

# Cornerstone Tutorial

## Family Handbook

*Now may our Lord Jesus Christ Himself and God our Father, who has loved us and given us eternal comfort and good hope by grace, comfort and strengthen your hearts in every good work and word.*

*II Thessalonians 2: 16 – 17 (NASB)*

**Revised February 2022**

# Revision Changes

## February 2020

### December 2020

- Adjusted formatting of entire document
- Standardized all Bible references from NIV 1984 to NASB
- Removed sentence in “Interview” that stated interview dates shall be posted to the website
- Removed previous #2 under “Enrollment/Eligibility” that said, “*Students must have been homeschooled under their parents’ direct supervision for the entire previous academic year*”. It was approved for removal in Spring 2020.
- Adjusted bullet #1 under “Enrollment/Registration Process” from “acceptance letter” to “notification of acceptance”
- Combined and updated “Corporate Participation” and “Duty Day Responsibilities” into a single section to account for the current 2020 – 2021 school year. Also added a dedicated COVID-19 section.
- Removed the following sentence from “Back to Cornerstone Night”: *Parents meet with each tutor in the same order in which the students attend classes.*
- Substantial clarification to the “Dress Code” and changed to “Dress and Appearance”
- Inclement Weather Policy
  - Format adjustment
  - Policy change for delayed openings
  - Added a COVID-19 section
- Revised “Un-sponsored Events and Activities” changed to “Other Events and Activities”. Adjusted the text in this section to align with how Cornerstone currently operates.

### July 2021

- Adjusted legacy 2020-2021 dates in the “Corporate Participation & Duty Day Responsibilities” Section.

### February 2022

- Adjusted legacy 2021-2022 dates throughout the document.
- Removed “temperature checks” in the “Corporate Participation & Duty Day Responsibilities” Section.
- Added three items (#9 - #11) to the Statement of Faith

# Table of Contents

Preface.....	4
Mission and Beliefs.....	4
Mission.....	4
Statement of Faith .....	4
Enrollment.....	5
Eligibility.....	5
Interviews.....	5
Class Registration.....	5
Registration Process.....	6
Fees.....	6
Time Payments.....	6
Corporate Participation & Duty Day Responsibilities.....	6
Academic Information.....	7
Grades.....	7
Reporting to the State.....	7
Business Meetings.....	7
Back to Cornerstone Night.....	7
Meet the Tutor Night.....	7
Open House.....	8
Student Conduct.....	8
General Behavior.....	8
Classroom Behavior.....	8
Dress and Appearance.....	8
Illegal Activities.....	10
Discipline Process.....	10
Disciplinary Actions.....	10
Attendance and safety while on the property.....	11
Care of the Facilities.....	11
Electronic Equipment.....	11
Parental Responsibilities.....	12
Academic Oversight.....	12
Academic Probation.....	12
Tutors.....	12
Tutor Qualifications.....	12
Tutor Absences.....	12
Tutor Responsibilities.....	12
Grievance Procedures.....	13
General Procedures and Other Information.....	13
Study Hall.....	13
Lunch.....	13
Inclement weather policy.....	13
Email.....	14
Website.....	14
Student and family directory.....	14
Contacting Students in case of emergency.....	14
Other Events and Activities.....	14
Yearbook Pictures.....	14
Senior Graduation.....	14

## **Preface**

The Cornerstone Board provides this Family Handbook as a guide to students and their parents. A handbook, by definition, contains rules and procedures expected to be followed by students and parents. Since we cannot anticipate every situation, the board reserves the right to waiver, adjust or interpret these policies as needed.

Cornerstone is a community of students, parents, and tutors where the actions of each person effects all. We fervently desire to make Cornerstone a safe place where students grow in the grace and knowledge of our Lord and Savior Jesus Christ. We pray that students grow not just academically, but spiritually, emotionally, and socially. In order to foster an orderly, safe academic environment where everyone is shown respect and honor, the Board of Cornerstone Tutorial establishes a set of policies for families to follow.

Parents and students should be familiar with all policies outlined here. Enrollment in Cornerstone implies concurrence and willingness to comply with all rules and procedures recommended by the Board of Cornerstone Tutorial.

## **Mission and Beliefs**

### **Mission**

Cornerstone is a non-denominational Christian tutorial service supporting homeschool families by offering once-a-week courses to homeschooled children at the high school level. Cornerstone parents are responsible for supervising their children's progress in all subjects and are further responsible to meet state and county requirements.

Cornerstone typically offers courses that are best taught in a group setting or those requiring special equipment or knowledge.

The mission of Cornerstone is to support the parents in the homeschool philosophy of education in which they work with the student to develop a mature and discerning follower of Christ. Our goal is to enhance and extend the homeschool experience at the high school level. We provide group opportunities for tutoring including quality educational experiences that support parents in their God-given responsibilities to educate their children.

### **Statement of Faith**

1. We believe the Bible, the inerrant Word of God, is the guide for all Christian faith and life, and therefore, for the activities of this group.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ; in His virgin birth; and in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and His personal return to power and glory.
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit through the person of Jesus Christ is absolutely essential.
5. We believe in both the resurrection of the saved and the lost; those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
8. We believe that parents are responsible for the total education of their children and that their influence and example are either for good or for evil. Christian parents are commissioned by God to "Train up a child in the way he should go." (Proverbs 22:6). God says this of His commandments: "And you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up." (Deuteronomy 6:7)

9. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, Hebrews 13:4).
10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and the nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
11. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

## **Enrollment**

### **Eligibility**

All Cornerstone students must meet the following eligibility requirements:

1. Students must be between the ages of thirteen and eighteen on December 31 of the current year in order to register for classes.
2. At least one of the student's parents must agree with Cornerstone Tutorial's statement of faith.
3. Parents and students must support the mission of Cornerstone Tutorial, and be willing to abide by the Cornerstone policies and procedures.
4. The student's family must actively participate in a local body of believers and provide a letter of reference from their pastor confirming their involvement.
5. Acceptance into Cornerstone Tutorial is determined by an interview process. Each family (both parents) and individual student must be interviewed by the Cornerstone Board of Directors prior to registration.
6. A family is considered to remain in good standing, not requiring a repeat parent interview, for no more than a 1 year lapse between students being enrolled at Cornerstone. Each new family student will necessitate an interview upon their start at Cornerstone tutorial
7. If, at the discretion of the board, any student or family is not meeting its obligations to the tutors or other families of Cornerstone, the board may declare that student or family ineligible to attend Cornerstone for the next academic year. Declarations of ineligibility shall be made in writing. Any student or family declared ineligible must reapply and submit to an interview before the board will consider readmitting them in subsequent years.

### **Interviews**

Prior to registering for a class, each prospective student—including a new student of an existing family—must be interviewed and accepted by the Board of Directors of Cornerstone. Contact the registrar to schedule an interview with [registrar@cornerstonetutorial.org](mailto:registrar@cornerstonetutorial.org) Under no circumstances will any student—including a new student from a currently enrolled family—who has not met all eligibility requirements be registered.

### **Class Registration**

For registration considerations, a student's age is determined as of December 31 of the current year. For example: 15 – year olds are students who will be 15 on December 31 of the current year. Eligible students aged thirteen and older may register for up to four classes. Priority may be given to upper classmen at time of registration. For further clarification, see registration documents. Many tutors have prerequisites for their classes. These prerequisites must be completed and approved by the tutor prior to registration. Any student not pre-approved by a tutor who has the above requirements may not register for that class.

## Registration Process

1. Schedule a Family or Student interview, wait for notification of acceptance
2. Fill out family agreement form, student information form, emergency form and photo release form, all found on the website
3. Sign up for duties using the SignUpGenius link
4. Check course descriptions for prerequisites
5. If planning to use the FACTS payment option, sign up for FACTS through the link provided, record your FACTS number
6. Contact registrar for the registration password when all prior steps have been completed
7. Complete the registration form, print 2 copies. Follow directions for submitting family fee, class fees, and registration form

## Fees

All fees are collected at registration unless one decides to participate in the designated payment plan (FACTS). All Fees (Family Fee + Course Fees) must be paid at time of registration. Fees consist of a non-refundable registration fee that covers administration, building, and study hall costs. In addition, families pay a course fee that is passed on directly to the tutor. The current schedule of fees is listed at [www.cornerstonetutorial.org](http://www.cornerstonetutorial.org). Course fees are only refundable under limited conditions as listed below.

- Within Seventy-two hours after the student registration is submitted, a refund can be given on course fees only; this does not include family registration fee.
- Because registering for a class is a commitment to the tutor, students withdrawing from a class will not be refunded the course fee.
- The family registration fee will not be refunded under any circumstances.
- Once classes begin, no refunds will be given unless Cornerstone cancels the course. (ie. minimum class size has not been met. If this occurs, a new course can be selected or the course fee for the cancelled course can be refunded.

## Time Payments

For a small charge (listed on the schedule of fees) Cornerstone fees may be spread out from May to December by opting for FACTS, an automated payment system that provides the convenience of direct, monthly debits from a checking account. FACTS payments are set up at registration. Please contact the Cornerstone Treasurer if you have questions. Family fee must be paid at time of registration.

## Corporate Participation & Duty Day Responsibilities

Cornerstone is a cooperative effort that functions most effectively when everyone contributes. In previous years, parents were required to sign up for various duties at registration and it was the parent's responsibility to find a substitute if they could not perform the assigned duty. Each family was responsible to sign-up for five (5) to six (6) different duties throughout the school year.

While this method of filling duties worked, it added a significant amount of additional oversight to ensure scheduled families were trained on how to perform the various set-up, lunch, and tear-down activities on a rotating basis. For the 2022 – 2023 school year, Cornerstone will continue with the plan started in 2020 to use families to fill seven dedicated parent duties. Seven families and their students select one of the duty times listed below and perform that duty every school day for the entire year. In return, Cornerstone will waive the family fee for each of the families that volunteer.

Seven parents and their students are needed to serve Cornerstone Tutorial each Monday.

- Set-up team (7:45 am) – 3 Families
- Lunch Monitor (12:50 pm) – 2 Families
- Tear Down (3:00 pm) – 2 Families

If you are unable to fulfill your duty, it is your responsibility to find your own substitute (you can also consider an adult friend or family member) and to notify Cornerstone of the change. A pro-rated fee will be assessed at the discretion of the board if a parent is absent from their shift and/or fails to find coverage. As additional duties arise, the Board may ask each family for support.

### 2022 – 2023 COVID-19 Duty Day Adjustments

For the upcoming school year, Cornerstone plans to continue to use one (1) or two (2) families each Monday that will volunteer from 7:45 am to 3:30 pm to assist with outdoor monitoring, building sanitization, and various other activities instead of paying for these duties to be performed. Each family is required to sign-up using SignUpGenius. If you are unable to fulfill your scheduled day, it is your responsibility to find your own substitute and to notify Cornerstone of the change. A fee of \$50 will be assessed at the discretion of the board if a parent is absent from their shift and/or fails to find coverage. This fee will be paid to the individual that works the shift.

## **Academic Information**

### **Grades**

Cornerstone is not a school. It is a tutorial service for homeschooled students and their parents. We connect students with tutors in a structured environment that benefits students and tutors. Because Cornerstone is not a school, we do not assign grades, provide transcripts, or have any grading policies. Parents are the teachers, and they are solely responsible for assigning all grades to their students. Each tutor will provide parents with written feedback concerning the performance of each student or scoring based on class assessments.

### **Reporting to the State**

The State of Maryland has laws which every homeschooling family must follow. Cornerstone is not an umbrella group, and you are responsible to register with your county and comply with the *Maryland Home Schooling COMAR Regulations*. Families who are not in compliance with current Maryland state laws may be removed from Cornerstone.

## **Business Meetings**

### **Back to Cornerstone Night**

Back to Cornerstone Night is a mandatory meeting for the parents. It is usually held the week before classes begin. In a short group meeting, parents are apprised of new policies and procedures for the upcoming academic year. After the group meeting, parents meet with each of the tutors from their students' classes. Tutors talk about requirements for their class and supplies students will need. This offers the opportunity for parents to ask questions of the tutors. Parents with more than one student will find it helpful to attend together. If a parent has a conflict and is unable to attend, another adult family member may attend as a substitute.

### **Meet the Tutor Night**

Meet the Tutor Night is a meeting for parents and students held in early spring before registration. Each tutor describes his classes and is then available to answer questions concerning the classes. We highly recommend attending Meet the Tutor Night and speaking to the tutors prior to registering for a class.

## Open House

Cornerstone schedules several Open House days during the Spring. This is a time for parents to visit the current classes. Parents can observe the classroom and the Tutor during a class session. Students may attend Open Houses with their parents

## Student Conduct

*But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law...If we live by the Spirit, let us also walk by the Spirit.  
Galatians 5: 22 – 23, and 25 (NASB)*

Some rules are required in order to provide students with a Christ-centered learning environment that supports the mission of Cornerstone. Ideally our rules encourage the students of Cornerstone to live each day walking in the Spirit of the Lord. We pray that each Cornerstone student will exhibit the fruits of the Spirit and be self-disciplined, modest, patient, honest, and respectful.

## General Behavior

Students are expected to be respectful to the tutors, the study hall monitor, parents, and each other at all times. Students who are disrespectful to adults by exhibiting disregard for an adult's authority may be removed from class or removed from Cornerstone for the remainder of the day.

The following actions violate biblical principles or distract from the academic environment, and will not be tolerated (see section on Discipline process):

- Public displays of affection in the context of boy/girl relationships are not permitted at Cornerstone or on SPEP church grounds
- Inappropriate or immodest dress
- Disrespect or unkind speech
- Profane language
- Any form of dishonesty including cheating, stealing, and lying
- Plagiarism - Plagiarism is "to appropriate the writings, graphic representations or ideas of another person and represent them as one's own, (that is, without proper attribution). Plagiarism is a form of intellectual property violation." (From <http://onlineethics.org/glossary.html>)
- Possession of obscene materials
- Possession of alcohol, tobacco, controlled or illegal substances
- Any form of physical assault or aggressive behavior

## Classroom Behavior

To effectively teach, tutors must maintain a classroom environment that is conducive to learning and free from distractions. The tutor is in charge, and students shall show respect for their authority. Disagreement with a tutor should be handled according to the Conflict Resolution Process outlined in this handbook.

## Dress and Appearance

We are the Lord's temple and as such Cornerstone requires students to dress accordingly to maintain an appropriate educational environment. The prayer and heart behind this dress code is to remove potential impediments that could cause other students to stumble: immodesty has the potential to impede other students' education by introducing



distractions, and it has the potential to impede other students' faith by creating an environment in which lust can more easily compete for the commitment that belongs to Christ.

Cornerstone Tutorial defines a standard of dress which is consistent with Scripture. (*1 Timothy 2:9, Matthew 5:28, 1 Corinthians 6:19-20, Matthew 18:6*)

Modest clothing is to be worn at all times while on Cornerstone/SPEP property and at Cornerstone sponsored events, including field trips.

- Excessively tight clothing will not be permitted.
- Leggings or other form fitting pants such as running, athletic, Spandex, etc. require an article of clothing to be worn over them that cover all private areas (front and back).
- Skirts and dresses must come to the knee or longer unless leggings are worn underneath.
- Shorts must be at least  $\frac{3}{4}$  of the way down to the knee.
- Tops must cover all skin and undergarments from shoulders to midriff. No exposed bare midriff. No cleavage may show (either when the student is standing, sitting, or bending over). No undergarments may be exposed at the midriff.
- No halter tops, tube tops, spaghetti strap tops, tank tops or muscle shirts.
- No low-riding garments at the waist. The rise on pants, skirts, or shorts must be sufficient to cover all undergarments. Pants and skirts must show neither skin nor underclothing at the midriff.
- No obvious rips or tears in clothing which would expose aforementioned skin to be covered.
- Outfits must be consistent with daytime garments (i.e., no pajamas).
- No hats or hoods may be worn indoors.
- Clothing with a message inconsistent with the Cornerstone statement of faith is not permitted.

In an effort to be consistent, the study hall monitor has the final say on dress code violations.

If the violation is egregious or an obvious violation, the student will be asked to change clothes or given a suitable piece of attire to wear for the day. This alternate clothing is the property of Cornerstone and must be returned to the study hall monitor when the student leaves at the end of their day.

Often, violations are not egregious or obvious. In these situations and in keeping with the heart of the Cornerstone Board, the following general principles and escalating consequences apply: (a) allow the student into the classroom with no clothing change required after a verbal warning, (b) allow the student into the classroom with no clothing change required and issue warning in writing to parents, and (c) no entry until clothing has been changed or alternate clothing has been provided.

Repeated violations of these guidelines may be grounds for dismissal from Cornerstone, with no refund given, and re-enrollment for the following year at the discretion of the board. Cornerstone asks parents to help ensure that these guidelines are kept.

## **Illegal Activities**

Civil or criminal violations may be referred to local authorities. Students are also subject to disciplinary actions by the Cornerstone Board. Illegal actions that may warrant informing the authorities include physical assault, possession of drugs, and underage drinking.

## **Discipline Process**

Tutors, board members, and study hall monitors will correct disruptive students using the following process:

1. For minor offenses, an adult in authority may instruct a student privately regarding inappropriate behavior.
2. If the student remains unrepentant or the misbehavior is too dangerous or disrespectful for a warning, the adult will call upon the parents to instruct their student and exercise discipline.
3. If a student continues to misbehave or commits a particularly egregious breach of the rules, the Cornerstone Board will intervene. The board may undertake any disciplinary action described below that it feels is appropriate.

## **Disciplinary Actions**

A student who commits a serious breach of the rules, or who fails to respond to corrections by an adult acting on behalf of Cornerstone Tutorial may be subject to disciplinary action at the discretion of the Board of Directors.

### ***Disciplinary Probation***

Disciplinary probation is the strongest warning the board can give that a student is in imminent danger of dis-enrollment or expulsion. Students placed on disciplinary probation are permitted to continue attending classes, but they may be dis-enrolled or expelled for subsequent infractions of any rule. Disciplinary probation is always given for a specific period, but may be renewed at the discretion of the board

### ***Dis-enrollment***

Dis-enrollment is action taken by the board when continued disregard to improve egregious behavior for which the student was placed on probation is not resolved. Upon a meeting of the Board, dis-enrollment may be recommended for the remaining period of the current semester. Re-enrollment for the following semester will be determined based on a joint meeting with the student, parent(s), Board and involved tutor(s) if relevant. A renewed commitment to uphold the policies set forth by Cornerstone must be demonstrated by the student and parents in order for re-enrollment to occur.

### ***Expulsion***

Expulsion is the most severe disciplinary action the board can take; it represents a total break in the relationship between Cornerstone and a student. A student who is expelled is immediately removed from all Cornerstone classes. An expelled student will not receive a refund. An expelled student is usually not eligible for re-admittance to Cornerstone.

### ***Conflict Resolution for Students***

If a student disagrees with a tutor, the best procedure to follow is that laid out in Matthew 18. It is important that your conflicts be resolved in a Biblical manner and kept confidential between the student, tutor and his/her parents.

- First, a student should discuss the matter with his/her parent, and then approach the tutor directly either individually or as a family.
- If the conflict is not resolved, the family may contact the board to act as a mediator between the family and the tutor.

## **Attendance and safety while on the property**

There is a clear correlation between dedicated student learning and consistent, prompt attendance in class. The richness of classroom discussions, exchange of ideas with peers and tutors, opportunities to defend one's ideas, and the viewing of films and videos is critical to continued learning. A student who misses a tutoring session must take the initiative to make up the work and cover the material presented during the absence; however, they have lost an opportunity for increased learning and skill development through peer exchanges and tutor direction.

While at Cornerstone, students must attend all of their classes. While not in class, they must be in study hall under the supervision of the study hall monitor. Wandering the building or remaining outdoors is not permitted. Cornerstone cannot be responsible for students who are outdoors unattended.

If a student is sick, has a contagious illness, or is suffering a fever, they must remain home in order to avoid exposing other students. An ill student must be free of fever and/or other symptoms for at least 24 hours prior to returning to class.

Unless they have written permission from a parent or guardian, students must remain on the grounds of Severna Park Evangelical Presbyterian Church from the start of their first tutorial through the end of their last tutorial. This includes the lunch period. The study hall monitor administers this policy to ensure that students are under Cornerstone's direct supervision while in attendance.

The parking lot is a busy confined space with cars coming and going throughout the day. Many drivers are young and inexperienced. For their own safety, students should not loiter in the parking lot.

Only registered students or family members with a student enrolled in the class may be on the premises. Friends of students may not be on the premises if they are not enrolled in a class. The Board is available to guide prospective families through the Cornerstone process without intruding on individual classes.

## **Care of the Facilities**

The Severna Park Evangelical Presbyterian Church kindly allows us to use their building. Intentional vandalism is a serious offense and will be dealt with severely by the board. In addition to possible disciplinary action by the board, the student's parents will be responsible for any damage and cost incurred. Each student must accept responsibility and exercise good stewardship towards the building. Everyone should cleanup after himself. Our goal is to always leave the building in better condition at the end of the day than we found it in the morning. Accidental damage to the building should be reported to a tutor, study hall monitor, or board member so we can make restitution to the church.

## **Electronic Equipment**

Electronic devices are an unwelcome distraction to others and may not be brought to the facility except in instances outlined below.

- Students may use laptop computers for academic purposes with the permission of their parents to Study Hall monitor and, if appropriate, the tutor. Misuse of this will result in disciplinary action. Inappropriate, disruptive, or non-academic use of the internet will result in loss of privilege.
- Cell phones are permitted but must remain out of sight and turned off in all areas of SPEP with the exception for the Study Hall as listed below.
- Students may use their personal cell phones in Study Hall but may not use them for voice communications. Students will use headphones to avoid disturbing other students, and no ring tones are to be activated.

Electronic devices may not be shared.

- MP3 players or iPod devices may be used when the volume is directed only for the student utilizing the device through the use of headphones and not heard or disruptive to others.

Unapproved electronic devices will be confiscated including, but not limited to: electronic games, electronic musical instruments and other devices not mentioned prior.

## **Parental Responsibilities**

### **Academic Oversight**

Because Cornerstone is a tutorial service to homeschoolers and its students are homeschooled, the parents bear primary responsibility for their student's education. They are responsible to monitor their students' progress and assign the final grade for each class. This includes ensuring the student is prepared for class, returns assignments on time as requested by the tutor and completes assignments with integrity. Tutors may provide answer keys and ask parents to grade assignments or tests.

### **Academic Probation**

Students who experience great difficulty in doing the work assigned for a class, despite their best efforts and those of the parents and tutor, may be placed on Academic Probation. If the student continues to experience difficulty and frustration, he may be removed from the class at the discretion of the tutor and parents if it is determined that this is in the best interests of all concerned. The student's limitations will have to be considered in registering for future classes. Academic Probation is not an issue of behavior or attitude but is a matter of a student's ability to perform work at a certain level.

## **Tutors**

### **Tutor Qualifications**

The Board selects tutors to teach at Cornerstone who exhibit expertise in their subject area, are able to express evidence of an active Christian faith, and have a willingness to work with students and parents of homeschooling families. The Board interviews and conducts background checks of all prospective tutors before accepting them.

### **Tutor Absences**

If a tutor must miss a tutoring session, the tutor will attempt to find a qualified substitute. Alternatively, the tutor may schedule a make-up session to compensate for the missed session. Lunchtime or a mutually acceptable alternate period may be used.

### **Tutor Responsibilities**

To assist parents in educating their child, tutors will keep parents informed of student progress, and provide them with at least one written evaluation per student per semester. In addition, tutors should return (in a timely manner) any work they collect.

Tutors are eager to help struggling students and will usually provide additional support through email. However, students with learning disabilities (i.e. Dyslexia) fall beyond the scope/capabilities of most Tutors and should be referred to specialized instruction outside of Cornerstone. Tutors may establish times when students may call for their help with problem areas. If additional instructional time is needed beyond that which is provided under Cornerstone's auspices, the parent and tutor may arrange for private tutoring at additional cost.

Parents are responsible to communicate questions or concerns directly with the tutor.

## Grievance Procedures

Open and honest communication between parents, students, and tutors is essential to achieve the full value of Cornerstone participation. Parents who are dissatisfied with a tutorial class should first speak directly with the tutor about their concerns. If they are dissatisfied with the tutor's response, they may contact the tutor liaison and arrange for a three-way conversation with the tutor, the parent and the tutor liaison or another member of the Cornerstone Board. Should there still be a lack of satisfactory resolution, the parents may write a letter to the Board or the tutor liaison may present the matter to the Cornerstone Board.

## General Procedures and Other Information

### Study Hall

The study hall is a place for students to study quietly. It exists for the convenience of parents whose students have a free period between tutorials. An adult monitors the study hall at all times to maintain good order and discipline. Students must respectfully obey the study hall monitor. The Study Hall Monitor will maintain a list of students in attendance for each class period. Students are responsible to sign-in on the list at the start of each class period. A student leaving the Study Hall early must sign-out on the list. Parents should ensure their students have a study plan for effectively using their study hall time.

### Lunch

Students may eat lunch in the study hall room from 1:00 to 1:30. Please note that there is no refrigerator, soda machine, or microwave. About once a month Cornerstone will have Pizza Day at which students and tutors can purchase pizza by the slice. Pizza days are usually held on the last Monday of the month, but the day may vary due to holidays. Check the website calendar. Food is usually not sold at Cornerstone except for occasional fundraisers. Students must have written permission from their parent to leave the grounds for lunch.

### Inclement weather policy

Cornerstone follows the Anne Arundel County Public School (AACPS) policy in the event of inclement weather as follows:

- **AACPS Closed:** Cornerstone Closed
- **AACPS Delayed Opening:** The opening of Cornerstone will be determined on a case-by-case basis with notifications to parents and tutors by 7:15 am.
- **AACPS Close Early:** Cornerstone will close at 1:30. Students may be picked up earlier, if desired

#### 2022 – 2023 COVID-19 Weather Policy Adjustments

- **Snow Day** – The calendar has one snow day built in. The board and tutors have agreed that if AACPS are closed due to weather, we will have classes all remotely on that Monday. This, Lord willing, will preserve the calendar and the last day of school will be May 8, 2023.
- **Delayed Opening** – The board and tutors have agreed that if a delayed opening is required, classes will all be remote on that Monday.
- **AACPS Not in Session** – If AACPS are not in session, the board and SPEP will hopefully be able to make a call Sunday evening or no later than 7:15 am Monday morning.

## **Email**

Cornerstone maintains contacts with families through the use of email. It is imperative that each family have a working email address which they check on a regular basis. If the family email address changes, the registrar and all involved tutors must be alerted.

## **Website**

Cornerstone maintains a website at <http://www.cornerstonetutorial.org>. Class descriptions, schedules, assignments, and other important information are posted on the website.

Cornerstone Tutorial Facebook page <https://www.facebook.com/cornerstonetutorial/>

Both the Facebook Page and the website functions as a key conduit for information. Please check the website regularly for information regarding closings, assignments, and information about Cornerstone happenings.

## **Student and family directory**

The Cornerstone Registrar keeps a registry of the contact information for families and students. Cornerstone no longer publishes the directory due to privacy issues.

## **Contacting Students in case of emergency**

Students should not be contacted while at Cornerstone. In the event of an emergency, you may contact the Study Hall Monitor. If the Study Hall Monitor cannot be reached, you may call the church office. The Study Hall monitor has a book of all the emergency forms for families. If a student has an emergency, the Study Hall Monitor will contact the parents. Make sure the emergency form is up-to-date with correct information and a current cell phone number.

## **Other Events and Activities**

Throughout the academic year, various activities take place outside the classroom. In some instances, such as pizza day or yearbook pictures, Cornerstone oversees the activity. In other instances, dedicated parent volunteers might organize activities for the benefit of Cornerstone students.

## **Yearbook Pictures**

The Photography / Yearbook class has special picture days throughout the year, including individual portraits to add to our yearbook. Students are encouraged to participate in special days scheduled throughout the year to produce a more memorable yearbook. Cornerstone allows fundraisers, to include monthly pizza days to help finance the cost of the yearbook.

## **Senior Graduation**

Cornerstone is not a school and therefore does not offer graduation. Several local groups pool their resources to do senior activities and interested families are encouraged to contact these organizations directly.