothly and without disruption, it is important for students to be on time. A student is considered tardy to class if the tardy bell rings and students are not inside the classroom. Students are to report to class for roll check before participating in any special event. If a student happens to be detained in the office or by a teacher, a tardy excuse will be issued and should be presented to the teacher upon entering the class tardy. Parents will be notified when a pattern of tardiness is identified for a student.

Note: When a student is more than 15 minutes late, the student is counted absent for that period. Parents and students should be aware that excessive tardiness might affect high school credit courses.

Technology

All students sign the Cornerstone Technology Honor Code at the beginning of the school year and are expected to follow the standards of behavior as stated in the code. Failure to abide by the guidelines will result in disciplinary action as well as possible financial restitution for any damages.

Transportation

Bus: We rarely have discipline issues as all the students are Cornerstone students and they treat each other well. Also, if a bus is late, your child is not given a tardy. Now for the legal side of transportation. School bus transportation is a privilege, not a right. Students must comply with all rules and regulations for School Bus Behavior as described in the SBISD Student Handbook. The transportation department or school administration may suspend students from riding on any school bus for violations of the Student Handbook rules and regulations.

Parents/guardians are responsible for supervising students at the bus stop. Bus drivers are responsible for supervising students while they are on the bus. The campus is responsible for supervising students while the bus is loading and unloading on campus.

Students must ride the bus they are assigned and will fill out a registration form provided by the bus driver. Students who need to ride another bus for childcare purposes must bring a note to the school office **in the morning** so the campus can coordinate with transportation to prevent overcrowding and provide the student a CSA Transportation Pass. Students who fail to obtain the necessary permission from the school office will be expected to ride their assigned bus.

Parent Drop-off/ Pick-up --- For the safety of your children, we ask that you **only use parent drive** and do not use any other area to drop off or pick up your child during regular start and end times. Parent drive is located at the front of the school. The beginning of parent drive, during busy times, is way down by the tax office and forms coming from GROB stadium.

If you are picking up your child early, then please park and come in to main office to sign out your child. We will not disturb the end of the day activities in your child's classroom after 2:30 so if you are planning on picking up your child early, please **arrive before 2:30**.

After School Transportation will also be at our front entrance facing Westview. Parent drive begins at 4:00. All students will be loaded onto the buses at 4:15. If a parent arrives between 4:15 and 4:20, we will pull your child off the bus. Otherwise, all buses and students leave at 4:20 providing transportation to all SBISD elementary schools. If you arrive after 4:20, know that your child is in route to an elementary school of their choice. Your child usually will choose their old elementary school.

Visitors

Parents are welcome at school. All visitors to the campus must sign in and receive a visitor's badge. All visitors should use the main Cornerstone entrance facing Westview. Parents bringing lunches to students must check in and obtain a visitor's badge before entering the cafeteria or courtyards.

Volunteers

We welcome volunteers! Any adult working with students is considered a volunteer and must adhere to the following regulations for the safety of our students:

All volunteers must register online at the SBISD website every year and pass a criminal background check. Please register to volunteer today! That way, if you are uncertain as to how you will fulfill your 10-hour volunteer commitment, you will already be in the system when an event occurs! If you want to attend a field trip, the district cannot guarantee your paperwork will be processed if you wait until a day or two before the event to register.

Volunteers must bring their driver's license the first time they volunteer on our campus to have it scanned into the V-Soft system.

Some common volunteer opportunities include library help, lunch monitors, chaperones, teaching a CESIT class, and auction/festival support.

Please visit the PTA Web Site to access the PTA online volunteer calendar.

<http://www.cornerstoneacademypta.com/>