



CORNERSTONE
CHRISTIAN ♦ ACADEMY

Family Handbook



About Cornerstone 8

MISSION	8
CORE VALUES	8
IDEAL GRADUATE PROFILE	9
STATEMENT OF FAITH	10
IDEAL TEACHER PROFILE	11
CORNERSTONE BOARD OF TRUSTEES	12
ADMINISTRATION, FACULTY, AND STAFF	13
ADMINISTRATIVE TEAM	13
LOWER SCHOOL FACULTY	14
MIDDLE SCHOOL FACULTY	16
ENRICHMENT TEACHERS	17
ACCREDITATION & AFFILIATIONS	18

School Wide Policies and Information 19

ADMISSIONS	19
ADMISSION PROCESS	19
RE-ENROLLMENT	20
ATTENDANCE	21

CHANGE IN ESSENTIAL INFORMATION	21
COMMUNICATION	22
CONDUCT	23
EMERGENCY SITUATIONS	24
FIRE ALARM	24
SEVERE WEATHER	24
THUNDERSTORM / TORNADO ALERTS	24
LOCKDOWN	25
EXTENDED CARE – COUGARS DEN	25
GIVING	26
CORNERSTONE ANNUAL FUND	26
HEALTH	26
HEALTH POLICY	27
ILLNESS/INJURY DURING THE SCHOOL DAY	27
MEDICATION	27
HELPING HANDS – SERVICE OPPORTUNITIES	29
LUNCH PROGRAM	30
MEDIA IN THE CLASSROOM	30
PERSONAL RESPONSIBILITY	31
BULLYING	31
CONFLICT RESOLUTION	31
HONOR CODE	32
TECHNOLOGY	32
TESTING/PSYCHOLOGICAL EVALUATION REQUEST	36
TRANSCRIPT & TEACHER RECOMMENDATION REQUEST	36
VISITORS	36

Lower School Policies and Procedures

39

ARRIVAL AND DISMISSAL	39
ARRIVAL	39
DISMISSAL	39
TARDINESS	39
LATE ARRIVAL WEDNESDAYS	40
CARPOOL SAFETY	40
EARLY CHECKOUT	40
LATE PICKUP	41
ABSENCES	41
EXCUSED ABSENCES	41
MAKE UP WORK	42
EXCESSIVE ABSENCES	42
CONDUCT	43
LOWER SCHOOL DISCIPLINE	44
GRADING SYSTEM	45
GRADING SYSTEM FOR REPORT CARDS	45
ENRICHMENT COURSES	46
PARENT/TEACHER CONFERENCES	46
STUDENT POLICIES	46
AGENDA BOOKS	46
BIRTHDAYS	46
FIELD TRIPS	47
HOMEWORK	47
STUDENT SUPPLIES	47
BACKPACKS	48
ELECTRONIC DEVICES	48

CELL PHONES	48
SNACK	48
BASIC SCHOOL INFORMATION	48
AFTER SCHOOL CLUBS	48
ATHLETICS	48
BIKE RIDING/WHEELED TRANSPORTATION	49
COMMUNICATION	49
LIBRARY	49
LOST & FOUND	49
OFFICE HOURS	50
PHYSICAL EDUCATION	50
DRESS CODE	51
CLOTHING GUIDELINES	51
PERSONAL APPEARANCE	52
UNIFORM REQUIREMENTS: KINDERGARTEN-FOURTH GRADE GIRLS	53
UNIFORM REQUIREMENTS: KINDERGARTEN-FOURTH GRADE BOYS	56
LOWER SCHOOL UNIFORM NOTES	59

Middle School Policies and Procedures **6I**

ATTENDANCE POLICY	61
ARRIVAL AND DISMISSAL	61
ARRIVAL	61
LATE ARRIVAL	61
LATE ARRIVAL WEDNESDAYS	62
DEPARTURE	62
EARLY DEPARTURE	62
LATE DEPARTURE	62
ABSENCES	62

EXCUSED ABSENCES	63
MAKE UP WORK	63
PARTIAL DAY ABSENCE	64
EXTRA CURRICULAR PARTICIPATION	64
CONDUCT	65
SCHOOL PROPERTY	65
STUDENT CONDUCT	65
THE HONOR PLEDGE	65
MIDDLE SCHOOL BEHAVIOR GUIDELINES AND DISCIPLINE	65
DETENTION	66
REPEATED DETENTIONS	67
SUSPENSION	67
GRADING SYSTEM	68
GRADING SYSTEM FOR REPORT CARDS	68
GRADE REPORTING	68
ENRICHMENT COURSES	69
LATE ASSIGNMENTS	69
PARENT/TEACHER CONFERENCES	69
STUDENT POLICIES	70
AGENDA BOOKS	70
BIRTHDAYS	70
EXAMS	70
FAILING GRADES	71
ATHLETIC/EXTRACURRICULAR ELIGIBILITY	71
FIELD TRIPS	71
HOMEWORK	71
LOCKERS	72
PHYSICAL EDUCATION	72

SCHOOL VISITATION	73
STUDENT SUPPLIES	74
BACKPACKS	74
ELECTRONIC DEVICES	74
CELL PHONES	74
SNACK	74
PURSES	74
BASIC SCHOOL INFORMATION	75
ATHLETICS	75
BIKE RIDING/WHEELED TRANSPORTATION	75
COMMUNICATION	75
LIBRARY	76
LOST & FOUND	76
OFFICE HOURS	76
DRESS CODE	77
CLOTHING GUIDELINES	77
PERSONAL APPEARANCE	78
UNIFORM REQUIREMENTS: FIFTH GRADE - EIGHT GRADE GIRLS	79
UNIFORM REQUIREMENTS: FIFTH GRADE - EIGHT GRADE BOYS	82
MIDDLE SCHOOL UNIFORM NOTES	85

About Cornerstone

MISSION

Cornerstone Christian Academy will partner with parents to provide a quality academic education designed to develop students who will follow Christ, embrace biblical truth and live lives that glorify God.

CORE VALUES

1. The Bible

The Bible is the inspired, infallible, authoritative and inerrant Word of God, which gives the blueprint for successful living (2 Timothy 3:16 and John 17:17).

2. The Christian Family

The Christian Family is the God-ordained institution that is the foundation (basic) unit of society whereby children are trained to know and serve Christ (Genesis 2: 23-24, Deuteronomy 6:6-9, Deuteronomy 4:9, Psalm 78: 1-8).

3. Biblical Worldview Integration

Biblical worldview integration is the process of connecting a biblical framework to all aspects of life that leads to greater understanding and wisdom (Proverbs 3:13; 4:5; Proverbs 4:20-21, Romans 12:2).

4. Quality Academics

Quality academics is based on the absolute truth of God's Word and is designed to guide each student to achieve his/her God-given potential (Proverbs 22:6; Colossians 3:23; Hebrews 12:1-2a; 2 Timothy 2:15-16; Luke 2:52; Philippians 4:8).

5. Christ-likeness

Christ-likeness is progressive and comes through a lifestyle of submission to the Holy Spirit and consistently hearing and doing God's Word (2 Cor. 5:17, James 1:22-25, 1 John 2:6).

6. Stewardship

Stewardship is the spirit-led management of the time, talent and treasure that has been bestowed to Cornerstone by God (Psalm 24:1, 1 Peter 4:11, Luke 12:48).

7. The Church

The Church is the body of Christ, the fellowship of believers, and the expression of His Kingdom to the world (Ephesians 4:11-16, Hebrews 10:24-25).

IDEAL GRADUATE PROFILE

1. A Cornerstone graduate will know, love and serve our Lord Jesus Christ and is a committed Christ-like servant leader whose character reflects the application of biblical knowledge fused with a lifestyle of faith.
2. A Cornerstone graduate has a developing Christian worldview and a growing understanding of his or her responsibility to lead a life that reflects Christian values and principles.
3. A Cornerstone graduate is en-route to being equipped to deal with real-life situations as a person of faith, character and integrity, demonstrating Christ-like love for everyone.
4. A Cornerstone graduate is prepared for continuing his/her education with a strong academic and spiritual foundation, which enables them to compete effectively at the next level.
5. A Cornerstone graduate is knowledgeable in the use of technology, exhibiting superior skills in its application.

STATEMENT OF FAITH

We believe there is one God, the Creator and Sustainer of the universe, the source of all truth, who is ever present, all powerful, all knowing, eternally existing in three persons – God the Father, God the Son, and God the Holy Spirit. – Matthew 28:19

We believe Jesus Christ in His incarnate form was conceived by the power of the Holy Spirit, born of a virgin, led a sinless life, was crucified for the sins of mankind, physically died, and rose bodily from the grave. He ascended to heaven and is seated at the right hand of God, providing all mankind the opportunity to experience eternal life with God and victory over the power of sin. This is the Gospel of Christ and there is no other way for salvation. – I Peter 3:18

We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God, which gives the blueprint for successful living. – II Timothy 3:16-17

We believe mankind was created in God's image to enjoy a personal, intimate relationship with Him. Because of God's great love for us, He gave us a free will. Mankind chose to sin thereby separating himself from God. Being rich in mercy, God draws all people by the Holy Spirit to receive Christ's gift of salvation, providing restoration between mankind and God. – Isaiah 53:6

We believe a person's character and lifestyle should be conformed to the image of Jesus Christ. This ongoing process leads to joy, peace, purpose, and brings honor to God. – Romans 8:29

IDEAL TEACHER PROFILE

1. Cornerstone expects a teacher to be honest, refrain from gossip, and to protect the intellectual and physical property of others.
2. Cornerstone expects a teacher to create and contribute to a culture where academic, artistic and athletic achievement is esteemed.
3. Cornerstone expects a teacher to demonstrate the utmost in manners and respect, and to require the same in return.
4. Cornerstone expects a teacher to fuse a biblical worldview with every subject matter, using a variety of methods without compromising the Truth of God's word.
5. Cornerstone expects a teacher to maintain a safe and orderly classroom, applying discipline in a reasonable and consistent manner.
6. Cornerstone expects a teacher to be prepared each day, responding to unforeseen challenges or situations with the proper attitude and action.
7. Cornerstone expects a teacher to respect the diversity of students, including their race, faith, ethnicity and socio-economic status.

CORNERSTONE BOARD OF TRUSTEES

Joe Trammell	Chairman
Greg Schlicht	Vice Chairman
Wes Hardy	Treasurer
Dru Ferris	Secretary
Debbie Floyd	
John Johnson	
Paul Stegenga	
Colin Creel	Ex-officio
Dr. Bryce Norton	Ex-officio

ADMINISTRATION, FACULTY, AND STAFF

ADMINISTRATIVE TEAM

Headmaster:

Colin Creel, B.S. and M.A., Wake Forest University

Lower School Principal:

Melissa Dill, B.S., University of Georgia; M.A., Piedmont College

Middle School Principal:

Theresa Tamel, B.A., Lakeland College; M.S., University of Wisconsin – Milwaukee;
Administrative Licensure, Marquette University

Director of Admissions & Community Development:

De Ann Crawford, B.A., University of Arkansas; M.Ed., University of Alabama

Chief Financial Officer:

Alan Rockett, CPA, A.G., Davidson College, M.S.I.M., Georgia Institute of Technology

Advancement Associate:

Mary Miesiaszek, B.S., Western Carolina University; P.B.C., Kennesaw State University

Creative Media Designer/Middle School Worship:

Josh Whitlock, B.S., University of Georgia

Athletic Director:

Chuck Faust, B.A., Texas State University

Registrar:

Kimberly Ragland, B.A., University of Georgia; P.B.C., Brenau University

Receptionists:

Leah Bilz, B.A., University of Georgia

Sharon Brown, B.S., University of North Carolina at Chapel Hill

LOWER SCHOOL FACULTY**Kindergarten Teachers:**

Patricia Eith, B.S., Georgia State University

Kathy Forehand, B.S., University of Georgia, M.Ed., Georgia State University, Ed.S.,
Nova Southeastern University

Deanna Peyer, B.A., University of North Carolina at Wilmington; M.Ed., Walden
University

Kindergarten Teaching Assistant:

Missy Woolever, Augusta State University

Wendy Stephens, B.A., Auburn University

First Grade Teachers:

Angie Shutley, B.A., Furman University; M.Ed., Brenau University

Michelle Gritters, B.S., Bradley University

Shannon Rose, B.S., Murray State University

First Grade Teaching Assistant:

Elyse White, B.S., University of Alabama at Birmingham

Second Grade Teachers:

Anita Ostrowski, B.S., Pensacola Christian College; M.A., Mercer University

Tiffany Farr, B.S. and M.A.T., University of Georgia

Sarah Stalvey, B.S., Berry College; M. Ed., Georgia State University

Third Grade Teachers:

Amy Bennett, B.A., North Greenville University

Kelly Dye, B.S., University of Georgia

Fourth Grade Teachers:

Ansley Salter, B.S., Auburn University

Shannon Hufham, B.A. and M.Ed., University of New Hampshire

Writing Specialist:

Angie Rodgers, B.S., Lee University; M.Ed., University of Alabama at Birmingham

MIDDLE SCHOOL FACULTY

Fifth Grade Teachers:

Bible:

Theresa Tamel, B.A., Lakeland College; M.S., University of Wisconsin – Milwaukee;
Administrative Licensure, Marquette University

Language Arts:

Hayley Hughes, B.A., Samford University

History:

Jacob Dixon, B.S., University of Georgia

Katie Trapani, B.S., University of Georgia

Math/Science:

Rob Whitesides, B.A., St. Anslem College; B.S., Catholic University; P.B.C.,
Mercer University

Sixth – Eighth Grade Teachers:

Bible:

Sara Fogle, B.S., University of Georgia

English:

Hayley Hughes, B.A., Samford University

Jennifer Prince, B.A., Mercer University

History:

Jacob Dixon, B.S., University of Georgia

Katie Trapani, B.S., University of Georgia

Mathematics:

Angela Gilland, B.S. and M.S., University of Memphis

Terri Childers, B.S., Auburn University

Science:

Kathryn Corey, B.A. and B.S., University of New Hampshire; M.A.T., Brenau University

Writing Specialist:

Helen West, B.A., Wake Forest University; M.A., University of Georgia

ENRICHMENT TEACHERS**Art/Library:**

Vicky Carr, B.S., University of Georgia

Music/Middle School Chorale/Fine Arts Director:

Laurie Plate, B.M., University of Wisconsin-Eau Claire

Physical Education:

Chuck Faust, B.A., Texas State University

Austin McDonald, B.S., Valdosta State University

Spanish:

Katherine Hart, B.S., Universidad del Norte

Technology/IT Support:

Jill Garver, B.A., Wake Forest University

Terri Childers, B.S., Auburn University

ACCREDITATION & AFFILIATIONS

Cornerstone is fully accredited by the Association of Christian Schools International (ACSI) including a dual accreditation with the Southern Association of Colleges and Schools (SACS).

Cornerstone is also affiliated with Georgia Independent Schools Association (GISA) and the Peachtree Corners Business Association (PCBA)

School Wide Policies and Information

ADMISSIONS

Cornerstone Christian Academy admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of educational and admission policies, scholarship programs, and other school programs.

ADMISSION PROCESS

Student candidates are evaluated on the basis of their character, academic and behavioral background.

Applicants for Kindergarten and First grade:

The evaluation will include a review of student's most recent report card, academic transcripts, current teacher evaluations, a personal visit with the parents and any other inquiry deemed necessary by the school. The personal visit with the parents is when the Director of Admissions seeks to understand if a family desires their child to be taught within the guidelines of the Cornerstone Christian Academy Statement of Faith. Additionally, kindergarten and first grade applicants are assessed by school officials in early February.

Applicants in Grades 2-4:

The evaluation will include a review of a student's most recent report card, academic transcripts, current teacher evaluations, current scores from a nationally-normed achievement test, a personal visit with the parents and any other inquiry deemed necessary by the school. The personal visit with the parents is when the Director of Admissions seeks to understand if a family

desires their child to be taught within the guidelines of the Cornerstone Christian Academy Statement of Faith.

Applicants in Grades 5-8:

Academic evaluation will include a review of a student's most recent report card, academic transcripts, current teacher evaluations, current scores from a nationally-normed achievement test, a personal visit with the parents and any other inquiry deemed necessary by the school. The personal visit with the parents is when the Director of Admissions seeks to understand if a family desires their child to be taught within the guidelines of the Cornerstone Christian Academy Statement of Faith. Additionally, applicants for grades 5-8 must be interviewed by a school official and must produce a writing sample while at Cornerstone.

Cornerstone Christian Academy reserves the right to deny admission to any student who is evaluated as ineligible. Cornerstone Christian Academy admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of educational and admissions policies, scholarship programs, and other school programs.

RE-ENROLLMENT

Re-admission to Cornerstone Christian Academy is based on the following conditions:

- The student's family agrees with the school's Statement of Faith.
- The student's family works as a partner with school officials.
- The student and family follow the course of discipline established by school officials.
- The student has a passing average in most courses and has not failed more than two core courses.
- The student's family has met all financial obligations.

Final decision on re-enrollment ultimately lies within the discretion of the Headmaster of Cornerstone Christian Academy.

ATTENDANCE

Attendance is a critical component for success in school. A student can miss no more than eight days during a semester without putting his/her promotion to the next grade level in jeopardy.

Cornerstone Christian Academy reserves the right to refuse a grade promotion to students who miss eight or more days during a semester.

CHANGE IN ESSENTIAL INFORMATION

Please notify the school promptly by email or via ParentsWeb about changes of the following information: home address and telephone numbers, business address and business numbers, email addresses, or health information.

COMMUNICATION

Cornerstone is committed to developing and revisiting communication procedures that keep parents, faculty, and staff as informed of Cornerstone news as possible. Several methods of communication are used to assist us in reaching that goal.

EMAIL

All faculty and staff at Cornerstone have an email address. The main school email address is admin@cornerstonecougars.net. All faculty email addresses are first initial, last name. For example, John Doe's email address is jdoe@cornerstonecougars.net. To protect our families from unwanted email, a concerted effort is made to keep email addresses secure. Please be sensitive to the privacy of others when sending group email and ensure your virus protection software is up to date on your personal computer. Also, do not use email addresses of Cornerstone families to invite groups to home parties or to send bulk messages unless you are sending on behalf of a Cornerstone committee.

PARENTSWEB

Parents are responsible for knowing and understanding the information published on ParentsWeb. ParentsWeb contains information such as the class schedule for each child, grades for middle school students, financial information for each family, and a school directory. The first time you log into ParentsWeb, you must register as a 'First Time User' and log in with the email you provided to Cornerstone. ParentsWeb will then assign you your first password and send it to that same email address. You may continue to use that password or change it to one more familiar to you.

THE COUGAR CONNECTION

A full-school communication piece called the Cougar Connection is sent via email each week and archived on the website. The Cougar Connection will list upcoming school events and other important information.

CONDUCT

SCHOOL PROPERTY

The student is to treat all school property as valuable personal property. Parents will be responsible for damage done by their children to buildings, furniture, grounds, textbooks or any other property of the school by their child. Cornerstone will withhold all records until full reimbursement has been made.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and their school. This expectation applies to the time students are in school and at school activities, as well as the time they are away from school. Cornerstone uses H.O.P.E. to guide and regulate our students' behavior.

H Has respect for self, others and property

O Obeys school rules

P Pleases God with words and actions

E Exercises self-control

EMERGENCY SITUATIONS

A full school safety protocol is used in emergency situations to insure the safety of all students. In an event of an emergency, the school will look to communicate with the parents in a timely manner through the Parent Alert telephone, email, and text message notification program.

Students are expected to remain quiet and to follow all teacher instructions during emergency drills. Misbehavior may result in disciplinary action.

FIRE ALARM

The fire alarm signals all occupants to exit the building. All office and classroom doors and windows are to be closed. All lights are to be turned off. Occupants of the building are to move quickly and quietly outside through the nearest exit. Teachers, students and visitors assemble in a designated area where class rolls are recorded.

SEVERE WEATHER

Parents are to tune to WAGA Television/Fox 5 for information regarding the closing of school. School officials will make every effort to have an announcement on the air by 6:30 a.m. The school name will be posted as Cornerstone Christian Academy/Peachtree Corners. You can also expect to receive notices of school closing, athletic event cancellations, or other notices through our school management system, RenWeb. These types of alerts are sent through text messages, email and phone messages.

THUNDERSTORM / TORNADO ALERTS

During a tornado alert, all occupants of the school building are to go to designated assembly points. Everyone will be directed to sit close to an inner wall, to place their heads between their knees, and put their hands over the back of their heads.

In the event a thunderstorm or tornado warning is in effect during arrival times, parents are to park their vehicles in designated parking spaces at the front of the building, bring their children into the building, and follow drill procedures within the building. Parents will be responsible for listening to the radio for these warnings.

In the event a tornado/thunderstorm warning is in effect during dismissal times, everyone in the building will follow the tornado/thunderstorm procedure.

LOCKDOWN

During a lockdown, students will be expected to listen to their teachers and follow these general rules:

- Remain calm and listen to the directions.
- Move to an area of the room when possible that is out of sight of windows and door windows.
- Squat or crouch in the designated area of the room.
- If outside and time permits, move to the nearest structure for protection.
- Wait quietly for further instructions or an “all clear.”

EXTENDED CARE – COUGARS DEN

Cougars Den is the extended care service available for Cornerstone families. It opens the first full day of school and closes on the last full day of school. The hours will be 3:00 to 6:00 p.m. on each regular school day. Cougars Den is not in service on half days. The cost of Cougars Den is averaged on the number of days we are in school:

NUMBER OF DAYS PER WEEK	MONTHLY COST
5	\$300
4	\$240
3	\$180
2	\$120
1	\$60

Please allow 15-day notice to begin or cancel your registration. Failure to do so could result in a requirement to make a corresponding payment.

GIVING

As a member of the Cornerstone community, parents, grandparents, and other relatives are encouraged to give of their time, talents, and treasures to ensure the continued growth of our learners.

Families are asked to support Cornerstone over and above tuition through giving to our school's initiatives. There is no greater return on any investment than making a difference in the lives of children.

CORNERSTONE ANNUAL FUND

Cornerstone Annual Fund contributions enhance the educational opportunities available to our students through enrichment programs such as Music, Art, Foreign Language and Physical Education. The Annual Fund helps fund salaries, purchase equipment for the school, provide additional student programs, and assists in keeping yearly tuition fees low.

It is a reality for every independent school: tuition alone can never cover the cost of a private education. Tuition dollars only cover 85% of the school's operating budget. Thus, annual support of the Cornerstone Fund bridges the gap between the total cost of operating the school and tuition revenue. The average gap per student amounts to \$1,489. Your support is critical to the school fulfilling our mission.

HEALTH

Immunizations

Cornerstone students are required by state law to have a current Certificate of Immunization (Georgia Department of Human Resources Form 3231) on file. Forms are available from the local Health Department or from a private physician.

Each year parents are required to confirm or update this information for their student(s). The requirement is for returning students, as well as those entering for the first time.

Annual Physical

Cornerstone students are required to have a physical exam each year. Exam results must be documented on the Cornerstone Physical Exam Form which can be found on the school website. Students will be unable to participate in extra-curricular activities until their Physical Form is on file. All forms are confidential and will be managed accordingly.

It is recommended that all parents make a copy of these forms before submitting them to the school.

HEALTH POLICY

Cornerstone Christian Academy reserves the right to refuse admittance to a student who has symptoms of illness. To decrease the spread of illness, students should not return to school until:

- they have been fever-free for 24 hours
- they have been on an antibiotic, if prescribed, for 24 hours
- they have been free of vomiting or diarrhea for 24 hours

ILLNESS/INJURY DURING THE SCHOOL DAY

If a student becomes ill or injured at school, the parents will be contacted, and the student will be referred to a medical facility, if necessary. If a student has a life-threatening illness or injury, a call will be placed to 911.

MEDICATION

Students are not permitted to have medicine in their possession at school. By Georgia State Law, Cornerstone Christian Academy is allowed to administer Tylenol, Ibuprofen and Benadryl. Cornerstone Christian Academy will keep these items in stock at the school for occasional use.

If students require medicine other than Tylenol, Ibuprofen or Benadryl to be administered while at school or during a school-related activity, the medicine must be accompanied in the original container. An Authorization to Administer Medication form must be used.

If your child has a medical condition(s) which requires specific or on-going medication, such as EpiPens, inhalers, or Benadryl, please provide the school with a duplicate prescription label or a

doctor's note with dosage information attached. This medicine will be kept at school for use during the school day and will be taken on school field trips.

A school employee will administer medication if these steps have been taken. Records will be kept of all medication issued.

Cornerstone Christian Academy, its Board of Trustees, Peachtree Corners Baptist Church, and its employees claim immunity from civil liability. They are not liable for damages and injuries resulting from the administration of medication to a student at the direction of the parents and will be relieved from any claims for personal injury that may be sustained during this administration.

HELPING HANDS – SERVICE OPPORTUNITIES

Every year Cornerstone students participate in different mission opportunities. Each grade level supports different philanthropies, so that as students progress from grade to grade, they obtain an awareness of Christian service and develop a giving spirit.

The following is a list of service opportunities by grade.

Kindergarten and First Grade

Ivy Hall Assisted Living Home: Kindergarten classes host the men and women for teddy bear brunch and spring fling. First grade classes visit Ivy Hall to host activities with residents such as Bingo and Wii tournaments.

Second Grade

Peachtree Corners Baptist Church: Visits to PCBC to serve as Pastor's Pals

Third Grade

Norcross Cooperative Ministry: Monthly service in a food, clothing, pantry, toy drive, canned food drive, book drive at Cornerstone to give to the Co-op.

Fourth Grade

Sheltering Arms Daycare: Four visits a year to the daycare to work with a 'buddy', read to them, do special holiday activities with them, etc.

Middle School

Various community service projects.

LUNCH PROGRAM

School lunches are offered by Wholesome Tummies. Each week, Wholesome Tummies will provide information about the contents of their food selection on their website – www.wholesometummies.com or www.wtcafe.com – for review and selection. Wholesome Tummies is also available for questions about the specific content of their food items. It is the parent’s responsibility to ensure the selections made comply with all potential food allergies held by your child. Prices range from \$4.00 to \$6.00.

Students have the option of bringing a lunch from home. A student is charged for a lunch at the “Rush Order” rate unless he/she has a lunch when homeroom begins at 8:30.

MEDIA IN THE CLASSROOM

Media and movies can provide a direct and educationally sound connection to material being studied and may be shown in the classroom. Movies with PG + ratings will not be shown prior to obtaining parental permission. Teachers may use short excerpts from movies with restricted ratings as long as the excerpt contains no questionable content. Parents will be informed when this option is exercised.

Occasionally, movies will be used as a class reward as an agreed upon incentive.

PERSONAL RESPONSIBILITY

Cornerstone expects each person to be accountable for his or her actions. A mutual respect is the foundation of our school culture. Our respect for others leads us to serving one another. We all share responsibility for the welfare of the greater school community.

BULLYING

Bullying is not tolerated at Cornerstone. Bullying occurs when a student is the target of repeated negative actions usually in the form of intentional, repeated hurtful acts, words, electronic communications, or other behaviors. Any student who believes that he/she has been the victim of bullying or has witnessed a person being bullied is expected to report the incident to the principal or a teacher.

Any student found to be engaged in bullying will be subject to appropriate disciplinary actions within the discretion of the principal.

CONFLICT RESOLUTION

Cornerstone is committed to working cooperatively and responsibly with the parents of its students. At the same time, Cornerstone recognizes that with many stakeholders, differences in understanding, interpretation and opinion may occur.

The following principles should act as guidelines for the resolution of conflicts:

- Cornerstone recognizes the freedom of school community members to voice their concern in an appropriate manner to the appropriate school personnel.
- Cornerstone has a responsibility to facilitate communication and provide direction to parents who share a concern.
- All parties in a conflict situation must recognize and respect the principle of “**first contact**”. Like with Matthew 18, this means that the person(s) who have the concern have a responsibility to begin addressing it directly with those persons with whom they have the concern before taking that concern elsewhere.

- All parties will be expected to deal with the concern in a manner that is consistent with the teachings of Christ.

On the basis of the principle of “**first contact**”, parents must address concerns directly to the responsible personnel before raising these concerns with his/her supervisor or the school administration when their concerns are about their child’s teacher, program, and/or program support.

If a parent believes the concern is unresolved after complying with the “**first contact**”, the parent may address his/her concern with the appropriate supervisor.

HONOR CODE

We believe that an atmosphere of truth is basic to the structure of cooperation and mutual respect on which Cornerstone is founded.

While attending Cornerstone, it is important for students to develop a strong sense of personal honor and integrity that will follow them throughout life. To help create and maintain this atmosphere among students and faculty members alike, the Cornerstone community has adopted an Honor Code. This system can succeed only when every member of the student body believes in and supports the principles upon which it is based.

Every student is honor bound to refrain from lying, cheating, and stealing and to encourage others to do the same.

Any student found to be engaged in a violation of the Honor Code will be subject to appropriate disciplinary actions within the discretion of the principal.

TECHNOLOGY

Cornerstone Christian Academy provides a wide array of technology resources for student use. This agreement, along with the family handbook, outlines appropriate use and prohibited activities when using technology resources. This is not meant to be an exhaustive list but rather a guide on acceptable use. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times. This policy also governs off-campus behaviors when it impacts the education environment

on campus and applies to both school-owned and personally-owned technology. Students must recognize that any material posted or accessed, even in seemingly secure places, ultimately creates a digital footprint. This policy is intended to help students create and maintain a positive, Christ-like digital footprint.

In accepting this agreement, students acknowledge the following rules and conditions:

As a Cornerstone Christian Academy student, I understand that my school network and email accounts are owned by Cornerstone and are not private. Cornerstone Christian Academy has the right to access my information at any time.

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Georgia.

Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the internet, email, etc...
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other’s words or ideas as your own).

NETIQUETTE and RESPONSIBLE USE:

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers, or on Cornerstone Christian Academy. I understand that I will be held responsible for how I represent myself and my school on the Internet.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
6. I will use Cornerstone's computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Cornerstone's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
7. I will use Cornerstone technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.
8. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
11. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my teacher.
12. I will follow all guidelines set forth by Cornerstone and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
13. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
14. I understand that Cornerstone Christian Academy administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
15. I agree to abide by all Internet safety guidelines* that are provided by the school and to complete all assignments related to Internet safety.
16. I will stay on task when using Cornerstone technology. I understand that there are consequences for off-task behavior.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

By signing the handbook, I (as a student) understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include, among other things, suspension of computer privileges, school disciplinary action and/or referral to law enforcement. The ultimate decision lies with the Cornerstone administration.

Parent or Guardian:

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of Cornerstone Christian Academy, and that student use for any other purpose is inappropriate. I recognize it is impossible for Cornerstone Christian Academy to restrict access to all controversial materials, and I will not hold the school responsible for

materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use computer resources at Cornerstone Christian Academy, including web or internet based services provided by other companies or institutions which have been approved by Cornerstone Christian Academy for student use.

TESTING/PSYCHOLOGICAL EVALUATION REQUEST

Families seeking educational - psychological evaluations or other learning assessments may require teacher evaluation data. All requests must start in the school office by filling out the Permission to Release Information form.

Once the request is submitted, all forms will be completed and sent in a sealed envelope to the appropriate parties designated on the release form. Please allow two weeks for processing your request.

TRANSCRIPT & TEACHER RECOMMENDATION REQUEST

Students transferring to another school from Cornerstone will usually require teacher recommendation, principal recommendation, and copies of school records. All requests for recommendations and records must be made through the school office, not the classroom teachers.

Once the request is submitted to the office, all forms will be completed, copied and the full packet will be sent to the requesting school at one time. Please allow two weeks for these requests to be processed. All school accounts must be paid in full before records will be released. There is a charge of \$10 per request for this service for students in kindergarten through seventh grade.

VISITORS

All parents and visitors to the school grounds are to sign in at the school office. A name tag will be provided before proceeding to the area of visitation.

Students should not invite a visitor to the campus without first obtaining permission from the school principal.



Lower School Policies and Procedures

ARRIVAL AND DISMISSAL

As a member of the Cornerstone community, parents, grandparents, and other relatives are encouraged to give of their time, talents, and treasures to ensure the continued growth of our learners.

ARRIVAL

The school day begins at 8:15 a.m. Students are to arrive through the back carpool line between 7:50 a.m. and 8:15 a.m. Lower school students are not permitted to exit their cars until a staff member, Safety Patrol member, or school volunteer assists them. Students are to exit from the right side of the vehicle.

DISMISSAL

Students are to be picked up at the designated carpool area between 3:00 p.m. and 3:25 p.m., with the exception of early dismissal. Students are to enter the cars from the right side.

TARDINESS

A Cornerstone student learns to be punctual. Occasional unexpected circumstances may cause tardiness, but habitual late arrival at school is not permissible. Not only does it defeat the learning of punctuality, it is disruptive to your child's classmates. Parents will be called if tardiness becomes a serious concern.

Any student who is not in their classroom by 8:15 a.m. is considered tardy. The parent is to sign in for the student at the school office and note the reason for the late arrival.

LATE ARRIVAL WEDNESDAYS

School begins at 9:00. Parents of lower school students who must arrive early on late Wednesdays should contact the Lower School office for permission to arrive early. Carpool on Late Arrival Wednesdays will begin at 8:35.

CARPOOL SAFETY

The safety of our students is a top priority. Drivers should:

- Drive slowly
- Refrain from using mobile devices
- Be patient and courteous to other drivers
- Have all children buckled up when the vehicle is in motion

Once students are in a car, they are not to be out of their car on the campus. Drivers are to take care of school and personal business before carpool begins so they can be ready to exit the carpool area when their child gets in the car. Pets are to remain in vehicles while on campus.

Lower school students will only be released to their parents/guardians. These students need a signed note from home to leave campus with anyone other than their legal guardians. Please do not email your child's teacher with a change of plans. An email to the teacher may not be seen before dismissal. A last minute change of plans should be communicated by a phone call to the school office.

Students will not be placed in a vehicle if the driver is using a cell phone. A driver using a cell phone will be asked to drive to a designated parking space to complete their conversation before entering the carpool line again.

EARLY CHECKOUT

Students are to be signed out in the school office by a parent or designated individual if leaving school before the end of the school day. All checkouts must occur before 2:30 p.m.

Please inform teachers, in advance, when your child is going to leave during the school day. Parents may send in a note in their child's backpack or email/call the school office. Please do not email your child's teacher the day of early departure.

LATE PICKUP

If a student cannot be picked up by the conclusion of afternoon carpool, the school office must be notified. Students are to be signed out and the family will be charged a late fee of \$25.00, even if the school office has been notified. The late fee will be billed to the family. Student records will be held until all fees have been paid.

ABSENCES

The principal grants permission for excused absences from school. Parents should make sufficient advance arrangements with the principal and the child's teacher(s) in order to facilitate all make-up work. A student can miss no more than eight days during a semester without putting his/her promotion to the next grade level in jeopardy.

EXCUSED ABSENCES

Absences from school may be excused for:

- Illness
- Funeral
- Death in the family
- Emergency family matter
- Wedding of family member
- Graduation of family member
- Community service with prior approval by the principal
- Medical or dental appointment, when another appointment time is not possible
- Prescheduled absences with prior approval by the principal

If a student is ill, parents are to email or call the receptionist by 8 a.m. on the morning of the absence. The parent may email the receptionist and the child's teacher by noon to request to pick up homework after 2:00 p.m. on the second day of an absence. On the return date, a student is to bring the doctor's note confirming the absence when applicable. The note is to be given to the homeroom teacher.

Absences for reasons other than those listed are considered unexcused.

MAKE UP WORK

All work missed because of an absence must be made up to the satisfaction of the teacher. Students are allowed the same number of days as they were absent to complete the work due to an excused absence.

Lower school students who miss school for an unexcused reason may make up tests only and may receive full credit for their test work. School work is not provided prior to a student missing school for an unexcused absence.

EXCESSIVE ABSENCES

The school will address excessive absences in the following ways:

- Absent 8 days – parents will receive an excessive absence notice
- Absent 10 days – principal will contact parent and file the current attendance report in the student's permanent file
- Absent 15 days – principal and teacher(s) will meet to see if student will be eligible for the next grade level (parents will be contacted)

CONDUCT

Faculty and administration assume that students attending Cornerstone have, for their respective age levels, the appropriate self-control and seriousness of purpose to be successful in a challenging academic environment. Therefore, the school's code of conduct is not oppressive supervision. It is governed by principles rather than a strict code of rules and penalties.

We believe we partner with parents to cultivate in students a sense of personal responsibility for their own conduct and achievement and for the well-being of the larger community of which they are a part.

Maintaining appropriate behavior will reflect but not be limited to the following:

In the classrooms

- Be punctual
- Have necessary materials
- Be attentive and be a respectful, active participant
- Prepare and complete assignments according to instructions
- Exercise care in the use of school property, personal property, and the property of others

In the hallways and walkways

- Walk in a quiet, orderly fashion
- Keep to the right in hallways and on outside walkways

In the restrooms

- Go to the restrooms quietly and return to class quickly
- Wash hand after every restroom use
- Keep the restroom tidy

In the cafeteria

- Go through the lunch line in a quiet, orderly manner
- Use appropriate table manners and self-control
- Remain seated during lunch
- Leave the cafeteria clean

On the playground

- Follow playground rules
- Demonstrate fair play and sportsmanship
- Refrain from picking up and throwing any unsuitable object

LOWER SCHOOL DISCIPLINE

The objective of the lower school discipline program is to lovingly instruct students and guide them to make wise choices as they strive to be more like Christ. Discipline is created to be developmentally appropriate according to each age level. Students are taught that their behavioral choices have consequences, either positive or negative, and they must accept responsibility for their choices.

Students and parents are expected to follow the discipline guidelines established by their teacher(s). These guidelines are explained to students on the first day of school and to parents at our annual Parents Night. Attendance is required by both parents and is not a night to bring children.

GRADING SYSTEM

GRADING SYSTEM FOR REPORT CARDS

Report cards are issued four times a year for lower school students. The first and third report cards are given to parents at the parent/teacher conferences while the second and fourth report cards are sent home.

Kindergarten students receive a report card which indicates mastery of developmentally appropriate skills and subject matter. First and second graders earn a letter grade of E, G, S, N, or U for mastery in all areas. These grades are not equivalent to the numerical grades issued in higher grades at Cornerstone.

LETTER GRADE	DESCRIPTION
E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Third and fourth graders earn a letter grade of A, B, C, D, or F for mastery in academic areas.

NUMERICAL GRADES	LETTER GRADE
90-100	A
80-89	B
74-79	C
70-73	D
Below 70	F
Incomplete	I

For your child to have accommodations such as an additional thirty minutes while taking tests or quizzes, Cornerstone requires a full battery of psychological tests on file that are no more than three years old. The thirty additional minutes may take place at a different time than the actual quiz or test.

ENRICHMENT COURSES

Enrichment courses enhance the core curriculum and help develop well-rounded students. Enrichment teachers (Art, Music, Physical Education, and Spanish classes) assign Conduct/Effort grades of E, G, S, N, or U in kindergarten through fourth grade.

PARENT/TEACHER CONFERENCES

In the lower school, two school-wide Parent-Teacher Conferences will be held during the school year; however, both parents are encouraged to conference with their student's teacher whenever the need arises. Parents who desire additional conferences may make an appointment by contacting the teacher.

STUDENT POLICIES

AGENDA BOOKS

Beginning in the second grade, all students will use an agenda, or assignment book. The agenda is used to record all homework assignments, assist students in organizing their studies, and provides a means of communication with parents. It is the responsibility of the student to maintain assignments and signatures in the agenda book.

BIRTHDAYS

Students may dress Out-of-Uniform on their birthday as long as it is not a special day designated by the teacher. They may use their Out-of-Uniform the day before or after a weekend birthday.

Students with summer birthdays may dress Out-of-Uniform on their half birthday.

Birthdays are celebrated in the classroom or in the lunchroom. Candles are not allowed. Parents are to contact the teacher, one week in advance, if refreshments are to be sent in celebration of your child's birthday. Balloons, flowers, and other gifts should not be delivered to the school.

Private party invitations are not to be distributed at school unless there is one for each student in that class or one for each student of the same gender in that class.

FIELD TRIPS

Permission forms are to be completed in full, signed by parents, and returned to the teacher prior to the trip, in order to participate in the field trip. Siblings are not allowed on field trips.

HOMEWORK

Homework is an integral part of the instructional program. Assignments are designed to reinforce concepts, prepare for future activities and expand instruction. Homework provides opportunities for independent work and discipline, and helps students develop good study skills.

Daily homework, on average, may require the following amount of time per grade level:

Kindergarten	10 minutes
First Grade	20 minutes
Second Grade	20-30 minutes
Third Grade	30-45 minutes
Fourth Grade	45-60 minutes

Please remember that not all children work at the same pace.

Cornerstone Christian Academy is purposefully committed to supporting quality family time and ministry opportunities. Therefore, lower school students will not be assigned homework on Wednesdays. Nightly reading is still expected.

STUDENT SUPPLIES

In an effort to teach our students responsibility, student supplies (e.g. agenda, backpack, lunch, gym clothes, etc.) are not accepted after school begins at 8:15 a.m. Students without the proper supplies for the day may miss the opportunity to participate in the day's activities and/or to wear

Spirit Wear on the following Friday. In addition, students may not return for forgotten items/supplies after the end of the day dismissal.

BACKPACKS

Students are to have a backpack for carrying their school textbooks and belongings to school. Backpacks with wheels are not allowed unless they are approved by the school for medical purposes.

ELECTRONIC DEVICES

Electronic devices may be brought to school only with permission of a teacher.

CELL PHONES

Lower school students are not permitted to carry cell phones to school.

SNACK

A snack time is provided during the school day. Nutritious snacks like fruits, vegetables, crackers, breakfast cereal, pre-popped popcorn, pretzels, and/or granola bars along with water (no other drinks are allowed during snack time) may be sent from home each day for snack time. NO NUTS. Chewing gum is not permitted on the school grounds.

BASIC SCHOOL INFORMATION

AFTER SCHOOL CLUBS

School clubs will meet after school on Mondays. There is a fee for club participation. Club options will be announced after the school year begins.

ATHLETICS

Cornerstone competes in the North Atlanta Metro League (NAML) of private schools with our athletic teams. Athletic participation is available to all middle school students who meet all school requirements. Athletics are not an option for K-4 grades, but lower school students and families are encouraged to attend athletic events.

BIKE RIDING/WHEELED TRANSPORTATION

Lower school students may ride bikes to school if accompanied by a parent to and from the carpool door. Security of bikes is the responsibility of the student. Bikes are to be locked to the bike rack located near the gym doors. Cornerstone Christian Academy is not responsible for bikes on school grounds. Cornerstone is not responsible for any theft or damage occurring on school grounds or injuries that may result from the use of a bike on school grounds. Skateboards, in-line skates, roller skates, and other wheeled footwear, such as Heelies, are prohibited on school grounds.

COMMUNICATION

Agenda Books

Second through fourth grade students will have an agenda book where daily assignments and notes are written.

Backpack Express

The Backpack Express is what we call our modern-day Pony Express. You are welcome to communicate with the classroom teachers or the front office by sending notes, checks or forms through your child's backpack. Backpacks should be checked each day.

LIBRARY

The library is open during school hours. Students will visit the library on a weekly basis to check out books. The family will be billed at the end of the year for books that have not been returned by the final due date. Student records and report cards will be held until all overdue book fees are paid.

LOST & FOUND

If you find a lost article on the Cornerstone campus, turn it in to one of the receptionists. All items turned in are kept until the end of a month. Unclaimed items are either donated or discarded.

Anyone needing to review the items in the Lost & Found should see the receptionist to be directed to the designated area on grounds for displaced belongings.

OFFICE HOURS

The school office is open from 7:45 a.m. to 3:30 p.m., Monday through Friday during the school year. The school office will be closed when the students are out for breaks.

Summer office hours are from 8:30 a.m. to 12:30 p.m., Monday through Thursday with a complete facilities shutdown for the first two weeks in July.

PHYSICAL EDUCATION

All lower school students participate in the physical education program. Full participation is expected unless a doctor's note is on file. A handwritten note from a parent does not excuse a student from PE class.

DRESS CODE

The school dress code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards, and promote recognition of authority. Students are expected to be well groomed and conform to the dress code at all times. Students may dress out of uniform on their birthday (or half birthday for summer birthdays) with the exception of special event days designated by the school or the teacher. Students are to wear the designated uniform for field trips.

CLOTHING GUIDELINES

- Clothes are to be clean, neat, and in good condition.
- Clothing may not have holes, missing buttons, be excessively wrinkled, frayed, or be otherwise inappropriate for school.
- Items are to fit properly and may not be oversized.
- Students, with the exception of kindergarten students, are to wear a belt with clothing bearing belt loops.
- Shirts are to be tucked in except on Friday Spirit Wear days.
- Hats are not allowed, unless specified by the classroom teacher.
- Fourth grade students are to wear the regulation P.E. uniform on P.E. days.
- Sweatshirts are to be worn with a collared uniform shirt tucked in underneath.
- No shorts can be worn from Thanksgiving Break through Spring Break.
- Cornerstone Christian Academy monograms are allowed only on those uniform pieces that are marked as requiring a logo.

Cornerstone reserves the right to determine what it considers to be within the clothing guidelines.

Please see the uniform guideline pages for exact requirements for your child. Any uniform violations during the week will require a consequence the first Friday following the violation.

Parents will receive a written notice of the violation in their child's backpack. The child will be required to wear their Everyday Uniform on that following Friday instead of Spirit Wear. If they do not wear their Everyday Uniform that first Friday, then there will be two Fridays of consequences, once for the first offense and once for not abiding by school rules and wearing the Everyday Uniform on the first Friday.

PERSONAL APPEARANCE

- Hair is to be well groomed and combed/brushed away from the face. Boys' hair should be above the collar. Generally, any hair length, extreme hairstyle, or artificial coloring that is judged by the school administration to be distracting to the educational process will be prohibited. Parents must support the Administration in their judgment of what is appropriate.

- Makeup may not be worn by girls in lower school.
- Subtle nail polish may be worn by girls.
- Lower school girls may wear only one necklace, not choker style, one ring, one wrist item per arm and only stud earrings.
- Earrings are not permitted for boys.

The consequence for a dress code violation results in the loss of the privilege of Spirit Wear dress on a Friday determined by the teacher(s). Cornerstone reserves the right to determine what is considered to be within the Personal Appearance guidelines.

UNIFORM REQUIREMENTS: KINDERGARTEN-FOURTH GRADE GIRLS

EVERYDAY UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	Shirt	Knit polo shirt- interlock, mesh, smooth or waffle	Classic Navy or White	Yes	Long or short sleeve
	Sweatshirt	Crew neck, no hood	Classic Navy	Yes	
Required	Vest	Fine Gauge V-neck sweater vest	Classic Navy	Yes	
	Jumper	Girl's Plaid Jumper	White Plaid	No	
	Skort	Side Pleat Plaid	White Plaid	No	
	Skort	Blend Chino Skort (Above the Knee), 2-button Stretch (Above the Knee)	Khaki	No	
	Skirt	Plaid A-Line Skirt	White Plaid	No	
	Pants	Plain Front Iron Knee Blend Chino, Stain Resistant Boot Cut Stretch Chino, Plain Front Stain Resistant Stretch Chino	Khaki	No	
Required	Socks	Knee socks	White or Navy		
	Tights		White or Navy		
Required	Shoes	Conservative school shoe, leather or suede	Brown		
Required	Belts	Flat or Braided leather, Plaid D-Ring	Brown		
	Outerwear	Girl's T-200 Fleece Jacket	Classic Navy	Yes	
	Hair Items		Navy, Hunter Green, White or Yellow		Not oversized

P.E. UNIFORM - 4TH GRADE ONLY

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	T-Shirt	Essential T-shirt	Gray	Yes	Crew neck
Required	Shorts	Girl's Mesh Shorts	Navy	Yes	
Required	Shoes	Athletic Shoes			
	Sweatshirt	Crew neck, no hood	Classic Navy	Yes	
	Sweatpants	Girl's Sweatpants	Classic Navy		

SPIRIT WEAR FRIDAY

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
	Top	Cornerstone themed T-shirt			Long or short sleeve
	Bottom	Pants (full or capri length), shorts, or skirts	Khaki or Blue Denim		
	Shoes	Everyday Brown Shoes or Athletic Shoes			

OUT OF UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
	top	free choice			
	bottom	free choice			see notes 7 and 8
	shoes	same as everyday or athletic shoes			see note 5
	outerwear	same as everyday		yes	

DRESS UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	Shirt	Knit polo shirt	White	Yes	Long or short sleeve
Required	Vest	Fine Gauge V-neck sweater	Classic Navy	Yes	
	Skort	Side Pleat Plaid	White Plaid	No	
	Skirt	Plaid A-Line Skirt	White Plaid	No	
Required	Shoes	Conservative school shoe, leather or suede	Brown		



UNIFORM REQUIREMENTS: KINDERGARTEN-FOURTH GRADE BOYS

EVERYDAY UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	Shirt	Knit polo shirt- interlock, mesh, smooth or waffle	Classic Navy or White	Yes	Long or short sleeve
	Sweatshirt	Crew neck, no hood	Classic Navy	Yes	
Required	Vest	Fine Gauge V-neck sweater vest	Classic Navy	Yes	
	Shorts	Plain Front Stain and Wrinkle Resistant Chino, Stain and Wrinkle Resistant cargo shorts, Pleat Front Chino	Khaki	No	
	Pants	Plain Front Iron Knee Blend Chino, Iron Knee Elastic Waistband Chino, Plain Front Iron Knee Stain and Wrinkle Resistant Chino, Pleat Front Iron Knee Chino, Pleat Front Stain and Wrinkle Resistant Chino	Khaki	No	
Required	Socks	Above the ankle socks	Khaki, brown or white		
Required	Shoes	Conservative school shoe, leather or suede	Brown		
Required	Belts	Flat or Braided leather	Brown		
	Outerwear	Boy's T-200 Fleece Jacket	Classic Navy	Yes	

P.E. UNIFORM - 4TH GRADE ONLY

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	T-Shirt	Essential T-shirt	Gray	Yes	Crew neck
Required	Shorts	Boy's Mesh Shorts	Navy	Yes	
Required	Shoes	Athletic Shoes			
	Sweatshirt	Crew neck, no hood	Classic Navy	Yes	
	Sweatpants	Boy's Sweatpants	Classic Navy		

SPIRIT WEAR FRIDAY

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
	Top	Cornerstone themed T-shirt			Long or short sleeve
	Bottom	Pants or shorts	Khaki or Blue Denim		
	Shoes	Everyday Brown Shoes or Athletic Shoes			

OUT OF UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
	top	free choice			
	bottom	free choice			see notes 7 and 8
	shoes	same as everyday or athletic shoes			see note 5
	outerwear	same as everyday		yes	

DRESS UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	Shirt	Knit polo shirt	White	Yes	Long or short sleeve
Required	Vest	Fine Gauge V-neck sweater	Classic Navy	Yes	
Required	Pants	Pleat or Flat Front Chinos	Khaki	No	
Required	Shoes	Conservative school shoe, leather or suede	Brown		

LOWER SCHOOL UNIFORM NOTES

1. Sweatshirts may not be oversized and must be worn over a uniform collared shirt.
2. Skort length must be no higher than 4" above the middle of the knee and may not fall below the knee.
3. Shorts may be worn from the beginning of school until Thanksgiving break and from spring break until the end of the year. Long pants, skirt or skorts are required from Thanksgiving through spring break. Short length must be no higher than 4" from the middle of the knee.
4. Kindergarten- fourth grade students will be enjoying the use of the playground during daily recess, weather permitting. These same shoes will also be used for P.E. class. For safety reasons, the sole of shoes must be appropriate for this activity. Closed-toe shoes with heel less than 1".
5. The Cornerstone logo'd fleece is the only jacket permitted to be worn inside the classroom. Students may wear any outerwear jacket to school if the temperature is below 40 degrees.
6. Spirit Wear clothing and Out of Uniform clothing must fit modestly. The length of all shorts, skirts and skorts must adhere to the Everyday Uniform requirements listed previously.
7. Clothing may not be oversized, frayed, torn or rolled up.
8. Belts are required for students (except kindergarten students) if they are wearing any bottoms with belt loops.
9. All uniform pieces must be purchased from Lands' End, with the exception of shoes, socks/tights, belts or hair accessories.
10. Jewelry restrictions- please refer to the Family Handbook for details.
11. PE clothes for fourth grade students are still required on Out of Uniform days.
12. Socks should be solid colored.



Middle School Policies and Procedures

ATTENDANCE POLICY

Attendance is a critical component for success in school. A student can miss no more than eight days during a semester to be promoted to the next grade level. Cornerstone reserves the right to refuse grade promotion to students who miss eight or more days during a semester.

Students with excessive may not be allowed to participate in extra-curricular activities such as athletics, field trips and special events. They may also not be eligible to receive school awards.

ARRIVAL AND DISMISSAL

ARRIVAL

Students in grades five through eight are to arrive through the carpool line between 7:50 a.m. and 8:05 a.m. Students in grades five through eight are to exit on their own from the right side of the vehicle.

Middle school students are to be in their desks to begin class at 8:10 a.m., therefore, it is of the utmost importance that middle school students arrive at school in time to visit their locker, put away their belongings, and gather materials needed for homeroom.

LATE ARRIVAL

Any student who is not in their desk seat by 8:10 a.m. is considered tardy. The parent is to sign in for the student at the school office and note the reason for the late arrival, no reason is assumed to be unexcused.

LATE ARRIVAL WEDNESDAYS

School begins at 9:00. Middle school students who must arrive early are to report to Floyd Hall in the Lower School Building through the carpool line. Carpool on Late Arrival Wednesdays will begin at 8:35.

DEPARTURE

Students are to be picked up at the designated carpool area between 3:00 p.m. and 3:25 p.m., with the exception of early dismissal days. Students are to enter the cars from the right side.

Middle school students do not require a note to leave school with another family. They may walk home, ride bikes home, or ride home with a family of their choice per directions from their parent.

EARLY DEPARTURE

Students are to be signed out in the school office by a parent or designated individual if leaving school before the end of the school day. All check-outs must occur before 2:30 p.m. Please inform teachers, in advance, when your child is going to leave during the school day. Send an email or call the school office. Please do not email your child's teacher the day of the early departure.

LATE DEPARTURE

If a student cannot be picked up by the conclusion of afternoon carpool and must stay at school, the office must be notified. The family will be charged a late departure fee of \$25.00, even if the school office has been notified. The late fee will be billed to the family. Student records will be held until all fees have been paid.

ABSENCES

The principal grants permission for excused absences from school. Parents should make sufficient advance arrangements with the principal and the student's teachers in order to facilitate all make-up work. A student can miss no more than eight days during a semester without putting his/her promotion to the next grade level in jeopardy.

EXCUSED ABSENCES

Absences from school may be excused for:

- Illness
- Funeral
- Death in the family
- Emergency family matter
- Wedding of family member
- Graduation of family member
- Community service with prior approval by the principal
- Medical or dental appointment, when another appointment time is not possible
- Prescheduled absences with prior approval by the principal

If a student is ill, parents are to email or call the receptionist by 8 a.m. on the morning of the absence. The parent may email the receptionist and the child's teacher by noon to request to pick up homework after 2:00 p.m. on the second day of an absence. On the return date, a student is to bring the doctor's note confirming the absence when applicable. The note is to be given to the middle school receptionist.

Absences for reasons other than those listed are considered unexcused.

MAKE UP WORK

All work missed because of an absence must be made up to the satisfaction of the teacher.

Students are allowed the same number of days as they were absent to complete the work due to an excused absence.

Students who miss school for an unexcused reason are to take any make-up tests on the first day upon returning to school. Tests will not be administered in advance.

There will be an academic penalty against middle school students who miss school for an unexcused reason. Middle school students will receive a maximum of 80% of the earned grade for missed work due to an unexcused absence.

PARTIAL DAY ABSENCE

If a student misses a class due to an appointment and returns to school that day, he/she must complete all required assessments that day or at a time mutually agreed upon with the teacher.

EXTRA CURRICULAR PARTICIPATION

Middle school students must be present by 11:00 a.m. in order to participate in the extracurricular activities for that day.

CONDUCT

SCHOOL PROPERTY

The student is to treat all school/church property as valuable personal property. Parents will be responsible for damage done by their child to buildings, furniture, grounds, textbooks or any other property of the school/church. Cornerstone Christian Academy will withhold all records until full reimbursement has been made.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and their school. This expectation applies to the time students are in school and at school activities, as well as the time they are away from school. Cornerstone uses H.O.P.E. to guide and regulate our students' behavior.

H Has respect for self, others and property

O Obeys school rules

P Pleases God with words and actions

E Exercises self-control

THE HONOR PLEDGE

At Cornerstone, students are expected to honor their word. Every student writes an Honor Pledge on each assessment to authenticate his/her work: "I pledge that I did not give or receive any unauthorized help on any part of this assessment."

MIDDLE SCHOOL BEHAVIOR GUIDELINES AND DISCIPLINE

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents and their school. Students are expected to follow the discipline guidelines established by the teacher(s). These guidelines are explained to students on the first day of school and to parents at our annual Parents Night. A parent is required to attend this meeting.

DETENTION

If a student chooses to behave in a way not conducive to a healthy learning environment or violate the basic principles of honor, personal integrity, respect for others, and basic community standards, teachers will issue a detention.

The final decision on all aspects of conduct ultimately lies within the discretion of the principal.

The following are examples of some behaviors that may result in a detention (this is not an exhaustive list):

- Disrespect
- Disturbing Others
- Fighting/Bullying
- Honor Code Violation
- Inappropriate Language
- Insubordination
- Lack of Self-control

A teacher will inform a student when he or she has been administered a detention. Parents will receive that detention notice at their school designated email address. All detentions issued on Thursday or Friday of a given week may be served the following week.

Middle school detentions will be held on Friday mornings from 7:00 a.m. – 8:00 a.m. Students are to meet at the designated detention location as communicated by the supervising teacher in the detention reminder email. A middle school teacher will monitor all detentions. No food or drink will be allowed during detention sessions.

Students must not be late to any detention. If a student is late, he/she will be asked to serve another detention.

Detentions are registered in the student files for transcript purposes.

REPEATED DETENTIONS

If a student accumulates **three detentions** in a semester, a parent conference will be required with the homeroom teacher, parent, and student.

If a student accumulates **four detentions** in a semester, a conference will be required with the homeroom teacher, parent, student, and the principal.

If a student accumulates **five detentions** in a semester, a conference will be required with the homeroom teacher, parent, student, principal, and the headmaster.

If a student accumulates **six detentions** in a semester, he/she will serve an in-house suspension.

Detention records are cleared at the start of each semester.

Repeated detentions in both semesters may result in dismissal.

SUSPENSION

Particularly severe offenses or repeated major violations may result in a student being suspended and subject to the following consequences:

- A student will be ineligible for major awards at Honors Day.
- If a student is a Cougar Ambassador, he or she will be removed from that position.
- The student will lose the privilege of representing the school in extracurricular events for a period of five calendar days for each day of suspension.

The final decision on all aspects of conduct ultimately lies within the discretion of the principal.

GRADING SYSTEM

GRADING SYSTEM FOR REPORT CARDS

Middle school students receive report cards twice a year through the mail in January and June. Grades may also be viewed on ParentsWeb.

Middle school students earn numerical and letter grades.

NUMERICAL GRADES	LETTER GRADE
90-100	A
80-89	B
74-79	C
70-73	D
Below 70	F
Incomplete	I

If you would like accommodations for your child to have an additional thirty minutes while taking tests or quizzes, Cornerstone requires a full battery of psychological tests on file that are no more than three years old. The thirty additional minutes may take place at a different time than the actual quiz or test.

GRADE REPORTING

Grades for middle school students are always available on ParentsWeb and are updated frequently. Additionally, interim grades are reviewed more extensively approximately five times in a school year.

Semester 1

P1 – comments for all students with an average below 75

P2 – grades with comments for all students

First Semester Report Card

Semester 2

P₃ – comments for all students with an average below 75

P₄ – grades with comments for all students

P₅ – comments for all students with an average below 75

Second Semester Report Card

ENRICHMENT COURSES

Enrichment courses enhance the core curriculum and help develop well-rounded students.

LATE ASSIGNMENTS

Assignments are to be turned in on time. The grade for any late assignment will drop a minimum of ten points for each day that the assignment is late for up to three days. After the third day, the assignment will have a failing grade, but it must still be completed for mastery sake.

PARENT/TEACHER CONFERENCES

In the middle school, a fall and spring conference will be scheduled with your child's homeroom teacher. Parents are encouraged to conference with their child's teachers whenever the need arises. Parents who desire an additional conference may make an appointment by contacting the teacher.

STUDENT POLICIES

AGENDA BOOKS

All students will use an agenda or assignment book. The agenda book is used to record all homework assignments, assists students in organizing their studies, and provides a means for teachers to communicate with parents and vice versa. It is the responsibility of the student to maintain assignments and signatures in the agenda book.

BIRTHDAYS

Students may dress Out-of-Uniform on their birthday as long as it is not a special day designated by the teacher. They may use their Out-of-Uniform the day before or after a weekend birthday.

Students with summer birthdays may dress Out-of-Uniform on their half birthday.

Birthdays are celebrated in the classroom or in the lunchroom. Candles are not allowed. Parents are to contact the teacher, in advance, if refreshments are to be sent on your child's birthday. Balloons, flowers, and other gifts are not to be delivered to the school. Private party invitations are not to be distributed at school unless there is one for each student in that class or one for each student of the same gender in that class.

EXAMS

Scheduled semester examinations are administered in the middle school to sixth through eighth grade students. Students are not allowed to take semester exams early. Students who miss taking an exam can expect to take the missed exam on the first day of return to school. It is the responsibility of the student to notify the teacher of the need to make up an exam.

Eighth grade students who have a failure in the second semester as a result of an exam are eligible for one re-exam per subject if all of the following conditions are met:

- Student must have had a passing average for the first semester.
- Students must have a passing pre-exam grade.
- Exam grade must be no lower than 50.

- Student must take the re-exam at a specified time and date.

During exam periods, the middle school students attend school for partial days only. Fifth grade students do not take exams and they do attend school as usual.

FAILING GRADES

Students in grades five through eight who fail math or English for the year must complete at least 24 hours of summer tutoring with a tutor approved by Cornerstone. An approved summer course with a certificate of completion is a second option. Satisfactory completion of recovery credit is required prior to admittance into the next grade level.

ATHLETIC/EXTRACURRICULAR ELIGIBILITY

A middle school student will be evaluated at each marking period. All students will remain eligible for participation in athletic/extracurricular activities as long as they are passing most subjects and failing no more than two courses. A student failing more than two courses will immediately become ineligible for participation in all practices and performances and/or games.

Eligibility will be reevaluated each subsequent Friday. Once passing the failed course, a student will be reinstated for the remaining marking period.

FIELD TRIPS

Permission forms are to be completed in full, signed by parents and students, and returned to the teacher prior to the trip, in order to participate in the field trip. Siblings are not allowed on field trips.

HOMEWORK

Homework is an integral part of the instructional program. Assignments are designed to reinforce concepts, prepare for future activities and expand instruction. Homework provides opportunities for independent work and discipline, and helps students develop good study skills.

It should be expected that the core courses can require the following amount of homework per night:

Fifth Grade	10 - 15 minutes per core course
Sixth Grade	15 minutes per core course
Seventh Grade	20 minutes per core course
Eighth Grade	20-25 minutes per core course

Studying for tests and working on long-term projects will require additional time.

Cornerstone Christian Academy is purposefully committed to supporting quality family time and ministry opportunities. Therefore, middle school students will be assigned less homework on Wednesdays. Nightly reading is still expected.

LOCKERS

Lockers are available for all middle school students.

- Student lockers are to be accessed by the student assigned to that locker only.
- School personnel may access any student locker.
- The outside of the student lockers may be decorated, in an appropriate manner, to celebrate a student's birthday. The birthday decorations must be removed after five school days.
- The only other permissible exterior locker decorations are for athletic competitions and special celebrations approved by the school office.

PHYSICAL EDUCATION

All middle school students participate in the P.E. program at Cornerstone. A uniform is required. If a student fails to bring a P.E. uniform, he or she will have to participate in regular school clothes and will receive a uniform violation mark.

A note from a parent does not excuse a student from P.E. class. Full participation is expected unless a doctor's note is on file.

SCHOOL VISITATION

Eighth grade students are granted excused absences to visit other schools for interviewing, shadowing or testing for the following school year. These absences must be scheduled and communicated to the principal and middle school teachers in advance.

STUDENT SUPPLIES

In an effort to teach our students responsibility, student supplies (e.g. agenda, backpack, lunch, gym clothes, etc.) are not accepted after school begins at 8:15 a.m. Students without the proper supplies for the day may miss the opportunity to participate in the day's activities and/or to wear Spirit Wear on the following Friday. Students may not return for forgotten items/supplies once carpool has concluded

BACKPACKS

Students are to have a backpack for carrying their school textbooks and belongings to school. Backpacks with wheels are not allowed unless they are approved for medical reasons.

ELECTRONIC DEVICES

Electronic devices may be brought to school only with permission of a teacher.

CELL PHONES

Students are not permitted to carry cell phones during the school day. Middle school students may have a cell phone at school if it is turned off and remains in their locker during school hours. Cell phones are to only be used outside the school building after dismissal. Violation of this policy will result in consequences that will include the student's cell phone being taken and an automatic detention being assessed. Cell phones that are taken will be held at the school office for parents to pick up.

SNACK

A snack time is provided during the school day. Nutritious snacks like fruits, vegetables, crackers, breakfast cereal, pre-popped popcorn, pretzels, and/or granola bars along with water (no other drink is allowed during snack time) may be sent from home each day. Chewing gum is not permitted on the school grounds.

PURSES

Purses may be brought to school but must be kept in backpacks/lockers during the school day.

BASIC SCHOOL INFORMATION

ATHLETICS

Cornerstone competes in the North Atlanta Metro League (NAML) of private schools with our athletic teams. Athletic participation is available to all middle school students who meet all school requirements. Specific team policies will be distributed and explained prior to each season.

BIKE RIDING/WHEELED TRANSPORTATION

Bike-riding is allowed for middle school students if a release form is on file in the school office. Students should wear a helmet when exercising this transportation option. Security of the bike is the responsibility of the student. Bikes are to be locked to the bike rack located near the gym doors. Permission forms are located on the school website.

Skateboards, in-line skates, roller skates, and other wheeled footwear, such as Heelies, are prohibited on school grounds.

COMMUNICATION

Agenda Books

Middle school students will have an agenda book where daily assignments and notes are written.

Email

All faculty and staff at Cornerstone have an email address. The main school address is admin@cornerstonecougars.net. All faculty e-mail addresses are first initial, last name. For example, John Doe's email address is jdoe@cornerstonecougars.net. To protect our families from unwanted email, a concerted effort is made to keep email addresses secure. Please be sensitive to the privacy of others when sending group email and ensure your virus protection software is up to date on your personal computer. Also, do not use email addresses of Cornerstone families to invite groups to home parties or to send bulk messages unless you are sending on behalf of a Cornerstone committee.

LIBRARY

The library is open during school hours. Students will visit the library weekly to check out books. The family will be billed at the end of the year for books that have not been returned by the last day of school. Student records and report cards will be held until all overdue book fees are paid.

LOST & FOUND

If you find a lost article on the Cornerstone campus, turn it in to one of the receptionists. All items turned in are kept until the end of a month. Unclaimed items are either donated or discarded.

Anyone needing to review the items in the Lost & Found should see the receptionist to be directed to the designated area on grounds for displaced belongings.

OFFICE HOURS

The school office is open from 8:00 a.m. to 3:00 p.m., Monday through Friday during the school year. The school office will be closed when the students are out for breaks.

The Lower School building summer office hours are from 8:30 a.m. to 12:30 p.m., Monday through Thursday with a complete facilities shutdown the first two weeks in July.

DRESS CODE

The school dress code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards, and promote recognition of authority. Students are expected to be well groomed and conform to the dress code at all times. Students may dress out of uniform on their birthday (or half birthday for summer birthdays) or the day closest to this day with the exception of special event days designated by the school or the teacher.

CLOTHING GUIDELINES

- Clothes are to be clean, neat, and in good condition.
- Clothing may not be excessively wrinkled, frayed, missing buttons, or otherwise inappropriate for school.
- Items are to fit properly and may not be oversized.
- Students are to wear a belt with clothing bearing belt loops.
- Shirts are to be tucked in except on Friday Spirit Wear Days.
- Rolled up shirt sleeves are not allowed, except for middle school boys' oxford shirts, which should be neatly rolled.
- Hats are not allowed, unless specified by the classroom teacher.
- Fourth - eighth grade students are to wear the regulation P.E. uniform on P.E. days.
- Sweatshirts are to be worn with a collared uniform shirt tucked in underneath.
- Everyday uniform shorts cannot be worn from Thanksgiving Break through Spring Break.
- Cornerstone Christian Academy monograms are allowed only on those uniform pieces that are marked as requiring a logo.

Cornerstone reserves the right to determine what it considers to be within the Clothing Guidelines.

Please see the uniform guideline pages for exact requirements for your child. Any uniform violations during the week will require a consequence the first Friday following the violation.

Parents will receive a notice of the violation via email. That child will be required to wear their Everyday Uniform on that following Friday instead of Spirit Wear. If they do not wear their Everyday Uniform that first Friday, then there will be two Fridays of consequences, once for the first offense and one for not abiding by school rules.

PERSONAL APPEARANCE

- Hair is to be well groomed and combed/brushed away from the face. Boys' hair should be above the collar. Generally, any hair length, extreme hairstyle, or artificial coloring that is judged by the school administration to be distracting to the educational process will be prohibited. Parents must support the Administration in their judgment of what is appropriate.

- Students should not come to school with wet hair.
- Make-up may be worn with discretion by girls in middle school.
- Subtle nail polish may be worn by girls.
- Subtle jewelry may be worn with discretion. One necklace (not choker style) subtle wrist jewelry and subtle earrings are expected.
- Earrings are not permitted for boys.
- Shoe laces should always be tied.

Cornerstone reserves the right to determine what it considers acceptable under its Personal Appearance Guidelines.

Dress Code violation will result in the loss of Spirit Wear dress on a Friday determined by the teacher(s).

UNIFORM REQUIREMENTS: FIFTH GRADE - EIGHT GRADE GIRLS

EVERYDAY UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	Shirt	Knit polo shirt- interlock, mesh, smooth or waffle	Classic Navy or White	Yes	Long or short sleeve
		3/4 sleeve Oxford shirt	White	No	
	Sweatshirt	Hooded Zip Front or Crew neck	Classic Navy	Yes	
Required	Vest	Fine Gauge V-neck sweater vest	Classic Navy	Yes	
	Skort	Side Pleat Plaid	White Plaid		
	Skort	Blend Chino Skort (Above the Knee), 2-button Stretch (Above the Knee)	Khaki		
	Skirt	Plaid A-Line Skirt	White Plaid		
	Pants	Plain Front Iron Knee Blend Chino, Stain Resistant Boot Cut Stretch Chino, Plain Front Stain Resistant Stretch Chino	Khaki		
Required	Socks	Knee socks	White or Navy		
	Tights		White or Navy		
Required	Shoes	Conservative school shoe, leather or suede	Brown		
Required	Belts	Flat or Braided leather	Brown		
	Outerwear	Girl's T-200 Fleece Jacket	Classic Navy	Yes	
	Hair Items		Navy, Hunter Green, White or Yellow		Not oversized

P.E. UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	T-Shirt	Essential T-shirt	Gray	Yes	Crew neck
Required	Shorts	Girl's Mesh Shorts	Navy	Yes	
Required	Shoes	Athletic Shoes			
	Sweatshirt	Hooded Zip Front or Crew neck	Classic Navy	Yes	
	Sweatpants	Girl's Sweatpants	Classic Navy		

SPIRIT WEAR FRIDAY

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
	Top	Cornerstone themed T-shirt			Long or short sleeve
	Bottom	Pants (full or capri length), shorts, or skirts	Khaki or Blue Denim		
	Shoes	Everyday Brown Shoes or Athletic Shoes			No crocs, flip-flops or cleats

OUT OF UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
	top	free choice			see note 6
	bottom	free choice			see notes 6,7,8
	shoes	no Crocs, flip-flops, boots above the knee, or cleats			
	outerwear	same as everyday		yes	
	hair items	appropriate for school activities			

DRESS UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	Shirt	Knit polo shirt	White	Yes	Long or short sleeve
Required	Vest	Fine Gauge V-neck sweater	Classic Navy	Yes	
	Skort	Side Pleat Plaid, Blend Chino Skort (Above the Knee), 2-button Stretch (Above the Knee)	White Plaid or Khaki		
	Skirt	Plaid A-Line Skirt	White Plaid		
Required	Shoes	Conservative school shoe, leather or suede	Brown		

UNIFORM REQUIREMENTS: FIFTH GRADE - EIGHT GRADE BOYS

EVERYDAY UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	Shirt	Knit polo shirt- interlock, mesh, smooth or waffle	Classic Navy or White	Yes	Long or short sleeve
		Long Sleeve Oxford shirt or Long Sleeve No Iron Pinpoint Shirt	White	No	
	Sweatshirt	Hooded Zip Front or Crew neck	Classic Navy	Yes	
Required	Vest	Fine Gauge V-neck sweater vest	Classic Navy	Yes	
	Shorts	Plain Front Stain and Wrinkle Resistant Chino, Stain and Wrinkle Resistant cargo shorts, Pleat Front Chino	Khaki	No	
	Pants	Plain Front Iron Knee Blend Chino, Iron Knee Elastic Waistband Chino, Plain Front Iron Knee Stain and Wrinkle Resistant Chino, Pleat Front Iron Knee Chino, Pleat Front Stain and Wrinkle Resistant Chino	Khaki	No	
Required	Socks	Above the ankle socks	Khaki, brown, black or white		Solid colored
Required	Shoes	Conservative school shoe, leather or suede	Brown		
Required	Belts	Flat or Braided leather	Brown		
	Outerwear	Boy's T-200 Fleece Jacket	Classic Navy	Yes	

P.E. UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	T-Shirt	Essential T-shirt	Gray	Yes	Crew neck
Required	Shorts	Boy's Mesh Shorts	Navy	Yes	
Required	Shoes	Athletic Shoes			
	Sweatshirt	Hooded Zip Front or Crew neck	Classic Navy	Yes	
	Sweatpants	Boy's Sweatpants	Classic Navy		

SPIRIT WEAR FRIDAY

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
	Top	Cornerstone themed T-shirt			Long or short sleeve
	Bottom	Pants (full or capri length), shorts, or skirts	Khaki or Blue Denim		
	Shoes	Everyday Brown Shoes or Athletic Shoes			No crocs, flip-flops or cleats

OUT OF UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
	top	free choice			see note 6
	bottom	free choice			see notes 6,7,8
	shoes	no Crocs, flip-flops, boots above the knee, or cleats			
	outerwear	same as everyday		yes	
	hair items	appropriate for school activities			

DRESS UNIFORM

REQUIRED	ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Required	Shirt	Knit polo shirt or Long sleeve Oxford	White	Yes	Long or short sleeve
Required	Vest	Fine Gauge V-neck sweater	Classic Navy	Yes	
Required	Pants	Pleat or Flat Front Chinos	Khaki	No	
Required	Shoes	Conservative school shoe, leather or suede	Brown		

MIDDLE SCHOOL UNIFORM NOTES

- I. Sweatshirts may not be oversized and must be worn over a uniform collared shirt.
2. Skort length must be no higher than 4" above the middle of the knee and may not fall below the knee.
3. A skort, shorts or pants are required, not all.
4. Shorts may be worn from the beginning of school until Thanksgiving break and from spring break until the end of the year. Long pants, skirt or skorts are required from Thanksgiving through spring break. Skort length must be no higher than 4" from the middle of the knee.
5. The Cornerstone logo'd fleece is the only jacket permitted to be worn inside the classroom. Students may wear any outerwear jacket to school if the temperature is below 40 degrees.
6. Spirit Wear clothing and Out of Uniform clothing must fit modestly. The length of all shorts, skirts and skorts must adhere to the Everyday Uniform requirements listed previously. All shirts/tops must have appropriate messages and images.
7. Clothing may not be oversized, frayed, torn or rolled up.
8. Belts are required for students if they are wearing any bottoms with belt loops.
9. All uniform pieces must be purchased from Lands' End, with the exception of shoes, socks/tights, belts or hair accessories.
10. Jewelry restrictions on page 78 of the Family Handbook.
- II. P.E. clothes are still required on Out of Uniform days.