



**CORNERSTONE**  
CHRISTIAN ♦ ACADEMY

Family Handbook 2018-2019

# Family Handbook 2018-2019

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# About Cornerstone

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## MISSION

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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

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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

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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

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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

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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 socioeconomic status.

## CORNERSTONE BOARD OF TRUSTEES

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Greg Schlicht	Chairman
Don Thomas	Vice Chairman
Stephen Scouten	Treasurer
Jennifer Hawkins	Secretary
Carla Barton	
Wayne Farr	
Debbie Floyd	
Bob Fuhr	
State Representative Tom Rice (1997-2016)	
Colin Creel	Ex-officio
Fred Erler	Ex-officio

## ADMINISTRATION, FACULTY, AND STAFF

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### 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:**

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

**Chief Financial Officer:**

Cameron Boling, B. Acc., Kennesaw State University

**Director of Technology & Design:**

Josh Whitlock, B.S., University of Georgia

**Director of Information Systems:**

Phil Faulkner, B.S., University of Georgia

**Director of Athletics:**

Chuck Faust, B.A., Texas State University

**Advancement Associate:**

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

**Registrar:**

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

**Receptionists:**

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

Celeste Fischer, B.S. Auburn University, M.A. Argosy University

## LOWER SCHOOL FACULTY

### **Kindergarten Teachers:**

Jessica Black, B.S., Berry College

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

Wendy Stephens, B.S., Auburn University

### **Kindergarten Teaching Assistants:**

Kristi Camarda, B.S., University of Georgia

Ansley Christensen, B.S., Auburn University

### **First Grade Teachers:**

Angie Daugherty, B.S., Samford University; M.Ed., University of Alabama

Katie Johnson, B.A. and M. Ed., Furman University

Patricia Eith, B.S., Georgia State University

### **Second Grade Teachers:**

Toey Floyd, B.S. Samford University

Beth McCraney, B.S., University of Georgia; M.A., Oglethorpe University

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

### **Third Grade Teachers:**

Amy Davis, B.A., North Greenville University; M.Ed., Liberty University

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

Diane Zhou, B.S., Georgia State; M.Ed., Georgia State University

### **Fourth Grade Teachers:**

Margaux Galloway, B.S., Georgia College; M.Ed., University of Georgia

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

Shannon Rose, B.S., Murray State University

### **Writing Specialist:**

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

## MIDDLE SCHOOL FACULTY

### **Bible:**

Sara Fogle, B.S., University of Georgia

### **English:**

Katie Boling, B.S., Kennesaw State University

Stacey Dunlap, B.A., Auburn University; B.S., University of North Georgia; M.A., Loyola University

James Moleta, B.A., Florida State University

### **History:**

Jon Bullock, B.S., Auburn University

Jacob Dixon, B.S., University of Georgia

Stacey Dunlap, B.A., Auburn University; B.S., University of North Georgia; M.A., Loyola University

### **Mathematics:**

Terri Childers, B.S., Auburn University

Beverly Ficken, B.A. Samford University; M.A. Samford University

Sara Fogle, B.S., University of Georgia

Jodi McMahon, B.A., University of Michigan

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

### **Science:**

Lindsey Norris, B.S., Georgia Southern University

Jennifer Julius, B.S., Frostburg State University; M.S., Walden University

Jodi McMahon, B.A., University of Michigan

### **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

Marsha Ralph, B.S., University of Tennessee, M. Ed., Mississippi State University

### **Spanish:**

Allison Crawford, B.A., University of Georgia; M.Ed., Tarleton State

Melissa Robinson, B.A., Berry College, M.Ed., University of Georgia

Ines Umana, Education Degree, Colegio Monte María; B.S. Del Valle of Guatemala University

### **Technology:**

Terri Childers, B.S., Auburn University

Josh Whitlock, B.S., University of Georgia



## ACCREDITATION & AFFILIATIONS

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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

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## ADMISSIONS

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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 and their academic and behavioral background.

#### **Applicants for Kindergarten and First Grade:**

The evaluation will include a review of a 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

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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

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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

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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](mailto:admin@cornerstonecougars.net) . All faculty email addresses are first initial, last name. For example, John Doe's email address is [jdoe@cornerstonecougars.net](mailto: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

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### 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

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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 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 will assemble in a designated area where class rolls are recorded.

## **SEVERE WEATHER**

Parents will 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. The information will also be posted on the school website. In addition, parents can 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.

## **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 that is out of sight of windows and door windows when possible.
- 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

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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	\$400
4	\$320
3	\$240
2	\$160
1	\$80

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

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As members 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

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### **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).

### **Annual Physical**

Cornerstone Christian Academy requires an annual physical exam for every student in order to begin the school year. New guidelines require that the physical exams must take place between April 1 and July 31. The Physical Exam Form can be found on the Cornerstone website (Parents/Forms and Documents for Download/Physical Exam Form). Please insure that you take the Physical Exam Form with you to the doctor. The Physical Exam Form must be submitted to the Registrar's office prior to the start of school in order for your child to attend classes.

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 minimize 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

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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**

Village Park Assisted Living Home: Kindergarten classes visit residents and plan seasonal activities to bring joy to the residents.

### **First Grade**

Ivy Hall: First grade classes host activities with residents such as Bingo, balloon volleyball and Wii tournaments.

### **Second Grade**

Peachtree Corners Baptist Church: Visits to PCBC to serve with the Happy Hearts Program.

### **Third Grade**

Norcross Cooperative Ministry: Collect food and deliver to the Norcross Co-Op.

### **Fourth Grade**

Operation Christmas Child: Collect shoeboxes full of donated items for children around the world.

Service to the LS through Safety Patrol, acts of kindness and end of the year carnival.

### **Middle School**

Various community service projects.

## LUNCH PROGRAM

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School lunches are offered by Wholesome Tummies. Each week, Wholesome Tummies provides information about the contents of their food selection on their website – [www.wholesometummies.com](http://www.wholesometummies.com) or [www.wtcafe.com](http://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 \$5.00 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 a.m.

## MEDIA IN THE CLASSROOM

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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 may be used as a class reward as an agreed upon incentive.

## PERSONAL RESPONSIBILITY

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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**” as Jesus mandated in 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 with 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

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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

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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 will be **sent directly to the psychologist/doctor** of the parents' choice. Please allow two weeks for processing your request.

## TRANSCRIPT & TEACHER RECOMMENDATION REQUEST

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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

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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 parents are invited to eat lunch with their students after Labor Day. This provides time for teachers to establish lunchroom routines.

# Lower School Policies and Procedures

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## ARRIVAL AND DISMISSAL

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As members 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 or Safety Patrol member 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 should be punctual. Occasional unexpected circumstances may cause tardiness, but habitual late arrival at school is not permissible. 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 student's parent should 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 a.m. 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 a.m.

## 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

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The principal grants permission for excused absences from school. Please fill out the online form on the Cornerstone website at least one week in advance of absence (Parents/Forms and Documents for Download/LS or MS Absence Request Form). 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
- Pre-scheduled absences with prior approval by the principal

If a student is ill, parents are to email or call the receptionist by 8:00 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, the student is to bring a 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. Makeup work for students that are absent one day will be sent home when the student returns.

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

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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 at Parents Night is required by both parents and is not a time to bring children.

## GRADING SYSTEM

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### 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 child's teacher whenever the need arises. Parents who desire additional conferences may make an appointment by contacting the teacher. Please make plans to attend both conferences as important information about your child's academic progress will be shared.

# **STUDENT POLICIES**

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## **AGENDA BOOKS**

Beginning in the second grade, all students 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**

All 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.

Lower School birthdays will be celebrated 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 Lower School 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

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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. Key chains and toys on backpacks are not allowed.

### ELECTRONIC DEVICES

Electronic devices may not be brought to school.

### 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

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### 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 athletic teams compete in the North Atlanta Metro League (NAML) of private schools. 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, please 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 Lower 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.

Lower School summer office hours are from 8:00 a.m. to 12:00 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

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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. Uniform violations will require a consequence. Every detail cannot be covered here. **Cornerstone reserves the right to determine what it considers to be within the clothing guidelines. Parents must support the Administration in their judgment of what is appropriate.**

### CLOTHING GUIDELINES FOR EACH SCHOOL DAY

- All uniform pieces must be purchased from Lands' End, with the exception of shoes, socks/tights, cartwheel shorts, belts and hair accessories.
- Cornerstone Christian Academy monograms are allowed only on those uniform pieces that are marked as requiring a logo.
- Clothing is to be clean, neat, and in good condition.
- Clothing may not have holes or missing buttons and may not be excessively wrinkled, frayed or faded.
- Clothing is to fit properly and may not be oversized.
- Skort length must be no higher than 4" above the middle of the knee and may not fall below the knee.
- Shorts may be worn until Thanksgiving Break and after March 1.
- Some type of cartwheel shorts must be worn under skirts.
- Shirts are to be tucked in.
- Students, with the exception of kindergartners, are to wear a belt with clothing that has belt loops.
- Shoe soles must be appropriate for recess and P.E. classes. Shoes should have a closed-toe with heels less than one inch.
- Shoelaces must be tied.
- Hats are not allowed.
- On days when the temperature is below 40 degrees, students may wear a coat as long as it is noticeably heavier than the Cornerstone fleece jacket. This coat exception does not include sweatshirts, hooded sweatshirts or lightweight fleece jackets.
- Fourth grade students are to wear the regulation P.E. uniform on P.E. days.

## PERSONAL APPEARANCE GUIDELINES

- Hair is to be well groomed and combed/brushed away from the face.
- Boys' hair should be above the collar.
- 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.
- Hair accessories must not be oversized and must be the same as the colors in the White Plaid skirt fabric.
- Makeup may not be worn.
- Subtle nail polish may be worn by girls.
- Ink on the skin, such as stamps and tattoos, are not allowed.
- Girls may wear one subtle necklace (not choker style), one ring, one wrist item and stud earrings.
- Earrings are not permitted for boys.

**The consequence for a dress code or personal appearance 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.**

## SPIRITWEAR DAYS

See the clothing guidelines above.

- Shirts do not have to be tucked in.
- Shorts may be worn until Thanksgiving Break and after March 1.
- The length and sizing of all items must adhere to the Everyday Uniform requirements.

## OUT OF UNIFORM

See the clothing guidelines above.

- 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 may dress Out of Uniform when designated by the Cornerstone staff.
- Shorts may be worn until Thanksgiving Break and after March 1.
- The length and sizing of all items must adhere to the Everyday Uniform requirements.

## UNIFORM REQUIREMENTS: KINDERGARTEN-FIRST GRADE GIRLS

### EVERY DAY UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Jumper	Girls' Plaid Jumper	White Plaid		
Shirt	Peter Pan Polo	White		Long or short sleeve
Shirt	Peter Pan Knit Polo with Ruffle Collar	White		Long or short sleeve
Cardigan	Performance Fine Gauge Cardigan	Navy	Yes	
Socks	Knee socks	White or Navy		No embellishments; No logo
Tights		White or Navy		
Shoes	Conservative school shoe, leather or suede	Brown		
Outerwear	Girl's T-200 Fleece Jacket	Classic Navy	Yes	Outside wear only
Hair Items		Navy, Hunter Green, White		Not oversized

### REQUIRED DRESS UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Jumper	Girls' Plaid Jumper	White Plaid		
Shirt	Peter Pan Polo or Peter Pan Knit Polo with Ruffle Collar	White	Yes	Short sleeve
Socks	Knee Socks	White		No embellishments; No logo
Shoes	Conservative school shoe, leather or suede	Brown		

## SPIRIT WEAR FRIDAY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Pants (full or capri length), shorts or skirts	Khaki or Blue Denim		
Top	Cornerstone spiritwear T-shirt			Long or Short sleeve
Socks	Above the ankle	White		No logo
Shoes	Everyday Brown Shoes or Athletic Shoes			

## OUT OF UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Free choice			Same lengths as Everyday Uniform
Top	Free choice			Appropriate message and image
Socks	Free choice			
Shoes	Free choice			No crocs, flip-flops, dress shoes, boots or cleats
Outerwear	Free choice			

## UNIFORM REQUIREMENTS: SECOND-FOURTH GRADE GIRLS

### EVERY DAY UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Skort	Side Pleat Plaid	White Plaid		
Skort	Pleated Skort (Top of the Knee)	White Plaid		
Shirt	Knit Polo Shirt or Feminine Fit- interlock or Performance Mesh	Classic Navy or White	Yes	Long or short sleeve
Cardigan	Performance Fine Gauge Cardigan	Navy	Yes	
Vest	Fine Gauge V-neck Sweater Vest	Classic Navy	Yes	
Socks	Knee socks	White or Navy		No embellishments; No logo
Tights		White or Navy		
Shoes	Conservative school shoe, leather or suede	Brown		
Outerwear	Girl's T-200 Fleece Jacket	Classic Navy	Yes	Outside wear only
Hair Items		Navy, Hunter Green, White		

### REQUIRED P.E. UNIFORM- 4TH GRADE ONLY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
T-Shirt	Essential T-shirt	Gray	Yes	Crew neck
Shorts	Girls' Mesh Shorts	Navy	Yes	
Socks	Same as Everyday Uniform; will not change for P.E.	White		
Shoes	Athletic Shoes			

### OPTIONAL P.E. ITEMS - 4TH GRADE ONLY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Sweatpants	Girls' Sweatpants	Classic Navy		

## REQUIRED DRESS UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Skort	Side Pleat Plaid	White Plaid		
Shirt	Knit Polo Shirt	White	Yes	Short sleeve
Vest	Fine Gauge V-neck Sweater	Classic Navy	Yes	
Socks	Knee Socks	White		No embellishments; No logo
Shoes	Conservative school shoe, leather or suede	Brown		

## SPIRIT WEAR FRIDAY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Pants (full or capri length), shorts or skirts	Khaki or Blue Denim		
Top	Cornerstone spiritwear T-shirt			Long or Short sleeve
Socks	Above the ankle	White		No embellishments; No logo
Shoes	Everyday Brown Shoes or Athletic Shoes			

## OUT OF UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Free choice			Same lengths as Everyday Uniform
Top	Free choice			Appropriate message and image
Socks	Free choice			
Shoes	Free choice			No crocs, flip-flops, dress shoes, boots or cleats
Outerwear	Free choice			

## UNIFORM REQUIREMENTS: KINDERGARTEN-FOURTH GRADE BOYS

### EVERYDAY UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Pants	Iron Knee Plain Front Chino or Iron Knee Elastic Waist Plain Front Chinos	Khaki		
Shorts	Plain Front Chino Shorts or Plain Front Cargo Shorts	Khaki		
Shirt	Knit Polo Shirt- Interlock or Performance Mesh	Classic Navy or White	Yes	Long or short sleeve
Sweater	Performance Fine Gauge V-Neck Sweater	Classic Navy	Yes	
Vest	Fine Gauge V-neck sweater vest	Classic Navy	Yes	
Socks	Above the ankle to mid calf	White		No logo; Not athletic
Shoes	Conservative school shoe, leather or suede	Brown		
Belts	Flat or Braided leather	Brown		
Outerwear	Boys' T-200 Fleece Jacket	Classic Navy	Yes	Outside wear only

## REQUIRED P.E. UNIFORM- 4TH GRADE ONLY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Shorts	Boys' Mesh Shorts	Navy	Yes	
T-Shirt	Essential T-shirt	Gray	Yes	Crew neck
Socks	Same as Everyday Uniform; Will not change socks for P.E.	White		
Shoes	Athletic Shoes			

## OPTIONAL P.E. ITEMS- 4TH GRADE ONLY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Sweatpants	Boys' Sweatpants	Classic Navy		

## REQUIRED DRESS UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Pants	Plain Front Chinos	Khaki		
Shirt	Knit Polo Shirt	White	Yes	Short sleeve
Vest	Fine Gauge V-neck Sweater	Classic Navy	Yes	
Socks	Above the ankle to mid calf	White		No logo; Not athletic
Shoes	Conservative school shoe, leather or suede	Brown		

## SPIRIT WEAR FRIDAY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Pants or shorts	Khaki or Blue Denim		
Top	Cornerstone spiritwear T-shirt			Long or Short sleeve
Socks	Above the ankle to mid calf	White		No logo; Not athletic
Shoes	Everyday Brown Shoes or Athletic Shoes			



## OUT OF UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Free choice			Same as Everyday Uniform lengths
Top	Free choice			Appropriate message and image
Socks	Free choice			
Shoes	Free choice			
Outerwear	Free choice			No crocs, flip-flops, dress shoes, boots or cleats

# Middle School Policies and Procedures

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## ATTENDANCE POLICY

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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 absences 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

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### ARRIVAL

Students in grades 5 - 8 are to arrive through the carpool line between 7:50 a.m. and 8:05 a.m. Students in grades 5 - 8 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 his/her desk seat by 8:10 a.m. is considered tardy. The parent should sign in for the student at the MS front desk and note the reason for the late arrival. If no reason is provided, the tardy will be counted as unexcused.

## **LATE ARRIVAL WEDNESDAYS**

School begins at 9:00 a.m. 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 a.m.

## **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. You may 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. Please fill out the online form on the Cornerstone website at least one week in advance of absence (Parents/Forms and Documents for Download/LS or MS Absence Request Form). 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
- Pre-scheduled 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. Parents may email the receptionist and their 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 a 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 medical 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 for 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

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## 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. At least one 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 major detention (this is not an exhaustive list):

- Disrespect
- Fighting/bullying
- Honor code violation
- Inappropriate language
- Insubordination
- Lack of self-control

A minor detention is given when a student exceeds the silent lunch maximum for a given semester. Two minor detentions are equivalent to a major detention.

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 Wednesday afternoons from 3:00 p.m. – 4:00 p.m. Students are to meet at the designated detention location as communicated by the supervising faculty member in the detention reminder email. A Middle School faculty member will monitor all detentions, and students will participate in classroom and Middle School building clean up at the time of an assigned detention. 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 major detentions** in a semester, a conference will be required with the homeroom teacher and student.

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

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

If a student accumulates **six major detentions** in a semester, he/she will serve an in-house suspension and a conference will be required with the homeroom teacher, parent, student, principal, and headmaster.

Detention totals are cleared at the start of each semester.

Repeated detentions in both semesters may result in dismissal.

## SUSPENSION

Particularly severe offenses or repeated 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

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### 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.

Numerical Grades	Letter Grade
90-100	A
80-89	B
74-79	C
70-73	D
Below 70	F
Incomplete	I

Middle School students earn numerical and letter grades.

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 and 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 to ensure mastery of the content.

## **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

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### AGENDA BOOKS

All students will use Haiku as a digital agenda. Haiku is used to record all homework assignments, assists students in organizing their studies, and provides a means for teachers to communicate with students.

### BIRTHDAYS

All 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.

Middle School parents are welcome to join their child at lunch with a special treat for the birthday student. Due to growth and general space limitations, Middle School students will not have an option to provide birthday treats for their peers.

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.

When a student has a birthday on a school day, homework for the evening of his/her birthday is optional. This perk is only available on the day of the child's birthday and is NOT extended for any reason including weekend or half-birthdays. There are no exemptions from assessments.

### 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 5 - 8 who fail math or English for the year must complete at least 24 hours of summer tutoring with a tutor secured by the parent and subsequently 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 not failing one core course or two courses in total. A student failing one core course or two courses in total 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 (s), 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

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In an effort to teach our students responsibility, student supplies (e.g. homework, backpack, lunch, gym clothes, etc.) are not accepted after school begins at 8:10 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 or during field/service trips. Middle School students may have a cell phone at school if it is turned off and remains in their locker during school hours. 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 removed from students 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. All snacks eaten in the classroom **MUST** be peanut-free. Candy may not be a snack, and 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

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### ATHLETICS

Cornerstone's athletic teams compete in the North Atlanta Metro League (NAML) of private schools. 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

#### **Email**

All faculty and staff at Cornerstone have an email address. The main school address is [admin@cornerstonecougars.net](mailto:admin@cornerstonecougars.net). All faculty e-mail addresses are first initial, last name. For example, John Doe's email address is [jdoe@cornerstonecougars.net](mailto: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.

All middle school students have a Cornerstone email address. To protect our students from unwanted email, they can only receive messages from the Cornerstone domain.

### LIBRARY

The library is open during school hours. Families 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, please turn in the item 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 Middle 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 8:00 a.m. to 12:00 p.m., Monday through Thursday, with a complete facilities shutdown the first two weeks in July.

## DRESS CODE

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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 unless otherwise specified by the teacher.

### CLOTHING GUIDELINES

- All uniform pieces must be purchased from Lands' End, with the exception of shoes, socks/tights, belts or hair accessories.
- Cornerstone Christian Academy monograms are allowed only on those uniform pieces that are marked as requiring a logo.
- Clothes are to be clean, neat, and in good condition.
- Clothing may not have holes, missing buttons, be excessively wrinkled, frayed, faded or be otherwise inappropriate for school.
- Items are to fit properly and may not be oversized or too small.
- Students are to wear a belt with clothing bearing belt loops.
- The Cornerstone uniform sweatshirt is to be worn with a uniform shirt tucked in underneath.
- Shirts are to be tucked in except on Friday Spirit Wear and Out of Uniform days.
- Shorts and skirts must be no higher than 4" above the middle of the knee.
- Students are to wear the regulation P.E. uniform on P.E. days.
- P.E. clothes are still required on Out of Uniform days.
- Hats are not allowed, unless specified by the classroom teacher.
- Everyday uniform shorts can be worn prior to Thanksgiving Break and after February.

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

Dress code violations will result in the loss of Spirit Wear dress on a Friday

If the Everyday Uniform is not worn, then there will be two Fridays of consequences, one 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.
- 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.
- Shoelaces should always be tied.

Cornerstone reserves the right to determine what it considers acceptable under its personal appearance guidelines.

## UNIFORM REQUIREMENTS: FIFTH GRADE - EIGHTH GRADE GIRLS

### EVERYDAY UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Skort	Side Pleat Plaid	White Plaid		
Skort	Pleated Skort (Top of the Knee)	White Plaid		
Pants	Stretch Pencil Leg Chino Pants	Khaki		
Shirt	Knit polo shirt or Feminine Fit- Interlock or Performance Mesh	Classic Navy or White	Yes	Long or Short sleeve
Shirt	3/4 sleeved stretch perfect no gape shirt	White		
<b>Cardigan</b>	Performance Fine Gauge Cardigan	Navy	Yes	
<b>Sweater</b>	Performance Fine Gauge V-Neck Sweater	Navy	Yes	
Sweatshirt	Crew neck, No hood	Classic Navy	Yes	
Vest	Fine Gauge V-neck Sweater Vest	Classic Navy	Yes	
Socks	Knee socks	White or Navy		No logo
Shoes	Conservative school shoe, leather or suede	Brown		
Outerwear	Girls' T-200 Fleece Jacket	Classic Navy	Yes	Outside wear only
Hair Items		Navy, Hunter Green, White		Not oversized

## REQUIRED P.E. UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Shorts	Girls' Mesh Shorts	Navy	Yes	
T-Shirt	Essential T-shirt	Gray	Yes	Crew neck
Socks	Same as Everyday Socks/Will not change for P.E.	White or Navy		
Shoes	Athletic Shoes			

## OPTIONAL P.E. ITEMS

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Sweatpants	Girls' Sweatpants	Classic Navy		
Sweatshirt	Crew Neck, no hood	Classic Navy	Yes	

## REQUIRED DRESS UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Skort	Side Pleat Plaid or Pleated Skort (Top of the Knee)	White Plaid		
Shirt	Knit Polo Shirt	White	Yes	Short Sleeve
Vest	Fine Gauge V-neck Sweater Vest	Classic Navy	Yes	
Socks	Knee Socks	White		No logo
Shoes	Conservative school shoe, leather or suede	Brown		

## SPIRIT WEAR FRIDAY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Pants (full or capri length), shorts, or skirts	Khaki or Blue Denim		
Top	Cornerstone spiritwear T-shirt			Long or Short Sleeve
Socks	Above the ankle	White		No logo
Shoes	Everyday Brown Shoes or Athletic Shoes			No cros, flip-flops, above the knee boots or cleats

## OUT OF UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Free choice			Hem no higher than 4 inches above the knee. Shirt must fall below the posterior with leggings/exercise pants.
Top	Free choice			Appropriate message and image
Socks	Free choice			
Shoes	Free choice			No cros, flip-flops, above the knee boots or cleats
Hair Items	Free choice			Appropriate for school activities

## UNIFORM REQUIREMENTS: FIFTH GRADE - EIGHTH GRADE BOYS

### EVERYDAY UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Pants	Iron Knee Plain Front Chino	Khaki		
<b>Shorts</b>	Plain Front Chino Shorts or Plain Front Cargo Shorts	Khaki		
Shirt	Knit polo shirt- Interlock or Performance Mesh	Classic Navy or White	Yes	Long or short sleeve
Shirt	Long sleeve Oxford shirt	White		Long sleeve
Sweater	Performance Fine Gauge V-Neck Sweater	Classic Navy	Yes	
Vest	Fine Gauge V-neck Sweater Vest	Classic Navy	Yes	
Sweatshirt	Crew, no hood	Classic Navy	Yes	
Socks	Above the ankle	White		No logo
Shoes	Conservative school shoe, leather or suede	Brown		
Belts	Flat or Braided leather	Brown		
Outerwear	Boys' T-200 Fleece Jacket	Classic Navy	Yes	Outside wear only

## REQUIRED P.E. UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Shorts	Boys' Mesh Shorts	Navy	Yes	
T-Shirt	Essential T-shirt	Gray	Yes	Crew neck
Socks	Same as Everyday socks	White		
Shoes	Athletic Shoes			

## OPTIONAL P.E. ITEMS

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Sweatpants	Boys' Sweatpants	Classic Navy		
Sweatshirt	Crew neck, no hood	Classic Navy	Yes	

## REQUIRED DRESS UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Pants	Plain Front Chinos	Khaki		
Shirt	Knit Polo Shirt	White	Yes	Short Sleeve
Vest	Fine Gauge V-neck Sweater	Classic Navy	Yes	
Socks	Above the ankle	White		No logo
Shoes	Conservative school shoe, leather or suede	Brown		

## SPIRIT WEAR FRIDAY

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Pants or shorts	Khaki or Blue Denim		
Top	Cornerstone spiritwear T-shirt			Long or short sleeve
Socks	Above the ankle	White		No logo
Shoes	Everyday Brown Shoes or Athletic Shoes			



## OUT OF UNIFORM

ARTICLE	DESCRIPTION	COLOR	LOGO	NOTES
Bottom	Free choice			
Top	Free choice			Appropriate message and image
Socks	Free choice			
Shoes	Free choice			No crocs, flip-flops or cleats

Last updated on 06/22/18