

CHARACTER EDUCATION

**Character Education:**

Cornerstone Prep uses several avenues to foster spiritual growth and godly character development among its families.

**First**, because Cornerstone is a University-Model® Christian school, parent involvement is essential and includes a vital spiritual element. Therefore, as a condition of acceptance to the school, the parents of each student applying for admission must be in agreement with the school’s doctrinal position. Therefore, admissions screening is a vital part of ensuring future character development within each family. Cornerstone wants to keep **parents** confident, competent, encouraged, and involved with their children. The academy will strive to continually look for meaningful ways to help parents become better equipped and knowledgeable through *Parent University*seminars, suggested reading materials, and by having staff available for consultation.

**Second,** Cornerstone will be proactive with instruction in godly **character traits**. Materials will be integrated throughout the curriculum that will highlight godly character traits, including Scripture and biographical examples. Teachers and parents will partner to reinforce these in daily living.

**Third,** while students are at school, Cornerstone understands that parents have entrusted the school to provide things such as order, respect, safety, proper supervision, academic honesty, and a uniform dress code. The **Uniform Code**, the **Student Code of Conduct**, and the **Student Discipline Policies** are designed to communicate clearly to families and students the school’s expectations while students are at school or school-sponsored events. These policies will be administered from a character growth point of view, and not just a punishment point of view.

**Admissions:**

Cornerstone Prep makes available individual courses for parents to select for their children, and only those children accepted for admission may register for the courses offered. Each student who registers for courses at Cornerstone will have a transcript on file with the school, and a copy of this transcript will be made available to the parents upon request. Cornerstone is accountable only for the courses taken at CPA. Any course instruction received at other schools or instruction provided through home education is the responsibility of the parent.

**Parent Guidelines:**

1. Parents must be in agreement with the school’s purpose and spiritual objectives, and be willing to abide by the school’s rules and regulations.
2. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing home school law.
3. Parents must be active members of a Christian church that is in keeping with the academy’s Statement of Faith.
4. Parents must be willing to use a Christian Conciliation Service if necessary.
5. Parents must be willing to provide the academy with a completed application form for each child applying for admission, along with transcripts and transfer credit requests from previous schools or home school & updated immunization records.
6. Parents must be in agreement with, and supportive of, the school’s procedures for handling student discipline.
7. Parents must be willing to have their children’s pictures in the school’s publications.
8. Parents must be willing to have each family’s name, phone number, address, and email address listed in the academy directory.
9. Parents must acknowledge that each child has reviewed the academy’s Code of Conduct and Uniform Code and is willing to abide by those policies.
10. Parents must be willing to sign a statement each semester indicating that they accept the primary responsibility for their children’s behavior at school and student supervision at home.
11. Parents must also be willing to sign a statement each semester acknowledging that they are responsible to be familiar with and consult the policies of the school as published in the current school catalog and other official means of communication, and that they agree to any parent-education requirements that might be listed in the statement.
12. Parents must agree to release enough responsibility to the school and teachers concerning curriculum, course load, classroom instruction and pace, and academic student progress standards, as well as school discipline to ensure the greatest success of the student/s at Cornerstone Prep.

**Student Guidelines:**

1. Student must be willing to adhere to the academy’s Code of Conduct
2. Student must be willing to adhere to the academy’s Uniform Code
3. Student must be 5 years old by September 1st of the year they enter kindergarten and 6 years old by September 1st of the year they enter 1st grade.

**Uniform Code:**

We believe **parents** are the primary enforcers of the dress code!

**Cornerstone Uniforms**

**(**Students may choose from any of these uniform items available only through **UNIFORM SOURCE)**

Upper body alone: Polo shirts, long or short sleeve with logo (Black, Green, or White)

 Oxford shirts, long or short sleeve with logo (White)

 Peter Pan blouse with plain or dark trim, long or short sleeve (White)

Upper body over above: Sweatshirt with logo (Black or Green)

 Sweater with logo (Black or Green)

 Fleece, Fleece Vest or Windbreaker with logo (Black or Green)

Lower body: Uniform pants (Khaki or Black) with khaki or dark solid color belt

 Uniform shorts (Khaki or Black) with khaki or dark solid color belt

Girl options: Uniform skirt, skort, capris, or jumper (Plaid #44 or khaki) to top of knee (allowing appropriate variations for the student’s height) with any uniform blouse/shirt above.

Footwear: Closed toe & heel leather shoes (solid brown/black color) or neutral color athletic shoes & laces (no military boots or high heels). No print or patterned shoes may be worn (checkered, plaids, paisleys, etc.)

Solid color socks are required (Black, Dark Green, Khaki, Gray, or White). Girls may choose tights or leggings in those same colors.

**GUIDELINES:**

1. Elementary: shirts must be tucked in.

Secondary: Polo shirts may be worn untucked unless they are unreasonably long. All other shirttails (undergarments and oxford shirts) must be tucked in and be long enough to stay tucked in at all times.

1. Uniform should be neat, clean, pressed and not torn. It should fit properly, not tight or loose, modest length.
2. Visible undershirts should be solid white, gray or black.
3. Hair grooming should be modest and neat. Boys: above collar and off the eyes. No facial hair for boys.
4. Boys – no earrings or visible tattoos. Girls – two modest earrings per ear – no visible tattoos.
5. Non-uniform jackets, sweatshirts, or any other outerwear may NOT be worn in the classroom and must be left in the book bag. No hats in the school building.
6. Accessory hair items should match/complement uniform or be Plaid #44.
7. Secondary PE students must wear the Uniform Source PE uniform during their PE class.
8. Secondary dress-as-you-like days will be every 4th and 5th Friday. Seniors have dress-as-you-like every Friday.

**Uniform Code Enforcement:**

In an effort to enforce the academy’s Uniform Code in an impartial manner, the outlined process will be followed. We hope this clarifies our expectations and motivates students to avoid the hassles that come with uniform noncompliance. Cornerstone views parents as primarily responsible for their child’s uniform compliance.

First or Second Violation:

For a first or second violation the student may not be admitted to class until the violation is corrected. The student may be given (when available) uniform clothing from the office to conform. Students will need to bring back the borrowed uniform item their next school day, with it laundered or incur a $5 laundry fee. If there are no garments in the office or the student chooses not to wear the office garments, the student must return home to dress suitably.

For a student’s **first violation** the student will be asked to read and sign a copy of the school’s uniform code. A copy of this signed policy and the student’s violation will be kept in the student’s file. Parents may be notified that a uniform code violation has occurred. Upon the **second violation,** the student will be asked to reread the school’s uniform code and this violation will be kept in the student file, plus the student forfeits Casual Friday.

After a **second violation**, the parents will be notified in writing that their child is on the **Uniform Code Violation List**. Once the student has been put on the Uniform Code Violation List, which is posted in the main office, the following will occur: for a period of four weeks, each student on this list must check in at the beginning of the day with an administrator.

Third Violation:

A **third violation** occurs if the student is out of uniform code or fails to check in with an administrator. When a third violation occurs, the student will be suspended one day from school and the student will remain on the **Dress Code Violation List** for the remainder of the semester. Parents and teachers will be notified. The absence will be unexcused and the students will receive a “zero” for all graded assignments due that day. In addition, the student is ineligible to participate in any extracurricular activities scheduled for that day. A parent conference will be scheduled to assess the situation and to inform the parents of the consequences of continued failure with the uniform code.

Fourth Violation:

Upon the **fourth violation,** the consequences for the third violation will be enforced again. In addition, the student will be unable to register for the following semester. If this occurs when registration is complete, the student’s registration will be considered void. Both the parents and the CPA Board will be notified.

Fifth Violation:

A **fifth violation** results in an immediate and indefinite suspension pending the CPA Board’s decision regarding expulsion.

#### Student Code of Conduct:

*It is by his deeds that a lad distinguishes himself, if his conduct is pure and right. (Proverbs 20:11)*

The purpose of the academy’s Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending the academy be set. While on-campus concerns are primary, the academy does reserve the right to address any off-campus conduct deemed to be significantly impacting on-campus relationships and/or the learning environment.

If the Code of Conduct could be reduced to one word, it would be **HONOR.** As an academy, we want to collectively honor God, honor each other, as well as the facility we use.

1. Students should show respect to adults at all times. A title (Mr., Mrs. Coach, etc.) should therefore be used when addressing an adult. Students are expected to show prompt and cheerful obedience in the classroom the first time something is asked of them. No disrespectful words or actions, including non-verbal communication, are allowed.
2. Students should treat each other with respect, kindness, purity, and compassion just as God commands us in Matthew 7:12 and II Timothy 2:22.
3. The academy operates on an honor system with its students. This means that students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system (consistent lying, dishonesty, impure speech or behavior) in matters pertaining to any facet of school life – academics, activities, and personal relationships – can result in consequences that lead toward expulsion. (For more information, see Disciplinary Actions in Response to Major Misconduct)
4. The school facility and grounds should be kept clean, orderly, and in a manner that shows an attitude of gratefulness. No gum or candy in the facility. Eating only in designated areas.
5. There will be no horseplay, running, or rough play during or between classes.
6. Use of profanity, worldly slang, or vulgar colloquialisms in spoken or written form, or the use of offensive gestures is not permitted at any time, whether on campus or at CPA sponsored events.
7. Public displays of affection such as hand-holding, kissing, etc. are not permitted.
8. Students should not bring electronic devices, video games, recorders, cameras, laser pointers or video games to school unless specific permission is given by the school administration. Laptops are permitted for high school students, with restrictions.
9. Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any school-sponsored event.
10. Students are to be in class or study hall while on campus. No loitering on school premises.
11. Any property brought to school may, with cause, be subject to search and seizure.This includes vehicles.
12. Quiet talk and good manners are to be the visible standard during lunch-time.
13. Cyber-behavior: Speech and expression on blogs, websites, instant messaging, texts, etc. that is considered inconsistent with the Student Code of Conduct will be addressed by administration. Parents are encouraged to be aware of and monitor their child’s electronic communication in order to not jeopardize the student’s enrollment at the academy.
14. Although students may bring cell phones to school, they are required to turn them off and leave them in their back pack or purse and are not to use them during school hours.
15. The teacher’s desk, computer, purse, briefcase, grade book and other belongings are personal property and will be treated as such by students and will not be touched without permission

**Parental Code of Conduct:**

Just as students at CPA are held accountable for their words and actions, so too are the parents of those students – particularly regarding communication between home and school. Parents should model humility, gentleness, and spiritual maturity to their students by treating the CPA staff and faculty with respect, both publicly and privately. If a parent acts or speaks in an unkind or disrespectful manner to any faculty or staff member, the matter will be taken up by the Administrator, who according to biblical instruction will give the offending party an opportunity to repent and ask forgiveness of the offended party. This is to encourage grace and unity. If the offending party is unwilling to comply with these guidelines, the student(s) of that parent or parents may be withdrawn from the academy, or barred from admission the following semester. In severe cases of slander or disrespect, a recommendation can be made to the CPA Board for immediate expulsion of the student(s) whose parents are unwilling to walk in a biblical manner in their relationship with CPA faculty and staff members. This Parental Code of Conduct also applies to CPA sponsored events.

**Parent/Teacher Fellowship**

The mission of the CPA PTF is to glorify God by supporting the staff, teachers and families of our school. Moreover, we will provide fellowship opportunities for our families and assistance with equipping our students to fulfill God’s plan and purpose for their lives.

To achieve our mission, we have the following goals:

* Unify and strengthen the relationship and efforts of parents and teachers to provide the highest level of spiritual and academic education. (Psalm 19:8, 10-11, Ephesians 6:4)
* Encourage and nurture one another in Christ, using the gifts God has given each of us, especially through the ministry of prayer. (1 Peter 4:10, Philippians 4:6)
* Guide our students in their development as Christ followers and provide ample opportunities for Christian fellowship. (Jeremiah 29:11, Hebrews 10:24-25)

**Student Discipline Procedures:**

*Train up a child in the way he should go, even when he is old he will not depart from it. (Proverbs 22:6)*

The keys to discipline are that the child must feel loved, that he knows and accepts the boundaries of behavior, and that he sees the proper direction in which to head to avoid repeated wrong decisions. The key to discipline for a school is that it gives its children support and direction while also working in harmony with the home.

The primary goal of the CPA staff will be to practice “preventative” discipline through the use of good teaching techniques. As the need arises, the school may also employ mild forms of reproof, rebuke, and correction (under no circumstances does the academy practice spanking or corporal punishment) in order to encourage cooperation among the student body. The academy will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students.

As a University-Model® school, the academy feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems on an ongoing or more serious nature.

**General Discipline Policy Guidelines:**

Behavior that needs to be corrected usually falls within these categories:

Disruptive - Disrespectful - Dishonest - Disobedient - Dangerous

1. In most cases, a distinction will be made between elementary and secondary students in specific policies governing disciplinary procedures, since it is assumed that a greater degree of self-discipline and good conduct should be expected from secondary students.
2. Any and all secondary discipline cases referred to the office for handling must be accompanied by a discipline form completed by a staff member.
3. Any discipline matter deemed to be of an urgent or potentially dangerous nature shall be brought immediately to the attention of the administration. It will not be necessary to notify the administration immediately of discipline problems of a routine or non-serious nature. Such problems will be handled at such times and in such a manner as shall be convenient to the administration.
4. The student shall be given an opportunity to correct his own behavior following the first offense of a routine or non-serious nature, and the parents shall not be notified unless the student or staff member involved specifically requests that they be notified. The parents shall be notified of any subsequent offenses. A copy of the relevant discipline referral form shall be sent to them for this purpose, and the parents will be asked to acknowledge receipt, indicating that they have read and understood it.
5. An administrative staff member will personally attend to serious, urgent, or potentially dangerous discipline matters, and the parents will always be notified in such cases. The administrative staff member shall have a broad range of personal authority to act in such cases, including but not limited to suspension of the student from regular school activities.
6. Should repeated or serious first-time violations of the student code of conduct occur, a student may be suspended or expelled.
7. Conduct will be noted on the report card (not transcript) by “S” (satisfactory) or “N” (needs improvement).

**Disciplinary Actions to Minor Misconduct:**

**Classroom Discipline**

The classroom teacher is normally the closest to any discipline issue that arises. While teachers have the opportunity to exercise discretion with each occurrence of a discipline issue in class, they should normally and regularly apply the following procedure to maintain consistency in their own classroom and throughout the school, according to our Code of Conduct.

(This procedure is also to be followed by any substitute or volunteer teacher or assistant when they are acting with the delegated authority of CPA).

1st Offense: Firm and loving rebuke that identifies inappropriate behavior.

Teacher records rebuke in the behavior section of RenWeb, thus notifying parents.

Parent acknowledges receipt by the following day.

2nd Offense: Repeat steps in 1st offense with notice that the next offense for the same or similar discipline results in an office visit.

3rd Offense: Repeat steps above and the student will be sent to the office with a Discipline Report.

This initial rebuke in the classroom offers the student the opportunity to demonstrate that he is “wise” and desires to honor his parents and the Lord with his obedience and a good response to correction. (Prov. 17:10). It also alerts parents to potential problems, especially in regard to attitude, and helps them assume final responsibility for the correction of their child (Eph. 6:4).

**Office Visit Discipline**

There are five basic behaviors which will result automatically in an office visit:

* 1. Disrespect shown to any staff member or peer, whether in the form of a look, a response, or an action.

The staff member will be the judge of whether disrespect has been shown. (Ex. 20:12, Prov. 6:16-17, Rom 13:1, 7)

* 1. Dishonesty in any situation, including lying, cheating, forgery, or stealing. (Ex 20:15-16, Proverbs 6:16-17, 19)
	2. Disobedience whether through outright rebellion or passive disobedience in response to instructions.(Col. 3:20 and 1 Sam 15:23)
	3. Disruptive behavior through the use of obscene, vulgar, profane or malicious language or action, including swearing, taking the Lord’s name in vain, name-calling, or foul talk/jokes, etc. (Exodus 20:7, Eph. 4:29-31 and 5:4)
	4. Dangerous behavior that shows malice or intent to harm another person or self, including fighting, shoving, tripping, etc. (James 4:1 and 1 Cor. 13:5)

Normally during an office visit, the Administrator or Character Dean will:

1. Investigate and determine the nature of the offense.
2. Seek to give godly and biblical counsel to the student (1 Tim 3:16)
3. Contact the parent through RenWeb, phone or Discipline Notice sent home.
4. After the parents have dealt with the offense at home, the parents should notify the administration (through RenWeb, phone or signature on the Discipline Notice) that they have done so.
5. Should there be repeated discipline issues, parents will be contacted to meet with administration, seeking support in averting further problems.
6. Continued discipline issues will result in suspension or expulsion as described in Major Misconduct.

**Disciplinary Actions to Major Misconduct:**

1. **Suspension**: (can be administered by either the school administration or the CPA Board)
	1. Suspension from all classes and activities with permission to make up work.
	2. Suspension from all classes and activities with no permission to make up work.
	3. Durations
		* One Day
		* Two Days (any combination of two successive weekdays)
		* Three Days (any combination of three successive weekdays)
		* Five Days (any five successive weekdays)
	4. Suspensions may carry with them any number of requirements that the administration and/or board deem appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations.

 2. **Expulsion**: (can only be administered by the CPA Board)

* 1. Expulsion without permission to appeal. Expulsion must appear on the student’s permanent record.
	2. Expulsion with permission to appeal.
		+ Student is suspended immediately from all classes and activities.
		+ The family’s admissions agreement with the school is declared null and void.
		+ If the family does not wish to appeal, then the student is officially no longer a student at the academy and the record of expulsion will appear on the student’s transcript.
		+ If the family wishes to appeal, they must submit their formal request for readmission in writing, stating their reasons for wanting to negotiate a new and more restricted admission agreement with CPA.
		+ If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless the parent is single) and the student must schedule a time to appear before the Board to discuss the appeal.
		+ Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised admission agreement, complete with the Board’s required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student’s admission status with no permission to appeal.
		+ If the new agreement is kept faithfully and without incident, the student may apply to have the record of expulsion deleted from the permanent record at the end of that school year or at a time later than that if the Board deems it appropriate to the situation.