



Cornerstone
Christian Academy

Parent and Student Handbook

2025-2026

Cornerstone Christian Academy
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Letter from the Head of School

Dear Cornerstone Families,

It is with deep gratitude and great expectation that I welcome you to the 2025–2026 school year at Cornerstone Christian Academy. Whether you are new to our community or have been with us for many years, I want to thank you for entrusting us with the sacred responsibility of educating your child.

Cornerstone is more than a school. It is a vibrant, faith-filled community shaped by the belief that every child is created in the image of God, capable of growth, excellence, and purpose. Our mission—to educate children, including those from underserved families, in an environment that provides the highest standards of academic achievement and spiritual development—guides every decision we make and every relationship we build.

This year marks an exciting new chapter in our school's journey. We are moving forward with bold initiatives that reflect our vision of becoming a premier independent Christian school in Philadelphia. From expanded enrichment programs and instructional support, to facility upgrades and continued investment in our faculty, every aspect of our work is focused on preparing students to thrive in high school, college, and life. As previously shared, we have also launched a refresh of our brand, reflecting our commitment to being recognized as a premiere independent school in the region.

You'll notice this handbook has been revised and reorganized to reflect not only best practices in independent education, but also the culture we are continuing to cultivate at Cornerstone—one of clarity, dignity, partnership, academic excellence, and deep care for every child. It is designed to provide the information you need while also expressing the values that make our school exceptional.

I encourage you to read through this document carefully and keep it as a reference throughout the year. Should questions arise, our team is here to support you.

Thank you for your partnership, your trust, and your prayers. We look forward to a year of joyful learning, strong community, and lives transformed by the love of Christ.

With hope and gratitude,

Brandon McNeice

Head of School & CEO

Cornerstone Christian Academy

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Section 1: School Identity and Foundational Beliefs

1.1 Mission Statement

The mission of Cornerstone Christian Academy is to educate children, including those from underserved families, in an environment that provides the highest standards for academic achievement and spiritual development.

1.2 Vision Statement

Cornerstone Christian Academy aspires to be a model urban Christian school where students are grounded in faith, shaped with Christ-like character, and equipped with the knowledge and skills to excel in high school, college, and throughout life.

1.3 Statement of Faith

Cornerstone Christian Academy is a Christ-centered learning community shaped by the Christian tradition and guided by a spirit of welcome. While our identity is rooted in the teachings of Jesus, we honor and embrace the diversity of faith backgrounds represented in our school community and the broader neighborhoods we serve.

We believe that every person bears the image of God and is worthy of love, dignity, and belonging. We believe that Jesus reveals the heart of God—calling us to pursue truth, extend compassion, and live lives of purpose and reconciliation.

We affirm that:

- The Bible offers timeless wisdom and guidance when read with reverence, context, and humility.
- God is known as Creator, Redeemer, and Sustainer—present and active in the world today.
- The Christian faith is a lived journey shaped by worship, learning, service, and community.
- The Holy Spirit continues to move in the hearts of people, inviting us into deeper love, justice, and peace.

Our faith program—through weekly chapel service, coursework, and daily practice—encourages students to ask big questions, reflect on their values, and recognize their responsibility to others.

In the Christian tradition, this is the work of formation: helping young people grow in wisdom, faith, and love.

We welcome students and families who support our mission, whether they come from Christian traditions or other religious backgrounds. As a school, we are not a replacement for church, but a supplement. We seek to form minds and shape hearts through a Christ-centered lens while fostering respectful dialogue, joyful worship, and a deep appreciation for the divine in one another.

1.4 Core Values

At Cornerstone Christian Academy, our core values reflect our unwavering commitment to Christ-centered education and the flourishing of every student we serve. These values shape not only what we teach, but how we live in community with one another.

- **The Word of God**
We believe that Scripture is the inspired Word of God and a foundation for truth, wisdom, and spiritual formation. It is taught reverently and applied meaningfully across all areas of school life.
- **The Unique Worth of Every Child**
Each student is a unique child of God, created with individual gifts, perspectives, and learning styles. We honor their dignity and potential in all aspects of teaching and care.
- **School and Home in Partnership**
We believe that families are essential partners in the academic and spiritual development of children. Strong collaboration between home and school nurtures students in both faith and learning.
- **High Expectations and Encouragement**
All students can grow and achieve when supported by high expectations, consistent modeling, and loving encouragement from the adults in their lives.
- **Social and Emotional Growth**
We recognize that thriving in school and life requires more than academic knowledge. Students need emotional intelligence, self-awareness, and relational wisdom to navigate the world with confidence and care.
- **Safe and Supportive Environment**
A school environment grounded in safety, respect, and trauma-informed practices provides the soil in which academic, behavioral, and spiritual growth can take root and flourish.

- **Engaged and Active Learning**

We believe students learn best through meaningful, student-centered experiences. Our curriculum emphasizes standards-based instruction that cultivates curiosity, engagement, and deeper understanding.

- **The Integration of Faith and Learning**

A Christian education is not an academic add-on—it is a holistic approach that integrates faith and learning in ways that shape students' minds, hearts, and worldviews.

- **A Christ-Centered Community**

We seek to reflect Christ's compassion, kindness, humility, and justice in all relationships and organizational practices. Our community—including faculty, students, families, and guests—is called to live with integrity and grace.

1.5 Philosophy of Education

At Cornerstone Christian Academy, we believe that education is a sacred calling—a partnership between school and family to nurture the whole child in wisdom, character, and faith. Rooted in the Christian tradition and animated by love for God and neighbor, our educational philosophy affirms that every child is made in the image of God and is worthy of joy, dignity, and high expectations.

We are committed to forming students in the following dimensions:

- **Spiritually** — Nurtured in faith, wisdom, and biblical understanding so that they may love God, serve others, and walk in the light of Christ.
- **Intellectually** — Challenged through expert instruction to think critically, explore deeply, and grow in knowledge and curiosity.
- **Physically** — Encouraged to care for their bodies with strength, balance, and purpose, honoring their physical health as a gift from God.
- **Emotionally** — Supported in developing confidence, self-awareness, and resilience, rooted in the knowledge that they are uniquely and wonderfully made.
- **Socially** — Taught to build authentic friendships, practice empathy, and contribute to the well-being of others.
- **Culturally** — Formed to understand and appreciate both their own heritage and the rich diversity of the world around them.

- **Morally** — Guided to discern right from wrong, to seek what is good and just, and to live lives of integrity shaped by Christian values.

We believe that children flourish in communities where they are known, loved, and challenged. At Cornerstone, learning takes place in a safe and respectful environment, led by caring Christian educators who model both academic excellence and spiritual depth. Through engaging, responsive instruction and a culture of mutual trust, we help students discover their gifts, pursue their calling, and become the people God created them to be.

1.6 Profile of a Cornerstone Graduate

Cornerstone Christian Academy provides an academic, spiritual, and social foundation that prepares students to thrive in high school and beyond. By the time they complete eighth grade, our graduates are equipped with the skills, habits, and values that reflect both academic excellence and Christ-centered character.

Academic Development

Cornerstone graduates are prepared to engage the world with intellectual confidence and curiosity. They will:

- Read, write, think, and compute with clarity and precision, meeting or exceeding grade-level standards across disciplines.
- Demonstrate critical thinking and problem-solving skills across subject areas.
- Apply a biblical worldview to their academic studies, recognizing connections between faith and learning.
- Use technology to support, deepen, and extend their learning.
- Participate in the visual and performing arts, cultivating creativity and aesthetic appreciation.
- Progress successfully through each academic stage, prepared to excel in the high school program of their choosing.

Spiritual Development

Cornerstone graduates are grounded in faith and invited into a deeper relationship with Jesus Christ. They will:

- Hear and reflect on the message of the Gospel through chapel, Bible study, and classroom discussion.
- Engage with Scripture in ways that are developmentally appropriate, learning to apply biblical truth to their daily lives.
- Demonstrate their love for God through worship, service, and acts of compassion.

Social and Emotional Development

Cornerstone graduates are prepared to lead lives marked by character, empathy, and collaboration. They will:

- Develop organizational and time management skills to support academic success and personal responsibility.
- Participate in social-emotional learning that builds resilience, integrity, and relational maturity.
- Show leadership both in and out of the classroom, gaining confidence and collaborative competence.
- Build healthy relationships, resolve conflict constructively, and contribute positively to their communities.

A Whole Child Approach

The profile of a Cornerstone graduate is not a checklist, but a portrait: one that reflects years of academic challenge, spiritual formation, and personal growth. Our students leave Cornerstone prepared not only to succeed in high school—but to lead lives of purpose, faith, and service as they continue to grow into the people God created them to be.

1.7 Statement on Diversity and Belonging

Cornerstone Christian Academy affirms the inherent dignity and worth of every individual, rooted in the belief that all people are made in the image of God. We are committed to cultivating a diverse and inclusive school community where students, families, faculty, and staff from all backgrounds are welcomed, valued, and respected.

As a Christian institution, we recognize that true belonging is not merely the absence of exclusion, but the active presence of grace, mutual dignity, and truth. We strive to foster a school culture in which every individual feels seen, known, and loved—both as a member of the community and as a unique child of God.

Our commitment to diversity and belonging is grounded in the following principles:

- **Theological Conviction:** We believe the diversity of humanity reflects the vastness and creativity of God's Kingdom. The unity of the Church is not found in sameness, but in a shared call to love one another as Christ loves us.
- **Educational Purpose:** A diverse and inclusive school environment enhances student learning, nurtures empathy, and prepares students to engage with the complexity of the wider world with wisdom and compassion.
- **Institutional Practice:** We seek to create structures, policies, and programs that reflect our values of equity and inclusion. This includes examining our curriculum, professional

development, admissions practices, and community norms to ensure they support the flourishing of every student.

Cornerstone Christian Academy does not discriminate on the basis of race, color, national or ethnic origin, sex, gender identity, disability, age, or religion in the administration of its policies, programs, admissions, financial aid, or employment practices. As a Christ-centered school, we are committed to fostering an environment where every member of our community—students, families, and staff—is treated with dignity and respect as a bearer of God’s image. We seek to reflect the reconciling love of Jesus in all that we do, building a community marked by grace, justice, and mutual belonging.

1.8 Accreditation and Memberships

Cornerstone Christian Academy is fully accredited by the **Middle States Association of Colleges and Schools (MSA)**, a nationally recognized accrediting body committed to rigorous standards of educational quality and continuous improvement.

We are also a proud member of the **Pennsylvania Association of Independent Schools (PAIS)** and the **Association of Delaware Valley Independent Schools (ADVIS)**. These affiliations reflect our commitment to excellence, accountability, and the ongoing pursuit of best practices in independent school education.

In addition, Cornerstone meets or exceeds all regulatory requirements set forth by the Commonwealth of Pennsylvania.

Section 2: Daily Schedule and School Operations

2.1 School Hours and Daily Schedule

Cornerstone Christian Academy operates on a full-day schedule that reflects our commitment to structure, consistency, and student well-being. Our school day is designed to maximize instructional time while balancing academic, spiritual, social, and physical development.

Arrival Times

- **Morning Care Opens:** 7:05 a.m.
- **Breakfast Service:** 7:10–7:30 a.m.
- **School Begins:** 7:30 a.m.

*Students arriving at or after 7:36 a.m. are marked tardy and must sign in at the front office.

Dismissal Times

Grade Level / Group	Dismissal Time
K–4th Grade	2:40 p.m.
5th–8th Grade	2:45 p.m.
Aftercare (The Common Place)	2:45 p.m.

Late Pick-Up

Families are expected to pick up students promptly at dismissal. A late fee policy is in place beginning the **second week of school**:

- A **\$10 late fee** is assessed for students still on campus at **2:56 p.m.**
- An additional **\$1 per minute** is charged beginning at 3:01 p.m.
- Chronic late pickups (more than 10 times) result in fees beginning at 2:55 p.m.

2.2 Morning Arrival Procedures

To ensure safety and a smooth start to the day, Cornerstone follows structured arrival protocols:

- Students may not arrive before **7:05 a.m.** as supervision is not available.

- Students enter through the **Kingsessing Avenue gate**, then proceed through the **Learning Commons door** between **7:05–7:29 a.m.**
- Parents are expected to remain outside the gates during drop-off.
- Breakfast is available from **7:10–7:30 a.m.** Students finishing breakfast close to 7:30 may remain in the lunchroom until **7:36 a.m.**
- Students not eating breakfast may be dismissed to classrooms beginning at **7:20 a.m.**
- All students are expected to be in class and ready to learn by **7:30 a.m.**

*Students not transitioning to class by **7:35 a.m.** will be marked late. Any student arriving after **7:36 a.m.** must report to the office.

2.3 Attendance and Truancy Policy

Consistent and on-time attendance is essential to student success at Cornerstone Christian Academy. Regular school attendance supports not only academic achievement, but also spiritual formation, social-emotional growth, and strong habits of personal responsibility.

In accordance with the **Pennsylvania Compulsory Attendance Law**, all children ages 6–18—including kindergarteners—are required to attend school regularly. Cornerstone is obligated by law to monitor student attendance and follow all legal requirements for truancy intervention and reporting.

2.3.1 Attendance Codes

The following attendance codes are used to track student presence and are recorded in our official school management system:

Code	Meaning
P	Present
A	Absent
AE	Absent Excused
AU	Absent Unexcused
TE	Tardy Excused

TU	Tardy Unexcused
R	Remote (with approval)

2.3.2 Required Attendance and Legal Definitions

- **Truant:** 3 or more days of unexcused absences
- **Habitually Truant:** 6 or more days of unexcused absences
- **Chronically Truant:** 10 or more days of unexcused absences

Students who accumulate:

- **10 or more unexcused absences** may be referred to **Tuancy Court** or the **Department of Human Services (DHS)**
- **18 or more total absences** (excused or unexcused) may be required to attend **Cornerstone Summer Academy**

2.3.3 Reporting and Documenting Absences

Parents/Guardians must:

- Call the school office by **7:45 a.m.** on any day their child will be absent
- Submit a written excuse within **3 school days** of the child's return
- Provide a **doctor's note** for any absence lasting **3 consecutive days or more**

Excused absences may include:

- Illness or injury
- Professional health care or therapy
- Required court appearance
- Out-of-school suspension
- Family emergency or death (within the outlined bereavement timeframes)
- Religious observances or quarantine

Unexcused absences include:

- Vacation or travel
- Oversleeping or missing transportation
- Babysitting or caring for siblings
- Absences without a written note or with an invalid excuse

If no written documentation is submitted within the allotted time frame, the absence will be considered unexcused.

2.3.4 Attendance Intervention Process

- After **3 unexcused absences**, a written notice is sent to the parent/guardian.
- After **6 unexcused absences**, a School Attendance Improvement Conference (SAIC) is scheduled.
- Following the SAIC, a School Attendance Improvement Plan (SAIP) will be developed and implemented.
- After **10 unexcused absences**, the student may be referred to Truancy Court or DHS.

The SAIC will include:

- The school's Attendance Designee and Case Manager
- Parent(s)/guardian(s) and the student (when appropriate)
- Any requested service providers
- Others identified by the family as helpful to the process

All SAICs will be documented, and copies of the SAIP will be shared with involved parties. If families decline to participate, the meeting will still occur.

2.3.5 Corrections to Attendance Records

Parents may request a correction to their child's attendance record within **3 days** of the recorded absence. Supporting documentation (such as a doctor's note) must be submitted with the request. Corrections are reviewed and approved at the discretion of the Principal or designee.

2.3.6 Half-Day Absences

Students arriving after **9:30 a.m.** or leaving before **12:40 p.m. (K–4) / 12:45 p.m. (5–8)** will be marked as a **half-day absent**.

- **Excused half-day:** Requires a doctor's note submitted within **24 hours**
- **Unexcused half-day:** No valid note provided
- **Two unexcused half-days** = One full-day unexcused absence

For virtual learning, logging in after **10:00 a.m.** will also result in a half-day absence.

2.3.7 Tardiness (Late Arrival)

Students must be on campus and transitioning to class by **7:35 a.m.** Any arrival after **7:36 a.m.** is considered tardy.

- Arrivals after **9:30 a.m.** without a doctor's note will not be admitted and will be marked as **absent**
- A **doctor's note** is required to mark a late arrival as **excused**

Tardiness interventions:

- 3 unexcused tardies: Parent notification
- 6 unexcused tardies: Required parent meeting
- 10+ unexcused tardies: Referral to DHS and/or truancy intervention

Students who are frequently late may be required to make up missed learning time at recess or after school.

2.3.8 Early Dismissals

Any student dismissed from school prior to the regular dismissal time will be marked as an **early dismissal**.

- **Excused:** Accompanied by a doctor's note
- **Unexcused:** No valid documentation submitted

2.3.9 Make-Up Work Policy

Students are responsible for making up missed assignments. The following applies:

- **2-day window** to complete and submit make-up work after returning from absence
- For absences longer than 3 days, parents should arrange to collect missed assignments from the teacher
- Teachers and families are expected to coordinate make-up timelines on a case-by-case basis

2.4 Dismissal Procedures

Dismissal procedures are designed to prioritize student safety, minimize congestion, and support smooth transitions.

- **K–4th Grade Dismissal (2:40 p.m.):** Campolo Building, 58th Street door
- **5th–8th Grade Dismissal (2:45 p.m.):** Santana Building, 58th Street door
- **Siblings:** Middle school students may pick up elementary school siblings at 2:45 p.m. Parents may also pick up middle school siblings at that time.

Dismissal by Mode of Departure

- **Car Riders and Walkers:** Must exit via the 58th Street dismissal gates. Adults should remain outside the gates and line up to receive their student.
- **Bus Riders:** Dismissed through the **Kingsessing Avenue gate**. Elementary school students are escorted by staff. Middle school students walk to the Learning Commons Annex and wait with supervision.
- **Aftercare:** Students attending The Common Place will be dismissed to their aftercare coordinators at 2:45 p.m at the 58th Street dismissal gate.
- **Public Transit Users:** Must exit campus immediately via the dismissal gate and proceed to their designated mode of transportation.

*No student may wait inside or outside alone. Supervision is required at all times after 2:45 p.m.

2.5 Early Dismissals

If a student needs to leave school early:

- A note or email must be submitted to both the front office and the homeroom teacher.
- Dismissal must be signed out by a parent or authorized adult.
- Early dismissals will not be granted after **2:15 p.m.** unless previously arranged.
- Teachers may only release a student upon notification from the main office.

Authorized Pick-Up

For the safety and security of all students, Cornerstone Christian Academy will only release students to individuals listed on the **Student Pick-Up Authorization Form** submitted at the time of enrollment or updated thereafter by the parent or legal guardian.

It is the responsibility of the custodial parent(s) or legal guardian(s) to provide the school with any legal documentation that may impact a student's pick-up authorization. This includes, but is not limited to, custody agreements, court orders, and restraining orders. These documents must be officially submitted to the school office and will be kept on file in a confidential manner. The school cannot enforce any custody or pick-up restrictions that have not been formally disclosed through official documentation.

In the absence of such legal documents, Cornerstone will presume that all individuals listed as legal guardians on the Enrollment Agreement have equal authority to pick up the student. It is essential that parents communicate any updates or changes in custody arrangements or pick-up permissions promptly and in writing to ensure the safety and proper release of students.

Cornerstone reserves the right to request identification from any individual picking up a child and will not release a student to anyone not on the authorized list without prior written consent from the parent or legal guardian on file.

2.6 Daily Academic Schedules

Elementary Daily Schedule (Grades K–4)

Time	Activity
7:05 a.m.	Morning Care
7:10–7:30 a.m.	Breakfast
7:30 a.m.	School Begins
7:40–8:00 a.m.	Morning Meeting
8:05 a.m.	Classes Begin
10:35–11:05 a.m.	K–1st Lunch / 2nd–4th Recess
11:05–11:35 a.m.	K–1st Recess / 2nd–4th Lunch
2:30 p.m.	End-of-Day Procedures
2:40 p.m.	Dismissal
3:30 p.m.	Teacher Departure

Middle School Daily Schedule (Grades 5–8)

Time	Activity
7:05 a.m.	Morning Care
7:10–7:30 a.m.	Breakfast
7:30 a.m.	School Begins
7:40–8:00 a.m.	Advisory
8:05 a.m.	Classes Begin
11:45 a.m.–12:10 p.m.	5th–6th Lunch / 7th–8th Recess

12:15–12:40 p.m.	5th–6th Recess / 7th–8th Lunch
12:45 p.m.	Classes Resume
2:40–2:45 p.m.	Dismissal
2:50–3:15 p.m. (Wed)	Live Office Hours (by appointment)
3:30 p.m.	Teacher Departure

2.7 Chapel and Half-Day Schedules

Midweek Chapel and Modified Programming

Beginning in the 2025–2026 school year, Cornerstone Christian Academy will hold weekly **Chapel services on Wednesdays**. Chapel is central to the spiritual formation of our students and is followed by a modified academic schedule that allows time for enrichment and student support. The remainder of the day includes:

- Intervention and grade recovery
- STEM activities
- Daughters of Destiny and Warriors of Praise (Grades 5–8)
- Rotating enrichment offerings by grade level

Half-Day Schedules

Schedule Type	School Hours	Key Activities
In-Person Half Day	7:30 a.m. – 12:00 p.m.	Morning Meeting, Classes, Chapel (Wednesdays) (<i>Lunch not served</i>)
Remote Half Day	8:00 a.m. – 12:00 p.m.	Attendance, Advisory, Classes, Chapel (Wednesdays) (<i>Lunch not served</i>)

2.8 Remote Learning Passes

Each student is allotted **one emergency remote learning pass per quarter**. Parents must request a pass through the main office, which will consult the Principal for approval. Passes:

- May not be used consecutively
- May not roll over into a future quarter

- Are granted only for valid and verifiable needs

*Families will be notified if the request is approved or denied.

Section 3: The Instructional Program

3.1 Overview of Curriculum

Cornerstone Christian Academy offers a rigorous, Common Core standards-aligned, and faith-integrated curriculum designed to support the intellectual, spiritual, social, and emotional development of every student. Our goal is to cultivate curious minds, compassionate hearts, and confident learners who are prepared to excel in high school and beyond.

Core Academic Subjects

- Bible and Christian Concepts
- Mathematics
- Reading and Language Arts
- Science
- Social Studies

Expressive Arts and Enrichment

- Physical Education and Wellness
- Visual Art and Music
- Computer Technology
- STEM (Science, Technology, Engineering, and Mathematics)

*Students regularly engage in hands-on learning, collaborative projects, and problem-solving activities that promote critical thinking and creativity.

3.2 Instructional Resources and Materials

Textbooks

Textbooks are provided to students and remain the property of Cornerstone Christian Academy. Families are responsible for the care of all instructional materials.

- Textbooks must be covered by the end of the first week of school.
- Covers should not include adhesive (“sticky”) materials.
- Students may be charged the full replacement cost for lost or damaged books.
- Final report cards may be withheld if books are not returned or fees are unpaid.
- Teachers may collect books that are improperly covered or mistreated.

3.3 Lesson Planning and Curriculum Mapping

Cornerstone teachers use a 7-step lesson planning model to ensure consistent and effective instruction:

1. Objective/Standard
2. Anticipatory Set
3. Direct Instruction
4. Modeling
5. Guided Practice
6. Independent Practice
7. Closure/Evaluation

All lesson plans are designed to meet or exceed academic standards and reflect best practices in student engagement and differentiation.

Curriculum Trak

We utilize Curriculum Trak, a cloud-based platform that allows teachers to align units, monitor standards coverage, and collaborate across grade levels. This system ensures curriculum coherence and facilitates reflection, revision, and growth.

3.4 Cornerstone as a Responsive Classroom School

Cornerstone Christian Academy is proud to be a **Responsive Classroom School**. This research-based approach integrates academic learning with social-emotional development to create a safe, joyful, and engaging learning environment for all children.

Key Components

- Morning Meeting / Middle School Advisory
- Positive Teacher Language
- Developmentally Appropriate Practice
- Proactive Classroom Management
- Restorative and Respectful Discipline

Our faculty and staff are trained in Responsive Classroom practices and receive ongoing support from our internal Responsive Classroom Administrator.

Responsive Teacher Commitments

At Cornerstone, our teachers:

- Model the love, kindness, patience, and grace of Jesus Christ.
- Treat every child as a unique and beloved image-bearer of God.

- Set high expectations for academic and spiritual growth.
- Encourage and praise in public; correct with discretion and dignity.
- Foster a structured, supportive, and joyful classroom culture.

Guiding Principles

- Social and emotional learning is as important as academic learning.
- How children learn is as important as what they learn.
- Significant cognitive growth occurs through social interaction.
- Children need to develop cooperation, assertiveness, responsibility, empathy, and self-control.
- Knowing each child individually, culturally, and developmentally matters.
- Strong partnerships with families enhance student learning.
- Adult collaboration is essential to a healthy school culture.

3.5 Social-Emotional Learning (SEL)

We believe that emotional intelligence and self-awareness are foundational to student success. Our school-wide SEL curriculum is built on **Second Step**, a program developed by the Collaborative for Academic, Social, and Emotional Learning (CASEL).

- Taught weekly in Grades K–8
- Reinforced daily in classrooms
- Focused on building empathy, responsible decision-making, and positive relationships

*SEL instruction is seamlessly integrated into the culture of each classroom and the life of the school.

3.6 Morning Meeting and Middle School Advisory

Each school day begins with a time dedicated to community-building and reflection.

Morning Meeting (Grades K–4)

A 20–30 minute structured time in the classroom that includes:

- Greeting
- Sharing
- Group Activity
- Morning Message

Middle School Advisory (Grades 5–8)

Students meet in advisory groups for 20–30 minutes and follow a five-step format:

- Arrival
- Welcome
- Announcements
- Acknowledgements
- Activity

These gatherings set a tone of belonging, prepare students for the day, and build habits of empathy, leadership, and respectful dialogue.

3.7 Assessment and Grading Philosophy

Assessment at Cornerstone is designed to inform instruction, guide learning, and communicate progress clearly to students and families.

Why We Assess

- To determine what students know and can do
- To tailor instruction to student needs
- To provide feedback that promotes growth
- To evaluate and improve teaching practices

Types of Assessments

- Daily formative checks for understanding
- Summative assessments (quizzes, tests, projects, presentations)
- Homework and independent practice
- Benchmark assessments and standardized testing

Standardized Assessments Schedule

Grade Level	Assessments	Frequency
K–2	MAP Growth	Fall, Winter, Spring
Grades 3–8	MAP Growth (Reading, Math, Language Usage)	Fall, Winter, Spring
Grade 8	PSSA (Reading, Math, Writing, Science)	Spring
All New Students	Admissions Assessments	Prior to Enrollment

*MAP Growth testing is administered digitally and adapts to student learning levels. Families may request their child's results by contacting the Principal.

3.8 Grading System

Grade Scale

Letter Grade	Percentage
A	93–100%
B	85–92%
C	75–84%
D	66–74%
F	Below 65%

Assessment Weights – Academic Subjects

Category	Weight
Tests/Projects	40%
Quizzes	25%
Homework	10%
Classwork	20%
Participation	5%

Assessment Weights – Expressive Arts

Category	Weight
Tests/Projects	40%
Classwork	35%
Participation	25%

Grading Codes

Code	Description
A	Absent
E	Excused
P	Pending
I	Incomplete
M	Missing
E	Excellent
G	Good
S	Satisfactory
NI	Needs Improvement

US	Unsatisfactory
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3.9 Academic Recognition and Recovery

Honor Roll Criteria

Level	Criteria
Highest Honors	All grades 93 or higher
First Honors	93 average with no grade below 85
Second Honors	All grades 85 or higher
Honorable Mention	85 average with no grade below 75
Perfect Attendance	No absences or tardies

Cornerstone Scholars

Students earning a **95% GPA or higher** and exhibiting exemplary behavior each quarter are named Cornerstone Scholars.

3.10 Reports and Conferences

Cornerstone Christian Academy maintains a four-quarter grading cycle, with each quarter spanning approximately ten weeks. Formal communication of student progress includes:

- **Progress Reports** sent mid-quarter via email to parents/guardians.
- **Report Cards** issued at the end of each quarter.
- **1st and 3rd Quarter Report Cards** are distributed during parent-teacher conferences.
- **2nd and 4th Quarter Report Cards** are emailed to parents.

To maintain clear and transparent communication:

- Parents may schedule additional meetings with teachers or administrators at any point during the year.
- Final report cards include documentation of promotion, retention, or required Summer Academy attendance, based on student performance.
- Copies of final report cards are archived in the student's permanent file.
- Report cards and progress reports are only released if tuition and fees are current, and all instructional materials (books, technology) have been returned.

3.11 Academic Recovery and Graduation Requirements

Grade Recovery Policy

Students earning a **74% or lower** on a quiz or test may participate in **grade recovery** by:

- Committing to a designated period of tutoring with the classroom teacher.
- Retaking the quiz or test once tutoring is complete.
- Earning a maximum replacement score of **80%** on the recovered assessment.

*This policy is designed to support student mastery while maintaining high expectations.

Graduation Ceremonies

Cornerstone celebrates the milestones of **Kindergarten** and **8th Grade** completion with meaningful graduation ceremonies. These events mark both academic achievement and spiritual formation, honoring the partnership between school and family.

To receive a diploma and participate in graduation exercises, students must:

- Earn a **passing grade (75% or higher)** in all major subjects.
- Demonstrate satisfactory behavior and consistent attendance.
- Return all books and technology in good condition.
- Resolve all outstanding financial obligations to the school.

8th Grade Certification Day, typically held in April or early May, serves as a final checkpoint for graduation eligibility. Students are remote on Certification Day to allow families to meet with staff and complete the process together.

Graduations are ticketed events. The school reserves the right to limit the number of tickets provided to each family based on venue capacity and family circumstances. All families are expected to conduct themselves with dignity and respect at all graduation-related events.

3.12 Student Support Services

Counseling and CORA Services

Cornerstone's School Counselor is available to support the **academic, social, emotional, and spiritual development** of every student. Services include:

- Individual counseling
- Group sessions
- Classroom guidance lessons
- Crisis support and referrals

We partner with **CORA Services** (Counseling or Referral Assistance) to expand access to behavioral and educational support. CORA professionals, including a psychologist and learning specialists, work closely with school staff to meet the diverse needs of our student body.

Student Support Team (SST)

The **Student Support Team (SST)** is a collaborative, multi-disciplinary team that includes:

- Classroom Teachers
- Assistant Heads of School
- Director of Student Support Services / School Counselor
- CORA Psychologist and Learning Specialists

The SST supports students whose academic or behavioral progress is not on track. Together, the team may develop an **Action Plan** or **Learning Plan** with specific, time-bound interventions. These plans:

- Are tailored to the student's individual learning needs
- Are not formal IEPs, but are shared and implemented by all relevant stakeholders
- Are reviewed every **8–10 weeks** to assess effectiveness and determine next steps

Cornerstone is committed to early identification, targeted support, and ongoing communication to help every student thrive.

3.13 Parent–School Communication and Conferences

At Cornerstone Christian Academy, we believe that strong, respectful communication between parents and school staff is vital to student success. The school maintains **multiple channels of communication** with families, including:

- Wednesday announcements posted on Google Classroom
- Printed notices sent home with students

- Phone calls and scheduled meetings
- Parent-teacher conferences held twice annually

General Guidelines for Communication

- Parents are asked to check their child's backpack daily for printed materials.
- Faculty and staff will make every effort to respond to inquiries within **24 hours**.
- Emails sent to faculty and staff over weekends or school breaks will receive a response on the next school day.

Scheduling Meetings

Meetings with faculty or administration must be scheduled in advance. Staff are not obligated to hold unscheduled or same-day meetings. In-person and virtual meetings are offered at the discretion of the staff member.

For safety and clarity:

- At least one other staff member may be present for any parent meeting.
- Meeting norms are reviewed and agreed upon by all participants.
- Hostile or inappropriate behavior (verbal threats, profanity, intimidation) may result in the immediate end of the meeting and possible removal from campus.
- Continued inappropriate behavior may lead to a student's dismissal from school or notification of authorities.

Communication Chain of Support

Level	Action/Expectations
Step 1: Homeroom Teacher	Contact via phone or email; allow 24 hours for response.
Step 2: Asst. Head of School	Schedule a meeting if the issue is unresolved.
Step 3: Admin Team Meeting	Escalated concerns addressed with leadership.

*In crisis situations or matters involving student safety, staff may skip steps and immediately contact the appropriate administrator or support personnel.

Communication Norms for Email

Example – Parent to Teacher:

*Good morning Ms. Johnson,
I'm writing to discuss my child's recent homework assignments. Thank you for your time. I look forward to your reply. You can reach me at [email/phone].*

Example – Student to Teacher:

*Good afternoon Mr. Smith,
I'd like to ask a question about our classwork. Thank you for your help.*

***All communication must reflect Christian values of dignity, respect, and peace.**

Yelling, profanity, bullying, or threatening language—whether in person, by phone, or in writing—will not be tolerated. Such conduct may result in removal from school grounds or permanent withdrawal of enrollment.

3.14 Homework Policy

At Cornerstone Christian Academy, homework is viewed as an important extension of classroom learning. It reinforces content, nurtures independence, and helps students develop essential habits of responsibility and time management.

Purposes of Homework

Homework may be assigned for one or more of the following reasons:

- To demonstrate learning, such as through a project or presentation
- To practice skills, such as writing spelling words or solving math problems
- To reinforce learning, such as completing review questions or exercises
- To develop study and organizational habits, including managing multi-day assignments
- To prepare for classroom experiences, such as reading in advance of a discussion or lab

General Guidelines

- Homework is never to be used as punishment or busy work without academic purpose.
- Teachers assign homework based on curricular goals and student needs.
- Students typically receive homework at least four nights per week, Monday through Thursday. Homework may occasionally be assigned on Fridays.
- Special assignments and projects may require additional time, particularly for older students.
- Assignments are age-appropriate in length and rigor. While teachers have discretion in determining the appropriate volume of work, administrators may review homework loads to ensure they remain developmentally suitable and equitable.

Grade-Level Guidelines

- *Grades K–4:* Homework is assigned per subject by the homeroom or content teacher.

- *Grades 5–8:* Homework is assigned per subject by departmental teachers. Middle School faculty collaborate to coordinate larger projects and prevent overload across subjects.

Homework Grading Policy

Homework assignments will be graded on a complete/incomplete basis to promote accountability and reinforce student effort.

- If the assignment is completed according to directions and submitted on time, the student will receive a grade of **100%**.
- If the assignment is not completed or is substantially missing required elements, the student will receive a grade of **0%**.
- Students may make up incomplete homework within 1 week after the due date and earn a **maximum grade of 70%** for the late submission.

Cornerstone values the partnership between teachers and families in supporting students' academic development. Parents are encouraged to provide an environment conducive to study, help students manage their time wisely, and communicate with teachers if challenges arise.

3.15 Research Project Guidelines

Cornerstone students are introduced to research and project-based learning at every grade level. These projects are designed to build academic skills progressively over time, with clear expectations set for both students and families.

Primary (Grades K–2)

- *Minor Projects:* Should take 1–2 days to complete and should not exceed one paragraph in length.
- *Major Projects:* Require at least one week's notice, a written rubric, and clear instructions so that parents can provide support.
 - Grade 1: No more than one written or typed page.
 - Grade 2: No more than 1.5 written or typed pages.

Elementary (Grades 3–4)

- *Minor Projects:* Should take 1–2 days to complete and may be up to four paragraphs in length.
- *Major Projects:* Require at least one week's notice, a rubric, and supporting materials.
 - Grade 3: No more than two written or typed pages, plus a cover page.
 - Grade 4: No more than 2.5 written or typed pages, plus a cover page.

Middle School (Grades 5–8)

- *Minor Projects:* Should take 1–2 days to complete and should be no longer than one page.
- *Major Projects:* Require at least one week's notice with a rubric and written expectations.
 - Grades 5–6: No more than three written or typed pages, plus a cover page.
 - Grades 7–8: No more than five written or typed pages, plus a cover page.

All project assignments should be age-appropriate, aligned with the curriculum, and designed to promote independence, responsibility, and creativity. Teachers may coordinate timelines and expectations across subjects to avoid overloading students.

3.16 Academic Honesty and Plagiarism Policy

Cornerstone Christian Academy upholds a firm commitment to academic integrity. Students are expected to complete all assignments, tests, papers, and projects independently and honestly, with only appropriate support from parents or guardians. Cheating, plagiarism, or any unethical use of information—including misuse of Artificial Intelligence—violates the school's academic standards and may result in disciplinary consequences.

Definition of Plagiarism and Cheating

Plagiarism includes, but is not limited to:

- Submitting someone else's work as one's own
- Failing to credit sources for copied or adapted content
- Purchasing or copying assignments from online sources
- Submitting work completed by AI or another individual, including a parent or tutor

Cheating includes:

- Sharing or receiving unauthorized answers during classwork and assessments
- Using prohibited resources
- Receiving answers from others during remote instruction
- Misrepresenting work as original when it is not

Parent and Guardian Expectations

While parental support is encouraged, families may not complete assignments, provide test answers, or rewrite student work. If such behavior is suspected, the school may investigate and take appropriate corrective action.

Consequences for Academic Dishonesty

- First offenses typically result in a failing grade for the assignment.

- The teacher may require the student to demonstrate understanding through alternative means (e.g., rewriting the assignment, oral explanation, or in-person assessment).
- Repeated or egregious offenses may lead to administrative review and further disciplinary action.

Cornerstone is committed to cultivating integrity, responsibility, and ownership of learning across all grade levels.

3.17 Retention and Promotion Policy

Cornerstone Christian Academy holds high expectations for student achievement and holistic development. Promotion to the next grade is based on a student's academic performance, attendance, social-emotional readiness, and adherence to behavioral expectations. The school actively monitors student progress throughout the year and partners with families to provide support and clear communication. All retention and promotion decisions are made with care and thoughtful consideration, and final determinations are at the discretion of school administration in consultation with teachers and the Student Support Team (SST).

Kindergarten Retention Guidelines

Kindergarten students are expected to demonstrate readiness for first grade by the end of the school year. Foundational benchmarks include:

Phonics

- Recognize and write all capital and lowercase letters
- Identify all phonetic sounds of the alphabet
- Understand short and long vowel sounds
- Blend two to three phonemes into recognizable words (e.g., *cat*, *him*, *pet*)
- Recognize words with short and long vowels

Mathematics

- Recognize shapes, colors, sizes, and positional words
- Sort and classify objects
- Count and write numbers from 1–20; rote count to 100
- Understand basic addition and subtraction
- Compare numbers
- Connect counting to quantities

Handwriting

- Print first and last names using correct letter formation

Attendance

- Regular attendance is essential to Kindergarten readiness
- A student with **18 cumulative absences** (excused or unexcused) **may be retained**
- Consideration will be given in cases of serious illness or if a student demonstrates mastery of **80% or more** of academic standards

Note: Decisions about promotion include social-emotional readiness and demonstrated foundational skills in reading and math. Cornerstone reserves the right to make exceptions or individual determinations based on a student's overall progress, context, and best interest. Students with **18 or more total absences** or **126 hours of excused or unexcused tardiness** **may be required** to attend **Summer Academy** in order to be considered for promotion to the next grade.

Grades 1–8 Retention Guidelines

Students in Grades 1–8 must demonstrate readiness for the next grade academically, behaviorally, and socially.

Academic Performance

- Students should maintain a **75% overall average** in Math, Reading, Language Arts, Foundations, Science, and Social Studies
- No core subject grade should fall below **66%**
- Students earning **two or more failing grades (F)** in core subjects **may be retained**
- Students earning a **D or F** in any core subject **may be required** to attend **Summer Academy** and achieve a **minimum of 75%** in the summer course to be eligible for promotion

Note: The school reserves the right to assess students individually. Students showing strong growth or making progress despite challenges may still be promoted at the discretion of administration and with input from the SST.

8th Grade Students

- 8th graders who are required to attend Summer Academy **may not be permitted** to participate in graduation ceremonies
- If accepted into a high school with its own summer program, students may fulfill summer school requirements through that program
- Students unable to access a high school program must attend Cornerstone's Summer Academy and earn **at least 75%** in each course to be promoted

Attendance Expectations

- Students with **18 or more total absences**, excused or unexcused, **may be considered** for retention
- The only exception to these attendance thresholds will be in the case of serious medical circumstances, verified by a physician

*Students exceeding **18 absences** or **126 hours of tardiness**, excused or unexcused, **may be required** to attend Summer Academy to be eligible for promotion.

Communication, Support, and Prevention of Retention

Cornerstone is committed to partnering with families early and consistently to prevent retention when possible. Our system of academic monitoring and support includes:

- **Progress Notices** and **Intervention Notices** issued mid-quarter, with **Report Cards** each quarter
- **Weekly grade updates** sent through FACTS SIS. Families should contact the Principal if they do not receive updates
- Students performing below expectations are referred to the **Student Support Team (SST)** for collaborative intervention
- **Parent-Teacher Conferences** occur after the 1st and 3rd quarters to review academic standing
- In **December**, intervention notices will identify students continuing to underperform
- In **February**, the Assistant Head of School will send letters to families of students at risk of retention, outlining required academic plans
- In **April**, final decisions are made and communicated. Parents meet with the Assistant Head of School, teacher(s), and SST to review the academic plan and determine promotion or retention

Summer Academy (Summer School)

Parents are notified in **April or May** if their child must attend Summer Academy. Summer Academy policies include:

- Attendance is required for students at risk of retention due to academic performance or excessive absences/tardiness.
- Students must earn a **minimum of 75%** in all assigned summer courses to be eligible for promotion.
- Students are allowed **up to 2 absences**. More than two absences may result in ineligibility for promotion.

3.18 Remote Learning Protocols

In the event of an emergency or other need that necessitates the suspension of in-person instruction, Cornerstone Christian Academy may transition to a fully remote learning model. Remote instruction upholds the same academic and behavioral standards as in-person learning, with expectations clearly communicated to students and families.

3.18.1 Overview of Remote Learning

Under the **Full Remote Learning Model**, all students participate virtually through both synchronous (live) and asynchronous (independent) learning five days per week, Monday through Friday. New instructional content will be taught, attendance is required, and assignments will be graded.

Google Classroom is the platform through which students and teachers will access lessons, assignments, and communications. The daily checklist is posted by 8:00 a.m. each school day. Parents are expected to review the checklist each evening and morning to ensure readiness.

3.18.2 Daily Remote Learning Schedule

(Schedule subject to change)

Monday – Thursday

Time	Activity
8:30–9:00 a.m.	Morning Meeting/Advisory
9:00–10:00 a.m.	Instructional Hour #1
10:00–11:00 a.m.	Instructional Hour #2
11:00–11:45 a.m.	Instructional Hour #3
11:45 a.m.–12:15 p.m.	Lunch
12:30–1:00 p.m.	Small Groups (Group 1)
1:00–1:30 p.m.	Small Groups (Group 2)
1:30–2:00 p.m.	Small Groups (Group 3)
2:00–2:50 p.m.	Electives or Instruction
2:50–3:15 p.m.	Live Office Time (M/W by appointment)

Friday

Time	Activity
8:30–8:50 a.m.	Morning Gathering
9:00–10:00 a.m.	Virtual Chapel
10:00–11:00 a.m.	Intervention and Grade Recovery
11:00 a.m.–12:00 p.m.	Electives (K–4) / Warriors of Praise & Daughters of Destiny (5–8)
12:00–12:30 p.m.	Lunch
12:45–2:00 p.m.	Asynchronous Work Time
2:00 p.m.	Dismissal

3.18.3 Student Expectations

Environment

- Students should have a quiet, distraction-free learning space.
- An adult should be present or reachable in case support is needed.
- Cars, beds, or locations with background noise are not suitable for participation.

Technology

- Students need a reliable device (tablet, Chromebook, or laptop) and internet access.
- Google Classroom and Google Meet are the platforms used for assignments and meetings.
- Cornerstone staff cannot provide technical support for personal devices.

Cameras and Participation

- Cameras must be on to be marked present.
- Student faces (head and shoulders) must be visible on screen.
- Chat features must be used appropriately and as directed by the teacher.

Attendance

- Students log in between 8:25–8:30 a.m. daily.
- Students arriving after 8:30 a.m. are marked late.
- Absences must be reported by parents via email to the teacher.
- Students must remain present for all scheduled sessions to receive credit for the day.

Student Dress and Appearance

- Students must wear a Cornerstone gym shirt, polo, or long-sleeve shirt.
- Pajamas, bathrobes, hoodies, scarves, hats, or inappropriate attire are not allowed.
- Hair and appearance should follow Cornerstone's regular dress code for neatness and visibility on camera.

Conduct and Academic Honesty

- Cornerstone's Responsive Classroom principles apply:
 - Respect and celebrate yourself.
 - Respect and celebrate others.
 - Come prepared and willing to learn.
 - Keep our environment safe and clean.
- Students must complete and submit their own work.
- Cyberbullying, disrespect, or disruptive behavior may result in consequences including behavioral reports or suspension from virtual class.

Assignments

- All work is graded and must be submitted on time.
- Late assignments may be posted up until 8:30 a.m. the next day.
- Assignments should be labeled with the student's full name and date.

3.18.4 Parent Support and Communication

- Parents will be invited to join their child's Google Classroom and are encouraged to monitor progress.
- Weekly academic progress reports are sent through Renweb each Sunday.
- Teachers are available for appointments during live office hours on Mondays and Wednesdays from 2:50–3:15 p.m.
- Communication with teachers should be via email or scheduled calls.
- The School Counselor is available for one-on-one consultations with students and families.

3.18.5 Frequently Asked Questions

How can I contact my child's teacher?

Email the teacher through Google Classroom or contact the school office to leave a message. To speak by phone, schedule an appointment via email or during live office time.

Will tuition be adjusted for remote learning?

No, tuition remains the same. All families receive significant financial aid and no further discounts are provided unless extraordinary circumstances are brought to the administration's attention.

Section 4: Student Life and Community

Standards

At Cornerstone Christian Academy, student life is rooted in the belief that every child is made in the image of God and is called to grow in wisdom, compassion, and character. Our community standards exist to foster a safe, joyful, and disciplined environment where students can thrive academically, socially, and spiritually.

4.1 Code of Conduct

Cornerstone students are expected to reflect the values of our Christian community in word and deed. Our shared commitments are expressed through four guiding expectations:

- **Love God**
- **Love Yourself**
- **Love Others**
- **Love God's World**

These are practiced through daily habits and behaviors that reflect:

- Respect for self and others
- Honesty, integrity, and kindness
- Accountability and personal responsibility
- Stewardship of time, space, and property

Our Code of Conduct is reinforced through Responsive Classroom practices and Christ-centered guidance.

4.2 Behavioral Expectations

In the Classroom

- Arrive on time and prepared to learn
- Follow instructions promptly and respectfully
- Contribute positively to classroom discussions and group work
- Take responsibility for materials, assignments, and behavior

In Common Areas

- Use quiet, respectful voices in hallways
- Walk in an orderly manner and stay to the right

- Keep shared spaces clean and orderly
- Show respect for all adults and peers

During Lunch and Recess

- Remain seated during meals unless permitted
- Clean up all trash and food before dismissal
- Engage in safe, inclusive play
- Treat others with fairness, kindness, and courtesy

Transportation and Buses

- Remain seated and quiet during bus rides
- Follow directions from bus monitors or drivers
- Respect property and other passengers
- Inappropriate behavior may result in loss of bus privileges

Technology and Devices

- Technology is to be used for learning under adult supervision
- Students may not use personal phones, tablets, or smartwatches during school hours
- Any inappropriate use (social media, games, messaging, etc.) will result in confiscation and possible disciplinary action

4.3 Disciplinary Procedures and Restorative Practices

Cornerstone Christian Academy believes that discipline is most effective when it fosters reflection, responsibility, and reconciliation. Our approach integrates restorative practices with consistent expectations for behavior, encouraging students to grow in maturity and integrity while maintaining a safe, respectful learning environment.

Disciplinary decisions are made in partnership with families, and always with the goal of promoting accountability and restoration. When addressing misbehavior, school personnel consider the student's age, the nature of the infraction, the student's history, and the impact on others.

4.3.1 Tiered Disciplinary Responses

Cornerstone employs a range of age-appropriate responses to student misbehavior:

Tier 1: Preventative & Reflective Responses

- Verbal redirection or warning
- Reflective form or restorative conversation
- Logical consequence (e.g., apology, repairing harm, cleaning up)

- Temporary loss of privileges
- Parent contact or communication

Tier 2: Interventional Responses

- Behavior or Intervention Plans
- Detention (lunch or after school)
- Parent conference or administrative meeting
- Temporary removal from classroom

Tier 3: Escalated Responses

- Suspension (in-school or out-of-school, with required parent reentry conference)
- Expulsion review by the administrative team (see 4.3.4)

Behavior that jeopardizes the safety of others, disrupts the learning environment, or reflects a persistent pattern of disrespect will be addressed with greater urgency and consequence.

4.3.2 Discipline Matrix

The following chart outlines common disciplinary infractions and the potential response level. This list is representative but not exhaustive.

Detention-Level Offenses	Behavior Plan or Suspension-Level Offenses	Expulsion-Level Offenses
Tardiness (10 unexcused)	Chronic tardiness (20+)	Physically assaulting staff
Out of uniform (every 5 times)	Repeated or defiant uniform violations	Repeated or severe bullying
Disrespect (arguing, defiance)	Repeated or severe disrespect	Threats to staff or students
Back talk	Repeated back talk	Possession of weapons (incl. replicas)
Rolling eyes, sucking teeth	Repeated nonverbal disrespect	Possession or use of drugs, alcohol, vaping, or controlled substances

Name calling	Repeated or cruel name calling	Explicit sexual behavior
Inappropriate language	Profanity or racial language directed at another	Repeated plagiarism/cheating
Cell phone use without permission	Repeated failure to turn in phone	Possession of pornographic material
Class disruption	Repeated or severe disruption	Repeated harassment (incl. sexual/gender-biased)
Horseplay	Excessive or aggressive horseplay	Chronic forgery or academic dishonesty
Unprepared for class	Leaving class or campus without permission	Vandalism of serious degree
Tantrums	Repeated and disruptive tantrums	Repeated graffiti or destruction of property
Stealing	Repeated or significant theft	A pattern of theft which does not abate after a behavior plan
Public display of affection	Repeated PDA	A pattern of PDA which does not abate after behavior plan, or any sufficiently extreme display of sexually explicit behavior
Verbal harassment	Repeated verbal or physical harassment	A pattern of verbal or physical harassment which does not abate after behavior plan

**All students are expected to complete assigned detention or consequences. Failure to do so may result in an escalation of disciplinary action.*

4.3.3 Restorative Practices

At Cornerstone, discipline is more than correction—it is formation. Teachers and administrators may incorporate restorative approaches such as:

- Mediation between students
- Restitution or repair of harm
- Peer or staff-led restorative circles
- Collaborative problem-solving conferences

Restorative actions allow students to better understand the impact of their behavior, take ownership, and rebuild relationships.

4.3.4 Expulsion Review Process

Any incident involving serious safety concerns, criminal behavior, or ongoing defiance of school expectations may lead to expulsion. In such cases:

- The student will be suspended pending investigation.
- The administrative team will meet to review the case.
- The Head of School will inform the family of the decision.
- Re-enrollment may be denied following expulsion.

4.4 Bullying, Harassment, and Hazing

Cornerstone Christian Academy maintains a **zero-tolerance policy** for bullying, harassment, and hazing in any form.

Bullying Includes:

- Repeated verbal abuse or threats
- Physical aggression or intimidation
- Social exclusion or rumor-spreading
- Cyberbullying (via text, email, social media, etc.)

Harassment Includes:

- Behavior targeting race, gender, religion, disability, or national origin
- Unwelcome advances or derogatory language
- Intimidation, retaliation, or persistent unwanted contact

Reporting and Response

- Students should report any incident to a teacher, counselor, or administrator
- All reports will be investigated promptly and confidentially

- Consequences range from counseling, suspension, and expulsion, depending on severity
- Retaliation against reporters is strictly prohibited

4.4.1 Responsive School Principles

Cornerstone Christian Academy embraces Responsive Classroom principles to foster a safe, respectful, and joyful learning environment. Our goal is to ensure that students:

- Feel physically and emotionally safe so they can learn at their best
- Develop social and cooperative skills for working with others
- Enjoy school and build strong relationships with peers and adults

Our foundational behavioral expectation is **Love God, Love Yourself, Love Others, and Love God's World**. In support of this, all members of the Cornerstone community are expected to:

- Respect and Celebrate Yourself
- Respect and Celebrate Others
- Come to School Prepared and Willing to Learn
- Keep Our Environment Safe and Clean

Teachers and staff introduce, model, and practice these principles at the beginning of the year and reinforce them regularly. Misbehavior is addressed promptly, respectfully, and in ways that preserve student dignity and promote learning. Strategies include reminders, logical consequences, and opportunities for reflection and repair.

4.4.2 Responsive Discipline Practices

When students misbehave, staff use a tiered approach to support behavior change:

Tier 1 (Universal Practices):

- Verbal reminders or gestures
- Proximity or moving closer to the teacher
- "Take-a-break" to calm down and regain self-control
- Temporary restriction of choices
- Logical consequences to repair harm (e.g., cleaning up a mess)

Tier 2 (Targeted Interventions):

- Buddy teacher take-a-break
- Private take-a-break in a supervised space
- In-school suspension with supervision
- Restorative conversations or mediations

- Detention with reflection, facilitated by a teacher

Tier 3 (Intensive Interventions):

- Family meetings or behavior intervention plans
- At-home suspension with a re-entry meeting
- Restorative conferences or re-entry circles

If serious or repeated behavior persists, administrative review will determine next steps, which may include suspension or expulsion for infractions such as:

- Possession of weapons or dangerous instruments
- Possession or use of drugs or paraphernalia
- Bullying or harassment, including cyberbullying
- Physical aggression or threats
- Repeated disregard for school rules
- Sexual misconduct or possession of explicit material

4.4.3 Shared Expectations and Social-Emotional Learning

At Cornerstone, we believe that academic and social-emotional skills go hand in hand. Staff teach and model important skills such as empathy, problem-solving, self-regulation, and respectful communication. Teachers help students develop class rules, understand consequences, and reflect on their choices. Administrators ensure these expectations are consistently upheld across all school spaces—from classrooms to hallways to the playground. We also partner with families to ensure continuity of expectations and support for every child.

4.4.4 Environmental Expectations

To foster a respectful, safe, and joyful school climate, specific expectations apply in key areas of the school day:

Recess and Outdoor Play

- Use kind words and include others
- Use equipment safely and follow staff directions
- Show sportsmanship and teamwork
- Respect personal space and line up quietly

Lunchroom

- Use table talk voices and speak respectfully
- Stay seated and raise your hand for help
- Clean your space when finished eating
- Be kind to classmates, lunch staff, and volunteers

Hallways

- Walk quietly in a single file on the right side
- No running or shouting
- Wait quietly and orderly outside classrooms
- Observe posted voice levels and “Quiet Zones”

Voice Level Expectations

- 0: Silent (no talking)
- 1: Whisper/Partner Talk
- 2: Table Talk (normal indoor voice)
- 3: Loud & Proud (presentation or classroom talk)
- 4: Outdoor Voice

4.4.5 Restorative Practices and Questions

Restorative practices are used to repair relationships, build empathy, and foster accountability. These are integrated into daily life and discipline at Cornerstone through:

- **Restorative Chats** (one-on-one conversations)
- **Restorative Mediation** (peer-to-peer resolution)
- **Restorative Circles** (group reflection and restoration)
- **Re-entry Circles** (welcoming students back after time away)

Students are guided through a set of reflective questions:

1. What happened?
2. What were you thinking at the time?
3. What have your thoughts been since?
4. Who has been affected by your actions and how?
5. What do you think needs to happen to make things right?

These practices allow students to grow from mistakes and take responsibility in a supportive, community-centered environment.

4.5 Dress Code and Uniform Requirements

All students are expected to wear the school uniform daily unless otherwise notified. Uniform compliance promotes focus, equity, and a sense of school pride.

Elementary Boys (K–4)

- Navy blue uniform pants or shorts (in warm months)
- White button-down or polo shirt with navy tie

- Navy or white socks and black shoes
- Navy blue sweater (as needed)

Elementary Girls (K–4)

- Navy blue skirt
- White blouse with criss-cross tie or white polo
- Navy or white socks or tights
- Black shoes (no heels)
- Navy blue sweater

Middle School Boys (5–8)

- Navy blue pants or shorts (warm months)
- White button-down or polo shirt with navy tie
- Navy/white/black socks, black shoes
- Lipstick red sweater (optional)

Middle School Girls (5–8)

- Navy/red/white plaid skirt
- White blouse with plaid criss-cross tie or white polo
- Red/black/blue socks or tights
- Black shoes
- Red sweater (optional)

Gym Uniform (All Grades)

- Navy CCA gym shirt or sweatshirt
- Solid navy sweatpants
- Athletic sneakers

Chapel Uniform (Required Weekly)

- Full formal dress uniform with required ties, shirts, and shoes
- No gym clothes, hoodies, or outerwear allowed in Chapel

**Out-of-Uniform Violations may result in parent notification, disciplinary points, and requirement to change before entering class.*

4.5.1 Cold Weather, Grooming, and Appearance Guidelines

Cold Weather Guidelines

During colder months, students may wear hoodies, pullover sweaters, pants under skirts, and

boots for warmth during arrival and dismissal. These items must be removed upon entering the school building and stored in designated cubbies or lockers. Students may retrieve these articles for recess or outdoor activities as needed. Hats and hoods may be worn outdoors but must be removed while inside school buildings. Black, non-marking boots may be worn on snow days only.

Grooming and Appearance Guidelines

Students are expected to maintain a neat, clean, and well-groomed appearance at all times. While personal expression is respected, the school administration reserves the right to determine the appropriateness of a student's grooming and appearance on a case-by-case basis in order to maintain a safe, respectful, and distraction-free learning environment. The following guidelines apply to all students, regardless of gender:

- **Hair** must be clean, neatly styled, and kept in a way that does not obstruct the face. Braids, locks, natural extensions, shaved styles, and dyed hair are permitted, provided they are well-presented and not overly distracting in shade.
- **Head coverings** such as scarves, hats, bandannas, and hoods are not permitted indoors. These must be removed upon entering school facilities and remain off while on campus. (Exceptions may be made for medical or religious reasons with prior administrative approval.)
- **Jewelry and accessories** are limited to small post earrings, one watch, and one ring.
- **Makeup** should be minimal, if worn at all.
- **Nails** must be neatly manicured and trimmed to a safe length not exceeding $\frac{1}{4}$ inch beyond the fingertip. Pointed nails are not permitted.

These appearance guidelines are intended to foster a respectful, distraction-free learning environment. Students who do not meet appearance expectations may be asked to make adjustments before returning to class. Repeated infractions may result in further disciplinary action.

4.5.2 At-Home Remote Learning Uniform Policy

All students must be fully dressed in approved school attire for remote learning, including a Cornerstone gym shirt, polo shirt, or long-sleeve shirt. Pajamas, bathrobes, hats, scarves, and bonnets are not permitted during virtual classes. Students are expected to present themselves with the same care as they would on campus.

Uniform Resources

Approved uniforms may be found at the following retailers:

- Amazon.com
- Forman Mills
- JCPenney.com
- Old Navy
- Youngworld (Front & Olney)
- Walmart
- The Children's Place

Ordering Uniforms

To order branded Cornerstone uniforms:

1. Click the "Get Started" button to browse Cornerstone gear or select items directly.
2. Choose size and quantity, add items to your cart, and check out when ready.
3. For shipping, enter your email, full name, and Cornerstone's address and phone number.
4. Enter your payment information and submit the order.
5. Orders are delivered to Cornerstone's main office on the Friday following your purchase.



4.6 Technology Use and Digital Citizenship

Students are expected to act with integrity and discernment in all technology use.

4.6.1 Internet Use

- Only school-approved websites and apps are permitted
- Students must never share passwords or personal information online
- Faculty may review or monitor student browsing at any time

4.6.2 Personal Devices

- Phones, smartwatches, and personal devices must remain in backpacks and powered off during the school day
- Devices used without permission will be confiscated
- Repeated violations may result in family meetings or loss of privilege

*Cornerstone reserves the right to inspect any device or account used on school grounds when safety or compliance concerns arise.

4.7 Student Clubs, Leadership, and Activities

Student enrichment is a vital part of school life. Opportunities include:

- Chapel Leaders
- Daughters of Destiny / Warriors of Praise
- Student Ambassadors
- Art, Music, and STEM Clubs
- Seasonal and academic competitions
- Leadership electives (Middle School)

*Participation is contingent upon academic standing and positive behavior.

4.8 Field Trips, Retreats, and Service Learning

Cornerstone organizes educational and spiritual off-campus events throughout the year. These experiences are considered an extension of the classroom and require the same standards of behavior and responsibility.

- Parent permission forms are required
- Misbehavior during a trip may result in exclusion from future outings
- School uniform or dress code will be specified in advance
- Students represent Cornerstone at all times and are expected to model Christ-like behavior

4.9 Aftercare and Extended Day Programs

Aftercare is offered through our partnership with **The Common Place**. Program features include:

- Homework support
- Arts and enrichment activities
- Physical play and structured games
- A safe, supervised environment from 2:45–6:00 p.m.

*Late pickup beyond 6:00 p.m. may result in additional fees. Families must complete the required registration forms with The Common Place and agree to behavior and participation expectations.

4.10 Transportation and Bus Behavior Expectations

Students who take the school bus must:

- Follow adult instructions immediately
- Remain seated and keep hands to themselves
- Refrain from yelling, teasing, or using inappropriate language
- Treat bus monitors, drivers, and peers with courtesy

*Repeated infractions may result in suspension of bus privileges.

4.11 Alcohol, Drugs, and Controlled Substances

Cornerstone Christian Academy is committed to providing a safe, healthy, and supportive environment for all students. The possession, use, transfer, or being under the influence of alcohol, illegal drugs, vaping products, or controlled substances is strictly prohibited on school property, during school hours, and at any school-sponsored event.

For the purposes of this policy, “**under the influence**” is defined as being in a physical or mental condition that:

- Prevents a student from performing in a safe, respectful, or productive manner
- Creates a risk to the safety and well-being of the individual or others
- Interferes with the learning environment or school operations

This prohibition applies to:

- All school buildings and grounds
- School transportation
- Field trips, athletic events, and extracurricular activities
- Any setting in which a student represents the school

Consequences and Response

Violations of this policy may result in:

- Immediate removal from the classroom or event
- Parent notification and required conference
- Suspension or possible expulsion, based on the severity of the incident
- Referral to counseling or substance abuse support services, when appropriate

Cornerstone reserves the right to involve local law enforcement where required by law or when the safety of students and staff is at risk. Our approach is rooted in a commitment to the health, development, and safety of each student, and we expect all members of the school community to support these standards.

4.12 Birthday Celebrations

Cornerstone Christian Academy recognizes the importance of celebrating students' birthdays and encourages joyful, inclusive celebrations that honor each child while maintaining a safe and structured learning environment.

Planning a Celebration

Parents/guardians wishing to celebrate their child's birthday at school must make arrangements with the homeroom teacher at least two weeks in advance. This helps ensure that the celebration aligns with classroom schedules and any relevant dietary restrictions. Special consideration may be given for students with birthdays in August, September, or January.

Permissible Items

Only store-bought, individually packaged, and sealed food items may be distributed. Examples include:

- Packaged cupcakes
- Fruit cups
- Fruit snacks
- Juice boxes
- Bottled water

Homemade items are not permitted for distribution. Teachers may not purchase items on behalf of families for birthday celebrations.

School Discretion and Safety

Cornerstone reserves the right to withhold or decline the serving of any birthday treats that:

- Do not meet the celebration criteria
- Pose dietary or allergy concerns
- Conflict with the academic schedule

We thank all families for helping create a positive and inclusive celebration environment that respects the needs of every student in the class.

4.13 Breakfast and Lunch

Cornerstone Christian Academy is pleased to offer a **free breakfast and lunch program** to all students, supporting their physical health and academic success.

Breakfast

A “Grab ‘n Go” breakfast is available each morning before the start of the school day. A typical breakfast includes:

- A whole grain entrée (e.g., apple cinnamon muffin)
- Two servings of fruit
- A half-pint of low-fat or fat-free milk

Students eat breakfast in the lunchroom before going to class. Outside breakfast must be consumed **before** arriving on campus. Students are not permitted to eat outside food in classrooms or elsewhere inside the building.

Lunch

A healthy, balanced lunch is served daily. Students who wish to receive school lunch must notify their teacher each morning during attendance. Students may also bring lunch from home.

Please note the following guidelines:

- Food delivery (e.g., Uber Eats, DoorDash) is not permitted during the school day.
- Microwaves are not available for student use.
- Faculty and staff may not heat food for students.
- Hot beverages such as coffee or frappuccinos are not allowed.
- Glass containers or bottles are prohibited for safety reasons.

Parents who wish to drop off a lunch from home during the day must do so during the student's scheduled lunch period. Students may not eat lunch outside of their designated time.

4.14 Lost and Found

To support responsibility and minimize disruptions during the school day, Cornerstone maintains a Lost and Found area in the Main Office.

- All student belongings should be clearly labeled with the child's full name.
- Items found on school property will be placed in the Lost and Found.
- Unclaimed items will be disposed of or donated on a weekly basis.
- Cornerstone Christian Academy is not responsible for any personal items that are lost, broken, or stolen.
- Students are discouraged from bringing valuable or sentimental items to school.

We strongly encourage families to regularly check the Lost and Found and to label all personal belongings, including jackets, water bottles, lunch containers, and backpacks

4.15 School Trips Policy

Students have the privilege to enjoy school-sponsored trips, including day-long field trips, choir trips, and overnight trips. These experiences provide valuable educational and personal development opportunities. In addition to supplementing classroom learning, trips foster new interests, connect academic content to real-world experiences, and help students build relationships with peers and adults in new settings.

On the day of a trip, students are required to arrive at school at the regular start time.

4.15.1 Student Expectations and Behavior

All Cornerstone rules and behavioral expectations apply during school-sponsored trips. Students, staff, and chaperones are representatives of the school and are expected to model respectful, safe, and appropriate behavior at all times. Participation in trips is a privilege that may be revoked due to behavioral or academic concerns, at the discretion of school leadership.

4.15.2 Authorization and Permissions

All trips must be pre-approved by the Assistant Head of School for the relevant grade level. Trip organizers must submit a "School Trip Form" for approval and coordinate all logistics, including transportation, chaperones, and emergency protocols. Parents/guardians will receive a permission slip and trip details at least four weeks in advance. A signed permission slip is required for student participation. Refunds will not be issued after final reservations have been made.

4.15.3 Medical Considerations

Parents must notify the trip leader in writing of any relevant student medical needs or current prescriptions. School personnel and chaperones may not store, dispense, or administer any medication to students, including over-the-counter or prescribed medications.

For students requiring special medical attention, parents/guardians may:

- Opt to keep the student at school in a supervised setting.
- Accompany the student on the trip to administer necessary care.
- Designate a non-staff adult (age 21+) to accompany the student and provide medical support. This adult must be approved by school administration and follow school transportation guidelines.

4.15.4 Transportation

Trip transportation will be arranged by the lead teacher or sponsor. Cornerstone will use the following standards:

- Licensed and bonded commercial carriers will be used whenever possible.
- Bus drivers must hold a valid Commercial Driver's License (CDL).
- If parents drive, they must provide a valid Driver's License. Vehicles must meet legal passenger capacity and seat belt laws. Firearms, weapons, or other prohibited items are not permitted in any vehicle.

4.15.5 Chaperones

Chaperones must:

- Be at least 21 years old.
- Submit required background clearances to the main office.
- Be approved by the trip leader and/or administration.
- Supervise students actively at all times (minimum ratio of 1 chaperone to 10 students, adjusted as needed).

Chaperones may not administer medication or discipline students beyond what is appropriate under Cornerstone policies. They are expected to maintain professionalism and vigilance throughout the trip.

4.15.6 Overnight Trips

Overnight trips require additional safety measures and careful planning. These trips may involve students of different grades and genders, requiring clear protocols for supervision and housing.

Sleeping Arrangements:

- Students and chaperones must be housed separately by gender.
- At least two adults must be present in any shared sleeping area.
- Adults may not use shared showers or be in any state of undress in the presence of students.
- Room checks must be conducted prior to student arrival to ensure safety and privacy.
- Hotel rooms must not have doors that open directly to the outside, and rooms must be grouped on the same floor when possible.

Monitoring and Security:

- Chaperones remain on duty until all students are in bed and rooms are quiet.
- Nighttime security should be established; chaperones may rest only once supervision coverage is confirmed.
- Student room doors must remain accessible to chaperones, without deadbolts or additional security locks engaged.
- Chaperones will retain all room keys and may enter rooms unannounced for safety checks.

Cornerstone reserves the right to restrict participation in overnight trips for students who have not demonstrated readiness or whose behavior raises safety concerns. Final determinations will be made by school administration.

Section 5: Health, Safety, and Security

Cornerstone Christian Academy is committed to maintaining a safe, healthy, and supportive environment for all members of our school community. In alignment with Pennsylvania state law, Department of Health guidance, and best practices in school safety, we have developed clear policies and procedures to protect student well-being.

5.1 Student Medical Information

Cornerstone Christian Academy complies with all mandated student health requirements from the Commonwealth of Pennsylvania and the Philadelphia Department of Public Health. To ensure timely enrollment, attendance, and continued participation in the school day, the following **medical records must be submitted prior to the first day of school**.

Failure to submit any required health documentation may result in a student's exclusion from school until all records are received and approved.

Required Medical Exams

Grade Level	Required Medical Documentation
All New Students	Physical Exam, Dental Exam, Vaccination Record
Grade 3 (New & Returning)	Dental Examination by a licensed dental provider
Grade 6 (New & Returning)	Physical Examination by a licensed physician
Grade 7 (New & Returning)	Dental Exam and updated Immunization Records (including MCV and Tdap vaccines)

The school nurse will alert parents and guardians of any missing or deficient records prior to the start of the school year. Students may not begin school until these records are complete and approved.

Immunization Requirements

The following immunizations are required **by the first day of school** unless medically exempted in writing by a healthcare provider. These requirements align with Pennsylvania's immunization law for school-aged children.

Vaccine	Required Doses
DTaP (Diphtheria, Tetanus, Pertussis)	4 doses (1 dose must be on or after the 4th birthday)
Polio (OPV/IPV)	4 doses (1 dose must be on or after the 4th birthday)
MMR (Measles, Mumps, Rubella)	2 doses (given on or after the 1st birthday)
Hepatitis B (HBV)	3 doses
Varicella (Chickenpox)	2 doses (on or after the 1st birthday) or proof of immunity
MCV (Meningococcal)	2 doses (1st between 11–15 years; 2nd at 16 years old)
Tdap (Tetanus, Diphtheria, Pertussis)	1 dose at age 11–12

***Note:** Seventh-grade students must have the **MCV and Tdap** vaccines on record before starting the school year. This is a strict compliance requirement under state law. For all immunization records, a signed form or physician's note with dates of administration must be submitted to the school nurse or main office.

5.2 School Nurse and Health Services

Cornerstone Christian Academy provides comprehensive on-site health support to safeguard the well-being of every student.

- A **certified Cornerstone school nurse** is available **Tuesday through Friday**
- A **Philadelphia School District nurse** is on-site **each Monday**

Together, they oversee the full implementation of school health policies and Pennsylvania state requirements.

The Responsibilities of the School Nurse Include:

- Monitoring student immunization compliance and ensuring all health records are current
- Administering first aid and responding to injuries or medical needs during the school day
- Dispensing prescribed and approved medications, including emergency medications such as EpiPens and inhalers
- Coordinating with families and physicians to manage chronic conditions and ensure students' health needs are met
- Alerting school personnel and families about incomplete or insufficient health records
- Reporting all contagious diseases to the Philadelphia Department of Public Health as required by law
- Supporting the development and monitoring of individual Action Plans for students with asthma, diabetes, allergies, or other health conditions

***Note:** Students with incomplete health records may be excluded from school until documentation is provided. The nurse will contact families directly if required forms or vaccinations are missing. Parents are encouraged to reach out to the school nurse regarding any updates to their child's health, new diagnoses, medications, or changes in emergency contact information.

5.3 Medication Administration

To ensure the health and safety of all students, Cornerstone Christian Academy maintains clear protocols for the handling and administration of both prescription and over-the-counter medications.

Medication Drop-off and Authorization

All medications must be:

- Delivered in person by a parent or guardian to the Main Office
- Accompanied by a completed Request for Medication Form (Med-1 Form), signed by a licensed healthcare provider
- Provided in the original pharmacy-labeled container or packaging, clearly labelled with the student's name.

Students are not permitted to carry medication to or from school, give medications to teachers, or store medications in backpacks or lockers.

Emergency and Daily Medications

For students who use inhalers, EpiPens, insulin, or other essential daily medications:

- An Action Plan must be submitted from a physician detailing the student's diagnosis, dosage, and treatment instructions
- Inhalers must be brought to the nurse and student must demonstrate proper use
- If a student is to carry an inhaler or other medication during the school day, the Med-1 Form must include specific authorization from the healthcare provider.

All medications, including over-the-counter products such as Tylenol or Benadryl, must be labeled and approved by a physician before they will be administered at school.

Additional Notes

- Medications must be kept up to date. Expired medications will not be administered
- Parents are responsible for replacing medications as needed throughout the year
- The school nurse and administration reserve the right to contact families with any questions or concerns related to a child's medical plan or medication usage.

5.4 Contagious Conditions and Illnesses

To protect the health of our community, Cornerstone Christian Academy follows public health guidelines regarding communicable illnesses. Students, faculty, and staff who exhibit signs of contagious illness must remain at home until it is safe for them to return.

Return-to-School Criteria

Individuals may not return to school until:

- They are symptom-free without the use of medication
- They have been fever-free for at least 48 hours
- If recovering from a respiratory illness, they must wear a mask for five days upon return

This policy applies whether or not the illness has been confirmed by a diagnostic test.

Common Contagious Conditions

Conditions that require absence from school include, but are not limited to:

- Chickenpox
- Measles
- Mumps
- Rubella
- COVID-19
- Influenza (Flu)
- Strep throat
- Scarlet fever

- Conjunctivitis (Pink Eye)
- Impetigo
- Lice
- Ringworm
- Scabies
- Whooping cough (Pertussis)
- Any undiagnosed rash, fever, or upper respiratory symptoms

If your child is diagnosed with any of the above, or if symptoms suggest a possible contagious illness, please contact the school nurse before sending your child to school.

COVID-19 and Outbreak Protocol

In the event of a COVID-19 outbreak, the school may temporarily require universal masking or shift to virtual instruction to prevent further spread.

Vaccination remains one of the most effective strategies for protecting against illness. Families are encouraged to keep students up to date on routine childhood immunizations, including annual flu and COVID vaccines, as recommended by their healthcare provider.

5.5 Injury Protocols and Incident Reports

Cornerstone Christian Academy takes every precaution to ensure student safety throughout the school day. In the event of an injury, staff members respond promptly, provide appropriate care, and follow all reporting procedures to keep families informed.

General Procedures

- All injuries are documented in an **Incident Report** completed by the supervising staff member
- The report is emailed to the student's parent or guardian and placed in the student's file
- Parents will be notified **by phone** for any injury beyond a minor scrape or bruise

In cases where professional medical care is needed:

- **911 will be called** immediately
- A school administrator or designee will accompany the child to the hospital with the child's emergency medical release form
- The administrator or designee will remain with the student until a parent or guardian arrives

Special Cases

Head Injuries

If a student sustains a blow to the head, regardless of severity, the following steps are taken:

- All physical activity or play is suspended immediately
- The student is removed from participation and monitored for symptoms
- The student may not return to school or resume activities until a physician has evaluated them and provided written medical clearance

Concussions

In the event of a diagnosed or suspected concussion, Cornerstone requires:

- A letter from the student's physician outlining the injury and necessary academic or physical accommodations
- Ongoing updates from the healthcare provider if modifications are to be extended or adjusted
- Final written clearance from the physician before the student may return to physical education, athletics, or other school activities

Cornerstone will make every effort to support the student's recovery, including modifications to attendance, workload, or classroom environment as advised by the student's medical team.

5.6 Suicide Prevention and Self-Harm Response

Cornerstone Christian Academy is committed to the emotional well-being of every student. When a student is identified as potentially at risk for suicide, self-harm, or harm to others, the school acts immediately to ensure safety and provide support.

Risk Identification and Immediate Response

If a student expresses suicidal thoughts, engages in or expresses thoughts of self-harm, or is identified by a staff member or peer as being at risk, the following steps are taken:

- The student is referred the same school day to the School Counselor, Principal, or a CORA mental health professional for risk assessment
- A responsible adult provides continuous supervision to ensure the student's safety
- The student's parent or guardian is notified immediately, and a referral is made to emergency services or outpatient care if needed
- Staff may request written permission from the parent to communicate directly with outside providers

In cases of an in-school suicide attempt:

- First aid will be administered while emergency responders are contacted
- All other students will be moved from the immediate area
- The Principal or School Counselor will coordinate communication with the family

- A Crisis Response Team may be activated to support the broader school community

In out-of-school incidents, staff will contact emergency services and inform the family, while providing appropriate support within the school environment upon return.

Re-entry Procedure

Any student returning to school following suicidal ideation, a suicide attempt, or psychiatric hospitalization must:

- Provide written clearance from a licensed mental health care provider affirming readiness to return to school
- Participate in a re-entry meeting with the Principal, School Counselor, or designee and their parent or guardian
- Have a designated staff member assigned to conduct periodic check-ins and coordinate any ongoing support

School staff will make appropriate accommodations and maintain regular communication with the family and care providers as necessary.

5.7 Emergency Management

Cornerstone Christian Academy maintains a comprehensive Emergency Management Plan to ensure the safety and security of all students, staff, and visitors. This plan is designed to guide the school's response to a wide range of emergencies, from weather events to health threats and security incidents.

The Four Phases of Emergency Management

Phase	Description
Mitigation	Identifying potential safety risks and taking steps to reduce or eliminate them
Preparedness	Conducting staff training, emergency planning, and routine safety drills
Response	Executing procedures during a crisis to ensure the protection of all individuals
Recovery	Providing post-crisis support, communication, and restoration of normal operations

Drills and Safety Training

To prepare for a range of scenarios, the school conducts the following safety drills throughout the year:

- **Fire Drills**
- **Lockdown Drills**
- **Shelter-in-Place Drills**

Students are expected to participate in all drills with seriousness and composure. Teachers and staff provide clear instructions, and all individuals on campus are required to follow safety procedures promptly and respectfully. Cornerstone's leadership team works closely with emergency responders and follows all regulations issued by the City of Philadelphia and the Commonwealth of Pennsylvania.

5.8 Safety and Security Policies

Cornerstone Christian Academy is committed to maintaining a safe, secure, and respectful environment for all students, staff, and visitors. We believe that physical safety and emotional well-being are essential foundations for academic and spiritual growth.

Campus Security Measures

To ensure safety across our campus:

- **Surveillance cameras** monitor all interior and exterior areas of school buildings
- An **alarmed security system** notifies Philadelphia emergency responders in real time
- All buildings use a **single-point entry system**, accessible only via intercom and electronic release
- **Visitor check-in and badges** are required for all non-staff individuals on campus
- All faculty and staff are instructed to **redirect and report** any unbadged individuals immediately

Parents, guardians, and guests are expected to conduct themselves with respect and decorum at all times. Hostile, confrontational, or threatening behavior—whether in person, by phone, or online—will not be tolerated and may result in:

- Immediate removal from campus
- Loss of access to school buildings or events
- Notification of law enforcement, depending on the nature of the behavior
- Termination of student's enrollment at the school

The safety of our community is a shared responsibility. We appreciate your partnership in creating a secure and welcoming environment.

Right to Inspect and Search

In order to maintain a safe environment, Cornerstone reserves the right to inspect any student belongings brought onto school grounds, including but not limited to:

- Lockers
- Desks
- Backpacks or bags
- Personal items stored in common areas

Backpacks or other bags may be restricted during the school day if deemed disruptive or unsafe. These procedures are applied with discretion and care, always with the goal of ensuring the well-being of the entire school community.

5.9 Reporting Suspected Child Abuse

Cornerstone Christian Academy is committed to the safety and protection of all students. In accordance with Pennsylvania law, all faculty, staff, and administrators are **mandated reporters** of suspected child abuse or neglect.

Legal Obligations

Reports of **suspected physical abuse, sexual abuse, emotional abuse, or neglect**:

- Must be made immediately to ChildLine and the appropriate authorities
- Do not require prior notification to the student's parent or guardian
- Are confidential, and failure to report may result in legal consequences for the staff member

Mandated reporters are trained to recognize signs of abuse and are legally and ethically required to act in the best interest of the child. Once reasonable suspicion exists, staff members have no legal alternative but to file a report.

On-Campus Conduct

Any act of aggressive physical contact toward a student—by a parent, guardian, or adult—on school property will result in an immediate report to the appropriate authorities. Cornerstone takes all reports of potential abuse seriously and works closely with law enforcement and child welfare agencies to ensure that children are protected.

5.10 Parking Lot and Walkway Safety

The safety of our students is of utmost importance, especially during high-traffic times such as arrival and dismissal. To maintain a secure and orderly environment, all families must follow the guidelines below:

Vehicle Restrictions

- **No parent vehicles are permitted** in the school walkway or parking lot during the following times:
 - **7:00–7:50 a.m.** (Morning arrival)
 - **2:00–3:00 p.m.** (Afternoon dismissal)

These restrictions are in place to prevent vehicle traffic in areas where children are walking and gathering.

Driver Conduct

- Drivers must remain **alert for pedestrians** at all times
- Please follow the **instructions of staff members** directing traffic or supervising arrival and dismissal zones
- Do not block gates, crosswalks, or designated emergency access points

Reminders

- Park only in designated areas
- Do not leave your vehicle idling or unattended in traffic zones
- Exercise patience and caution during drop-off and pick-up

Adhering to these procedures helps ensure the safety of every member of our school community. Your cooperation is appreciated.

5.11 Health Office Procedures and Documentation

Cornerstone Christian Academy maintains a dedicated Health Office staffed by certified professionals to support student well-being. To ensure high-quality care and compliance with regulations, families are expected to adhere to the following procedures:

Health Records and Documentation

- All **required medical forms**, including immunization records, physicals, and dental exams, must be submitted **prior to the first day of school** for enrollment to be finalized

- Any updates to **medical conditions, allergies, medications**, or emergency contacts should be reported to the Health Office as soon as possible

Visiting the Health Office

Students who are feeling unwell or injured during the school day must:

- Request permission from a teacher or staff member to report to the nurse
- Be **seen and dismissed through the nurse** if early pick-up is required for illness
- Follow the nurse's guidelines for rest, care, or return to class

Parent Notification

- Parents will be **contacted directly** by phone and/or email for any health-related concerns requiring early dismissal, follow-up, or medical attention
- An **Incident Report** will be completed for all non-routine visits involving injury or symptoms of contagious illness

Student Self-Care

Students may not self-administer medication or treat their own injuries without supervision. All care must be coordinated through the school nurse or administrative designee. If a student is unwell, they should not be sent to school with the expectation that the nurse will evaluate whether they are well enough to stay.

5.12 Emergency Closings and Delays

Cornerstone Christian Academy is committed to protecting the health and safety of all students and staff. In the event of inclement weather or unexpected facility issues, decisions about school closings, delays, or early dismissals will be made with care and communicated promptly.

Weather-Related Closings and Delays

The Head of School and Assistant Heads of School will determine whether to close or delay school due to weather. While Cornerstone often follows the decisions of the School District of Philadelphia, we reserve the right to act independently based on our own operational needs.

Families will be notified by 6:00 a.m. through the Parent Alert System, as well as via local radio and television announcements. Cornerstone's school code is 1016.

Typical responses:

- If the School District of Philadelphia is closed for weather, Cornerstone will shift to a virtual half-day.

- If the district announces a two-hour delay, Cornerstone will also begin the day in-person after a two-hour delay.
- In any case, Cornerstone may modify or make an independent decision based on local conditions.

Weather-Related Early Dismissal

If deteriorating weather conditions require an early dismissal, the decision will be made by the Principal and announced between 11:00 a.m. and 1:00 p.m.

Families will be informed through:

- The Parent Alert System (call and text)
- Local radio and television announcements

Facility-Related Closings or Early Dismissals

Closures or early dismissals due to facility issues—such as plumbing, HVAC, vandalism, or other operational disruptions—will be handled in the same manner as weather-related decisions. Notifications will follow the same procedures. Timely, accurate communication and student safety remain our top priorities in all emergency situations.

5.13 Parent Visitation and Conduct Policy

Cornerstone Christian Academy values strong family partnerships and encourages parental involvement in school life. To maintain a safe and respectful environment for all students, faculty, and visitors, we ask parents and guardians to follow the guidelines outlined below.

Visitor Check-In Requirements

For security purposes, all parents, guardians, and visitors must report directly to the **Main Office** upon arrival and obtain a **visitor's pass** before proceeding anywhere on campus.

- Teachers must be informed in advance of all parent visits.
- Any parent or visitor found on campus without a pass will be redirected to the office by faculty or staff.
- Unannounced visits to classrooms or school buildings are not permitted.

Community Expectations

As a Responsive Classroom school, Cornerstone embraces shared behavioral expectations for all community members—including staff, students, families, and visitors. These include:

- Respect and celebrate yourself
- Respect and celebrate others

- Come to school prepared and willing to learn
- Keep our environment safe and clean

Behavioral Conduct

We expect all adult interactions within the school environment to reflect the values of mutual respect, collaboration, and Christian character. The following behaviors are strictly prohibited:

- Yelling or confrontational behavior
- Bullying or intimidation
- Use of profanity or verbal threats
- Disrespect toward staff, students, other families, or school property

A blatant violation of these expectations may result in immediate removal from school property and, in serious cases, disciplinary consequences for the student, including potential expulsion.

Section 6: Enrollment, Tuition, and Administrative Policies

6.1 Admissions Policy

Cornerstone Christian Academy views the admissions process as an opportunity to invite families into a Christ-centered learning community rooted in academic excellence and Christian character. Our admissions philosophy is built around three key commitments:

- **Mission alignment:** We seek families whose values support the academic and spiritual formation of their children.
- **Diversity and inclusion:** While grounded in the Christian tradition, Cornerstone welcomes students from all faith backgrounds.
- **Holistic evaluation:** We consider the whole child—academic readiness, behavior, potential for growth, and family engagement.

Non-Discrimination

Cornerstone does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, disability, or any other characteristic protected by law. Our goal is to build a diverse and inclusive learning community where every student is welcomed, valued, and equipped to thrive.

Application Process

Cornerstone Christian Academy's admissions process is designed to ensure a thoughtful and thorough review of each applicant. Families proceed through the following five steps:

Step 1: Inquiry and Getting to Know Cornerstone

Families begin by submitting an Inquiry Form to express their interest. We also encourage families to attend an Open House or Virtual Information Session to learn more about Cornerstone's mission, programs, and community.

Step 2: Application Submission

Families create an account in our RenWeb portal and complete the online Application. A \$75 non-refundable Student Application and Assessment Fee is required at the time of submission.

Step 3: Academic Records and Assessment Scheduling

Applicants provide their full academic records, including:

Kindergarten: A feedback form from the child's early childhood provider.

Grades 1–8: Transcripts from the current and previous academic years.

All Grades: Standardized test scores, if available.

Families also complete a Records Release Form to submit to the student's current school and provide the most recent report card. Once the Application and records have been received, the Admissions Office will schedule an on-campus assessment tailored to the applicant's grade level.

Step 4: Assessment and Committee Review

Kindergarten–Grade 2: Students attend a Visit Day that includes behavioral and academic observation, along with a hand-written assessment.

Grades 3–8: Students complete the MAP (Measures of Academic Progress) test on campus.

Following the assessment, the Admissions Committee, composed of school leadership and faculty, meets to review each application in detail. The Head of School & CEO makes the final admissions decision. Families are notified of the decision within five business days of the assessment.

Step 5: Tuition Assistance and Enrollment

Upon acceptance, families complete a Tuition Assistance Application, including submission of the first two pages of the current 1040 tax form listing the student as a dependent. Tuition agreements, including personalized assistance awards and payment plan options, are then issued. Families finalize enrollment by reviewing and signing the Tuition Agreement.

Key Admissions Questions

The Committee is guided by several core questions:

- Can this student succeed in our academic environment?
- Will this student benefit from our unique educational model?
- Do we have the resources to support their academic and social-emotional needs?
- Would this student pose a significant disruption or safety risk to others?

Enrollment Requirements

Accepted families must complete the following before the first day of school:

- Signed enrollment agreement and tuition agreement (via DocuSign and SMART Tuition)
- All medical forms, including updated physicals and immunization records
- IRS Form 1040 for scholarship eligibility (if applicable)

Confidentiality

All application materials and committee discussions are kept strictly confidential. Only authorized school personnel have access to admissions records, which are securely stored in compliance with applicable laws.

6.2 Tuition and Financial Aid Policies

At Cornerstone Christian Academy, we are deeply committed to making a high-quality, Christ-centered education accessible to all students. Thanks to the generosity of donors and scholarship partners, we are able to offer significant tuition assistance to qualifying families while maintaining the highest standards of academic and spiritual excellence.

Annual Tuition

For the 2025–2026 school year, the full cost to educate one student at Cornerstone is **\$24,900**. However, through a range of funding sources, including generous donors and partner scholarships, the typical family pays between **\$1,800 and \$2,900 per year**.

Most students at Cornerstone receive financial assistance covering more than 90% of tuition.

Scholarships and Tuition Assistance

Cornerstone offers renewable, need-based scholarships to qualifying families. Our internal scholarships are designed to support mission-aligned families with demonstrated financial need. Families with multiple children enrolled at Cornerstone may be eligible for additional assistance.

We also strongly encourage families to apply to external programs such as:

- **Children’s Scholarship Fund Philadelphia (CSFP):** Offers scholarships of up to \$3,350 per year for eligible Philadelphia students in grades K–8. These awards are renewable for up to nine years. Visit csfphiladelphia.org to apply.

Cornerstone scholarships are awarded on an annual basis and may be renewed each year of enrollment, provided families remain in good standing with tuition payments and school policies.

Payment and Billing

All tuition payments must be made online through our **FACTS Tuition Management** platform. Families must set up an active FACTS Tuition account prior to the first day of school.

Three payment plans are available:

- One-time annual payment
- Two equal installments
- Twelve equal monthly payments

Cash, personal checks, and mobile payment platforms such as Cash App are not accepted. Tuition balances that are **30 days past due** may jeopardize a student’s continued enrollment. Students with unpaid balances at the end of the school year may not re-enroll, receive transcripts or report cards, or reserve a seat for the following year. Returning students with unresolved balances may be placed in the wait pool. Families experiencing hardship are encouraged to communicate with the Business Office as early as possible.

Additional Fees

Item	Fee
New Student Application and Testing (non-refundable)	\$75 per family
Current Student Re-enrollment Fee	Waived
SMART Tuition Management Fee	Waived

Breakfast & Lunch	Free
Field Trips, Events, and Projects	Free
Uniforms	Families may purchase school uniforms from local or online retailers. Gym uniforms must be purchased through our designated vendor.

For questions related to tuition, scholarships, or billing, families may contact the Admissions Office at dblackwell@cornerstonephiladelphia.com.

6.3 Student Records and Privacy

Cornerstone Christian Academy is committed to protecting the confidentiality, accuracy, and integrity of all student records. Student records are maintained in accordance with applicable state and federal laws, including the Family Educational Rights and Privacy Act (FERPA).

Access to Records

- Parents or legal guardians have the right to review their child's educational records upon written request.
- Records may include report cards, standardized test scores, disciplinary documentation, health records, and enrollment forms.
- Requests will be honored within a reasonable time frame, not to exceed 45 days.

Release of Records

- Student records will not be shared with third parties (including other schools or agencies) without the written consent of the parent or guardian, except in cases where disclosure is permitted by law.
- Cornerstone reserves the right to withhold transcripts, report cards, or diplomas if tuition or other financial obligations remain outstanding.

Record Maintenance

- Permanent student files are securely maintained by the school administration.
- Final report cards and other cumulative records are archived at the end of each academic year.

Confidentiality

All employees with access to student records are trained in data privacy and confidentiality. Student records are stored securely and are accessible only to authorized school personnel.

6.4 Re-enrollment and Withdrawal

Cornerstone Christian Academy aims to ensure a clear, supportive process for enrollment, re-enrollment, and withdrawal, with the goal of fostering long-term, mission-aligned partnerships with families. Enrollment is not considered complete until all documentation has been submitted and financial arrangements are confirmed.

Re-enrollment

Re-enrollment for current students opens in the spring. Families must:

- Submit updated enrollment documentation, as requested
- Remain in good financial standing
- Maintain a cooperative partnership with the school in alignment with its mission and values

Cornerstone reserves the right to deny re-enrollment in cases where tuition or fees are unpaid, behavior expectations are repeatedly unmet, or school policies are violated in ways that significantly impact the learning community. Students with past-due balances at the close of the school year will not be permitted to re-enroll until those balances are resolved. Spaces will not be held for students with unresolved financial obligations.

Withdrawal

Families planning to withdraw a student must:

- Submit written notification to the school office
- Participate in an exit interview
- Return all school property, including textbooks, devices, and uniforms
- Resolve any outstanding tuition or fee balances

Tuition may be prorated only in the event of relocation or other exceptional circumstances, as determined by the Head of School & CEO. Application and enrollment fees are non-refundable.

6.5 Parent Ambassadors

At Cornerstone Christian Academy, every parent is considered a **Parent Ambassador**—a vital partner in advancing the mission and values of the school. Parent Ambassadors actively support the educational experience by fostering a strong partnership between families and the school community.

The Parent Ambassador program exists to:

- Encourage family engagement in school events, initiatives, and strategic priorities.
- Create a supportive environment that reflects Cornerstone's values and sense of community.
- Promote clear communication between parents and school leadership.
- Provide opportunities for parents to contribute their voices, talents, and resources.
- Share the Cornerstone story in the broader community, strengthening enrollment through positive word-of-mouth and personal referrals.

Monthly Parent Meetings

Parent Ambassadors are encouraged to attend monthly Parent Meetings, which are held via Zoom on the second Tuesday of each month. These meetings provide updates on school operations, important dates, student achievement, and community initiatives. They also serve as a forum for discussion and collaboration on matters essential to the success of the school and its students.

Commitment to Mission

As ambassadors of the school, parents are expected to model respect, kindness, and responsibility in all interactions—on campus, online, and at school-related events. Participation in the Parent Ambassador program is an opportunity to affirm Cornerstone's commitment to Christian community, partnership, and excellence in education.

Student Referral Program

Cornerstone families play an essential role in helping other families discover Cornerstone. To recognize this partnership, Cornerstone offers a Referral Program.

When a current Cornerstone family refers a new family, and that family enrolls and remains in good standing for 90 days, the referring family receives a one-month tuition credit.

The referral credit applies per new family enrolled, not per student. For example, if a referred family enrolls multiple students, the referring family will still receive a single one-month tuition credit.

To be eligible, the referral form, available from the admissions office, must be submitted at the time of referral and prior to the new family enrolling.

Referral credits are awarded after the new family has been enrolled for three full months.

Online Reviews and Community Visibility

Parent Ambassadors are encouraged to support Cornerstone's visibility by contributing positive online reviews. Posting a 5-star review on platforms such as Niche.com, GreatSchools.org, and other reputable sites strengthens Cornerstone's reputation and assists prospective families in making informed decisions about their student's education.

6.6 Parent Volunteers

Cornerstone Christian Academy thrives because of the generous time and commitment of our families. Every parent is expected to contribute at least **20 hours of annual volunteer service** during the school year. These efforts directly support the academic, spiritual, and social growth of our students and enhance the life of our school community.

Volunteer Opportunities Include:

- Event Helper (e.g., school plays, festivals, graduation)
- Administrative Support (e.g., preparing materials, data entry)
- Morning Admission & Dismissal Helper
- Office Helper or Front Desk Coverage
- Field Trip Chaperone
- Student Mentor
- Maintenance or Facilities Assistance
- After-School Program Support
- Additional needs as identified by the Parent Volunteer Coordinator
- Admissions Parent Ambassador

Volunteer Requirements:

All volunteers who work directly with students must submit the following state-mandated clearances:

- **Pennsylvania State Police Criminal History Clearance (PSP)**
- **Pennsylvania Child Abuse History Certification (DHS)**
- **FBI Federal Criminal History Clearance**

**This may be waived with a signed affidavit for those who have been Pennsylvania residents for 10 consecutive years.*

**Clearance documents must be submitted and approved before participating in any activity involving student supervision.*

Administrative Discretion:

Cornerstone reserves the right to determine the appropriateness of all volunteers and volunteer assignments. The acceptance of any individual as a volunteer—whether for a one-time event or an ongoing role—is at the sole discretion of school administration. Volunteer service at Cornerstone is not only a means of contributing to the life of the school—it is a powerful expression of our shared mission and Christian commitment to community.

6.7 Admissions Ambassadors

One way to fulfill the 20 required hours of annual volunteer service, is to contact the admissions office and serve as an Admissions Parent Ambassador. In this role, families actively contribute to Cornerstone's enrollment efforts.

Responsibilities may include:

- **Event Representation:** Assisting at outreach events, community fairs, and open houses by welcoming guests, distributing materials, and answering general questions.
- **Campus Hosting:** Greeting prospective families at admissions events, accompanying them on tours, and providing a parent's perspective on student life.
- **Monthly Admissions Support:** Participating in monthly admissions events, such as Open Houses or Virtual Information Sessions, to share personal experiences and answer questions.
- **Follow-Up Assistance:** Supporting the Admissions Office with follow-up communications, phone calls, or thank-you notes to prospective families.

This opportunity allows families to directly support Cornerstone's mission by helping to welcome new students and strengthen the school community.

Section 7: Emergency Health & Safety Protocols

In the event of a resurgence of a contagious disease, such as COVID-19, Cornerstone Christian Academy reserves the right to reinstate health and safety protocols to ensure the wellbeing of all students, staff, and families.

7.1 Maintaining a Safe School Environment

To keep the community safe, the school may implement protocols recommended by the CDC, Pennsylvania and Philadelphia Departments of Health, and the American Association of Pediatrics. These may include daily health screenings, use of personal protective equipment (PPE), physical distancing, and structured classroom arrangements.

7.2 Daily Health Precautions

Faculty & Staff:

- Conduct daily symptom screening before arrival.
- Stay home if experiencing symptoms or fever (100.4°F or higher).
- Wear face masks inside the building.
- Use hand sanitizer upon entry.
- Maintain social distancing.
- Wash hands frequently throughout the day.

Students:

- Parents must conduct a daily symptom screening before school.
- Students with symptoms or fever (100.4°F or higher) must remain home.
- Wear face masks when moving inside the building.
- Use hand sanitizer upon entry.
- Practice social distancing and frequent handwashing.
- Temperature checks may occur if symptoms arise during the day.

7.3 Attendance During Illness

Students:

- Students who stay home due to COVID-19 symptoms or exposure may participate in remote learning if health permits.
- Attendance will be marked as "attending remotely" if engaged in virtual instruction.
- One Emergency Remote Pass may be used per quarter with administrative approval.

Faculty & Staff:

- Staff experiencing symptoms or exposure may work remotely if able.
- Substitute coverage or remote instruction under supervision may be arranged.

7.4 Education and Training

- Students will receive grade-appropriate education on hygiene, distancing, and safety practices.
- Faculty and staff will receive regular training on symptom monitoring and health procedures.

7.5 Classroom Setup

- Classrooms will be arranged to maximize safety.
- No shared supplies or materials.
- Desks will be disinfected after meals and at the end of each day.
- New seating charts must be submitted to administration.

7.6 Movement Around Buildings

- Limited hallway movement.
- Teachers may rotate to students.
- Scheduled bathroom breaks and frequent sanitization.
- Masks required during transitions.

7.7 Food and Drink

- No sharing of food or drinks.
- Water fountains shut off; students must bring water bottles.
- Areas cleaned before and after meals.

7.8 Recess

- Recess will continue outdoors, weather permitting.
- Masks may be required.
- Classes assigned to specific areas.
- Limited shared equipment, sanitized between use.

7.9 Field Trips and Gatherings

- Trips and large gatherings only held if deemed safe.
- Chapel may be conducted virtually or in hybrid format.

7.10 Visitor Policy

Parents/Guardians:

- Visits by appointment only.
- No unannounced access to buildings.
- No delivery services allowed (e.g., Uber Eats).

Visitors/Vendors/Volunteers:

- Masks and distancing required.
- COVID testing may be required depending on length and nature of visit.

7.11 Cleaning and Sanitizing

- Classrooms, bathrooms, offices, and shared areas disinfected daily.
- CDC-approved disinfectants used.
- Hand sanitizer and wipes provided.

Ventilation:

- Doors and windows opened when weather permits.
- Air filters changed bi-monthly.
- HVAC serviced quarterly.

7.12 Contact Tracing and Isolation

- Anyone showing symptoms will be isolated immediately.
- Sick individuals must remain home until symptom-free for 48 hours without medication and/or present negative COVID test results.
- Close contacts may remain in school but must test regularly and mask up.
- Confirmed cases trigger contact tracing and may result in classroom or school-wide remote instruction.

7.13 Daily Symptoms Checklist

Before coming to school, staff and families should assess for the following symptoms:

- Cough
- Shortness of breath
- Sore throat
- Headache
- Fever
- Muscle aches
- Stomach symptoms (vomiting, diarrhea)

- Loss of taste or smell
- Recent exposure to COVID-19

Note: All policies in this section are subject to change based on public health guidance or administrative discretion. Updated guidance will be communicated promptly to the school community.

Section 8: Appendix

Parent/Legal Guardian Agreement

Cornerstone Christian Academy expects parents to be partners with the school in the education and spiritual development of their children. It is expected that parents and family members will be encouraging, respectful, and supportive of all Cornerstone personnel, abiding by the policies, practices and principles in the Parent and Student Handbook. To that end, parents or legal guardians are required to complete the following Agreement prior to the first day of school.

Parent/Legal Guardian(s) Name (Please Print:) _____

1. I/We have been informed about the policies and procedures of Cornerstone Christian Academy. Furthermore, I/we understand a Parent and Student Handbook will be issued to me/us at the start of the school year.
2. I/We have read and agree to abide by the school's Tuition Policy and will pay my financial obligations to the school
on or before the date due. I understand that if my obligations are not met, my child will be suspended and school records held until payment is received.
3. I/We understand that Cornerstone reserves the right to dismiss any student who does not abide by school policies or any student whose parents do not abide by school policies.
4. I/We agree to keep the school informed about changes in my child's or my personal information, including changes in telephone numbers, addresses, emergency contacts, medical information, etc.
5. I/We agree to remain informed and involved in my child's education by monitoring homework assignments, keeping in contact with teachers, volunteering at the school, attending school activities, including parent-teacher conferences and parent association meetings.
6. I/We release Cornerstone Christian Academy and its employees and representatives, and agree to hold harmless from any and all liability, claims, or demands for personal injury, sickness, or death, as well as property damage and expenses of any nature which may be incurred by my child or their said guardian while participating in any event and activity sponsored by Cornerstone Christian Academy.

Parent/Legal Guardian Signature

Date

PARENTS ARE TO KEEP THE SCHOOL OFFICE INFORMED OF CHANGES IN ADDRESS, HOME PHONE AND CELL PHONE NUMBERS, AND EMERGENCY CONTACT NUMBERS.

Student Agreement

To maintain the peace, purity, and unity of Cornerstone Christian Academy, every student is required to sign the following agreement:

As a student at Cornerstone Christian Academy, I pledge to honor God by fully committing myself to these academic, behavioral, and spiritual standards:

1. I will strive to love God, love myself, love others, and love God's world.
2. I will respect and celebrate myself, remembering that I am a unique and precious child of God.
3. I will respect and celebrate others, remembering that like me they are also a child of God.
4. I will come to school on time, prepared and willing to learn, and follow the student dress code.
5. I will keep the school environment safe and clean, respecting school property and other's property.
6. I will listen while others are talking.
7. I will complete all homework assignments to the best of my ability.
8. I will be honest and truthful with my parents, my teachers, and my classmates.
9. I will raise my hand and ask questions in class if I do not understand something.
10. I will always behave so as to protect the safety, interests and rights of all individuals.
11. I will be responsible for my behavior and accept the consequences for poor behavior.
12. I will do my best to follow directions and follow Cornerstone's expectations.
13. I will give my heart to thinking biblically.
14. I will give my head to academic excellence.
15. I will give my hands to helping others.

Student Signature

Date

Calendar of Key Dates 2025-2026

AUGUST/SEPTEMBER 2025

S	M	T	W	T	F	S
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2025

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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER 2025

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

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MAY 2026

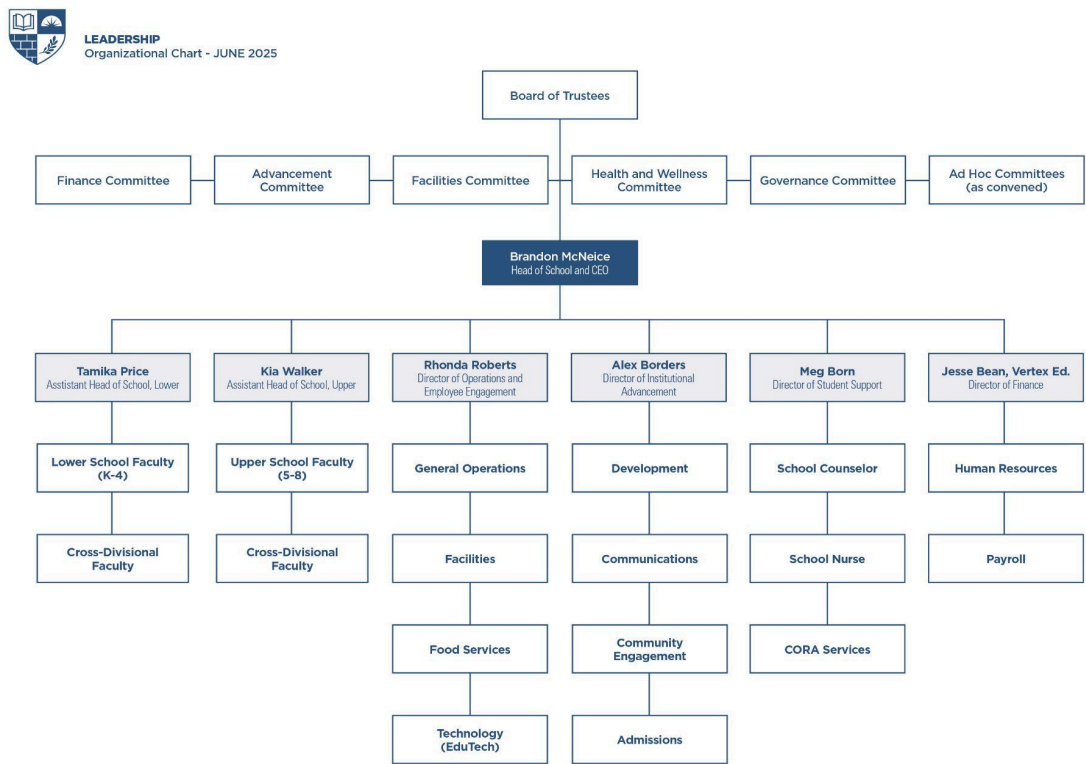
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23	24	25	26	27	28	29

JUNE 2026

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	School Closed		Report Card Conferences
	Noon Dismissal		Parent Meeting
	Virtual Noon Dismissal		Day of Service
	First/Last Day	**NOTE: All dates subject to change**	

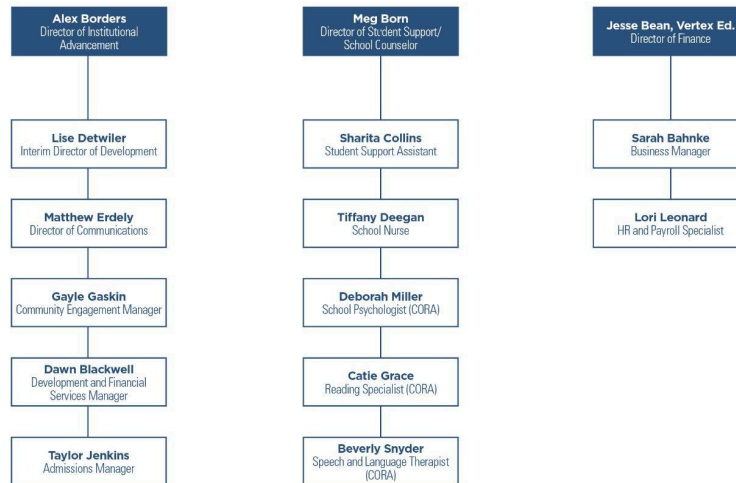
Organizational Chart 2025-2026



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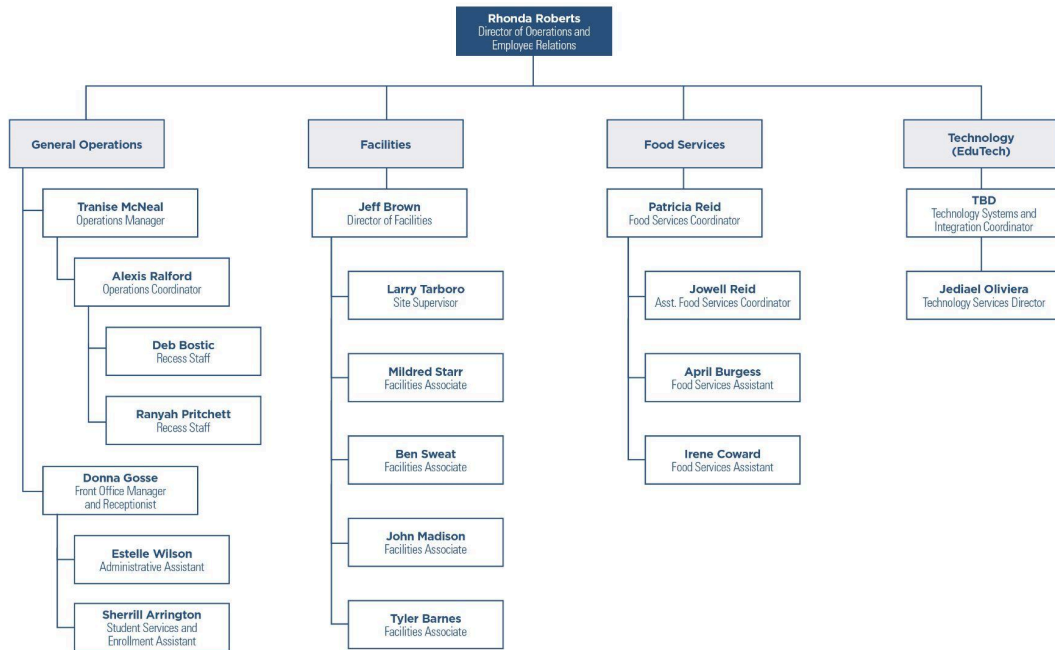
ADVANCEMENT/STUDENT SUPPORT/FINANCE
Organizational Chart - JUNE 2025



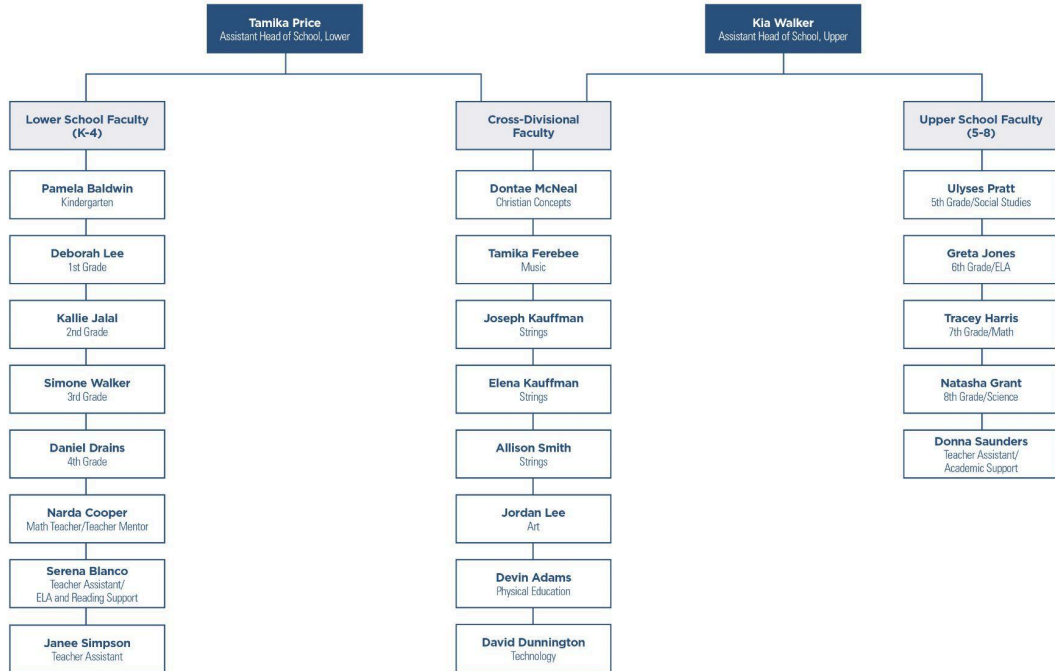
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OPERATIONS
Organizational Chart - JUNE 2025



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