

# 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)*

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# 1.0 Preface

The Cornerstone Board provides this Family Handbook as a guide for students and parents. A handbook contains rules and procedures expected to be followed; however, not every circumstance can be anticipated. Therefore, the Board reserves the right to interpret, adjust, or waive policies as needed.

Cornerstone is a community of students, parents, and tutors whose actions affect one another. Our desire is to cultivate an environment where students grow academically, emotionally, socially, and most importantly spiritually—learning to apply biblical principles in daily life.

This handbook establishes policies that foster an orderly, safe, and respectful learning environment. Enrollment in Cornerstone implies acceptance of and compliance with all policies and procedures.

## 2.0 Mission and Beliefs

### 2.1 Mission Statement

Cornerstone is a non-denominational Christian tutorial service supporting homeschooling families by offering once-a-week courses for grades 7–12. Parents maintain responsibility for supervising academic progress and fulfilling state homeschooling requirements.

Our mission is to support parents in developing mature, discerning followers of Christ by connecting families with qualified, God-honoring tutors who assist parents in their educational responsibilities.

### 2.2 Statement of Faith

Cornerstone affirms the following beliefs:

1. The Bible is the inerrant Word of God and the guide for Christian faith and life.
2. There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. Jesus Christ is fully God and fully man—born of a virgin, sinless, a worker of miracles, crucified for our sins, risen bodily, ascended to the Father, and returning in glory.
4. Salvation requires regeneration by the Holy Spirit through Jesus Christ.
5. All people will be resurrected—believers to life, unbelievers to judgment.
6. All believers share spiritual unity in Christ.
7. The Holy Spirit indwells Christians and enables godly living.
8. Parents are responsible for the total education of their children (Prov. 22:6; Deut. 6:7).

9. Marriage is exclusively the union of one man and one woman; sexual intimacy is reserved for marriage (Gen. 2:18–25; 1 Cor. 6:18; Heb. 13:4).
10. God created each person male or female, reflecting His image; rejecting one's biological sex rejects God's design (Gen. 1:26–27).
11. All people must be treated with compassion, love, kindness, respect, and dignity.

## 3.0 Enrollment

### 3.1 Eligibility Requirements

1. Students must be ages 12–18 by December 31 of the current year.
2. At least one parent must agree with Cornerstone's Statement of Faith.
3. Parents and students must support Cornerstone's mission and policies.
4. Families must provide a pastoral reference that confirms their active participation in a local church.
5. All families (both parents) and each student must complete an interview with the Board.
6. Families returning within 3 years of separation remain in good standing and do not need a repeat interview.
7. The Board may declare families ineligible for the following year if they fail to fulfill their obligations - ie, yearly and parent of the day duties.

### 3.2 Interviews

All new families must be interviewed and approved before registering.

To schedule: [registrar@cornerstonetutorial.org](mailto:registrar@cornerstonetutorial.org)

New students in returning families may be required to complete an orientation or interview.

### 3.3 Class Registration

- Students aged 12+ may register for up to five classes.
- Classes fill on a first-come, first-served basis.
- Parents must ensure their child meets prerequisites.
- Students withdrawing due to lack of readiness will not receive a refund.
- Changes to class schedule are allowed only within 3 days of registration. After that time, changes will be considered by the board on a case-by-case basis.

## 3.4 Registration Process

### New Families

1. Complete an enrollment form for each child.
2. Submit a pastoral reference letter.
3. Schedule the family interview.
4. Receive a registration password after steps 2–3.
5. Select duty days via Sign-Up Genius.
6. Submit ID badge photos (clear headshot, light solid background) to [tutorliaison@cornerstonetutorial.org](mailto:tutorliaison@cornerstonetutorial.org).

### Returning Families (within 3 years)

1. Complete enrollment form(s).
2. Register for classes using your password.
3. Select duty days via Sign-Up Genius.
4. Submit required ID badge photos to [tutorliaison@cornerstonetutorial.org](mailto:tutorliaison@cornerstonetutorial.org).

## 3.5 Fees

- All fees are due within 14 days unless enrolled in the FACTS payment plan.
- The family registration fee is non-refundable and must be paid separately if using a payment plan.
- The entire course fee is paid to the tutor.

### Refund Policy

- Refunds for course fees allowed only within 3 days of registration.
- Family fee is non-refundable under any circumstances.
- No refunds for students who withdraw from classes.
- No refunds after classes begin unless Cornerstone cancels a course.
- Lack of payment after 14 days (without communication) will result in withdrawal.

## 3.6 Payment Plan (FACTS)

Families may divide course fees into monthly payments (May–December) using FACTS. FACTS is an automated, third-party payment system that provides the convenience of direct, monthly debits from a checking account. FACTS payments are set up at the time of registration and will be subject to additional processing fees.

Questions: [treasurer@cornerstonetutorial.org](mailto:treasurer@cornerstonetutorial.org)

## 3.7 Corporate Participation & Duty Day Responsibilities

Cornerstone operates cooperatively; parent participation is required.

### Required Sign-ups

Each family must sign up for:

- **Two** Parent-of-the-Day slots (one day in each semester)
- **One** On-Call slots

Year-long duty roles exempt families from daily duty sign-ups.

Failure to attend a duty shift—or to find a replacement—may result in a \$100 fee, and may affect your eligibility for reenrollment for the following school year

If you know ahead of time that you cannot fulfill your duty day you must find your own replacement. On-call persons are reserved for day-of emergencies, and may not be used when finding a replacement. You must reschedule your missed day with another shift.

### Parent-of-the-Day Duties

Each Parent of the Day should report by 7:30 AM.

Parent of the Day #1	Periodically monitors the halls to discourage kids from skipping class and/or causing disruptions, helps study hall monitor as needed, helps with Pizza Day as needed.
Parent of the Day #2	Monitors the entry door, distributes ID badges, and greets visitors
Parent of the Day #3	Supervise outdoor areas at the gaga ball pit, basketball court, and/or playground.
On call Parent of the Day	Will be on call for Parent of the Day, Set up, break down or lunch monitor positions. This is for day-of emergencies. Advanced notice of need will not/can not be provided.

### Year-Long Duty Positions

Family fee waived for year-long duties. Failure to consistently fulfill your duty will lead to removal from position, and a prorated family fee will be assessed.

Contact: [buildingliaison@cornerstonetutorial.org](mailto:buildingliaison@cornerstonetutorial.org) for more information.

Position Name	Description
Parent of the Day Coordinator	Facilitate the daily Parent of the Day program by providing training and support each Monday at 7:15 AM.
Set-up team	Ensure classrooms are adequately prepared for instruction by assisting with setup duties, arriving at 7:15 AM.
Lunch Monitor	Maintain a safe and orderly environment during the lunch period, commencing at 12:15 PM.
Tear down team	Assist in the efficient resetting of classrooms to their original state at the end of the school day, beginning at 3:45 PM.

## 4.0 Academic Information

### 4.1 Grades

Cornerstone is not a school. Tutors recommend grades, but parents maintain final authority and responsibility for compliance with Maryland homeschooling regulations (COMAR). We do not provide transcripts or maintain records.

### 4.2 Corporate Meetings

#### **Back to Cornerstone Night (Mandatory)**

Held the Tuesday after Labor Day. Parents review policies and meet tutors.

#### **Meet the Tutor Night**

Held in early spring prior to registration. Tutors present course offerings and curriculum selections for the following school year.

#### **Open House**

Two spring dates for parents and students to observe classes.

## 5.0 Student Conduct

### 5.1 Guiding Scripture

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control...”

— Galatians 5:22–23, 25 (NASB)

### 5.2 General Behavior Expectations

Students are expected to conduct themselves in a manner consistent with Christian values, both on and off campus. This includes, but is not limited to, adhering to biblical teachings on marriage and sexuality, maintaining integrity in speech and actions, and demonstrating respect for the school’s faith-based mission. Failure to uphold these expectations may result in disciplinary action, including possible dismissal.

Violations include:

- Public displays of affection
- Immodest or inappropriate dress
- Disrespect, unkind speech, profanity
- Cheating, lying, stealing
- Possession of obscene material
- Possession of weapons of any kind
- Alcohol, tobacco, vaping, or illegal substances
- Physical aggression

### 5.3 Dress and Appearance

Students must dress modestly and appropriately. Key standards include:

- Clothing must be modest, neat, and non-revealing
- No leggings, Spandex, or tight athletic wear
- No strapless tops or tank tops
- Shorts: at least  $\frac{3}{4}$  down to the knee
- Skirts/dresses: knee-length or longer
- No rips or tears in clothing that expose skin above the knees
- No visible undergarments, low-cut tops, or midriff exposure
- No pajamas
- No costumes
- Hats permitted in study hall, not in class

- Hoods down indoors
- Clothing must align with Cornerstone's Statement of Faith
- ID badges worn visibly at all times, defaced ID badges will incur a \$5 replacement fee.

Minor violations will be addressed as follows:

1. Verbal warning
2. Written warning to parents
3. Required clothing change

Major violations may require immediate remediation via clothing change, or being sent home. Repeated violations may result in dismissal from Cornerstone.

## 5.4 Illegal Activities

Civil or criminal offenses may be reported to local authorities.

## 5.5 Discipline Process

For general behavioral issues outside of the classroom:

1. Minor offenses: private correction
2. Continued or serious offenses: parent contact
3. Major or repeated offenses: Board intervention

### 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.

1. Probation: Students on probation may continue to attend classes, but may face disenrollment or expulsion for subsequent infractions of any rule.
2. Dis-enrollment: Students will be removed from all classes for the remainder of the school year. Re-enrollment for the following year will be considered by the board.
3. Expulsion: An expelled student is no longer welcome at Cornerstone, and not eligible for re-admittance.

### Classroom Specific Discipline

Our tutors are committed to honoring God and supporting the success of every student by maintaining a respectful and orderly classroom. Each tutor will establish and communicate clear classroom rules and expectations and will implement appropriate disciplinary measures for minor offenses as needed. If the tutor's attempts to guide the student are not effective, the student may spend the rest of the class period with the Study Hall Monitor. At the soonest

opportunity, the tutor will inform the student's parents and the Tutor Liaison of the offense. Egregious offenses may result in immediate removal from the class roster. For most situations, however, the following procedure will be followed:

1. The tutor will inform the student of the broken rule.
2. The tutor will inform the parent and student of the rule that is being broken. Parents are expected to partner with the tutor to discipline their child and seek a path of reconciliation with the tutor. This step is usually sufficient. However, in rare cases, parental involvement does not result in improved behavior.
3. The tutor will notify the parent that their child is at risk of being removed from class and provide an action plan - with clear goals and a deadline - that will return the student to good standing.
4. If the goals are not met, the student will be removed from the class roster. No refund will be given. At this point, the student's continued enrollment in other classes will be reviewed on a case by case basis.
5. If the goals are met, grace will be extended, and the student will be given a fresh start. However, compliance must be consistently maintained.

## **Plagiarism**

Unauthorized use of another's work—including AI-generated content without tutor approval—is prohibited.

# **6.0 Conflict Resolution for Students**

Following Matthew 18:

1. Student discusses issue with parent, then approaches tutor.
2. If unresolved, family contacts the Board for mediation.

# **7.0 Attendance and Safety**

## **7.1 Attendance**

Parents are expected to notify tutors in advance if their student will miss a class period. Absences that are explained and excused by a parent will not negatively affect the attendance or participation portion of the grade (if applicable). If a student misses class without prior notice, the tutor should email the parent by the end of the day to inform them that the absence is unexcused.

## 7.2 Supervision

Students must remain in supervised areas: study hall or designated outdoor zones.

## 7.3 Parking Lot Safety

Students may not loiter in the parking lot.

## 7.4 Student Drivers

Student drivers may leave campus during large breaks but may not transport peers (except siblings). They must sign out at the front desk.

## 7.5 Illness

Students must remain home if sick, and be symptom-free for 24 hours before returning.

## 7.6 Campus Boundaries

Students must remain on SPEP property unless written parent permission is provided.

## 7.7 Visitors

Only enrolled students and immediate family members may be on site.

## 8.0 Care of Facilities

Intentional damage will result in disciplinary action and parent financial responsibility. Accidental damage must be reported immediately.

## 9.0 Electronic Equipment Policy

- Laptops allowed for academic work only
- Cell phones off and out of sight in all areas except study hall
- No voice calls in study hall
- Headphones required for audio
- No sharing electronic devices
- Unapproved devices may be confiscated

# 10.0 Parental Responsibilities

## 10.1 Academic Oversight

Parents must monitor student progress, ensure integrity in work, and assign final grades.

## 10.2 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, other options may be considered:

- The parent may choose to withdraw the student from class. No refund will be given.
- At the tutor's discretion, a child who is truly trying his best may be allowed to stay in the class for exposure to class content. However, the class will need to be repeated before the student may advance to the next class in sequence.
- 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.

# 11.0 Tutors

## 11.1 Tutor Qualifications

Tutors must demonstrate subject expertise, Christian character, and willingness to work with homeschool families.

## 11.2 Tutor Absences

Tutors must provide instructional material for each missing class period. This can be achieved by:

- Finding a qualified substitute who must submit to a background check and be approved by the Board.
- Posting a recorded lesson and accompanying coursework in Google Classroom.
- Posting instructional materials and accompanying coursework in Google Classroom.

- The tutor may also choose to hold a virtual class at a time that is agreed upon by all students.

## 11.3 Tutor Responsibilities

Tutors must communicate regularly with parents, return graded work promptly, and provide evaluations each semester.

## 11.4 Grievance Procedures

Parents should first address concerns with the tutor, then the Tutor Liaison, and finally, if needed, the Board.

# 12.0 General Procedures

## 12.1 Study Hall

Students must sign in/out and work or socialize quietly.

## 12.2 Lunch

Students eat in study hall; no microwave or refrigerator available.

Monthly Pizza Day supports yearbook funding.

## 12.3 Inclement Weather

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

- **AACPS Closed:** Cornerstone Closed. Each tutor will communicate their plans for providing instruction for the missed day.
- **AACPS Delayed Opening:** The opening of Cornerstone will be determined on a case-by-case basis, with notifications to parents and tutors by 6:15 am.
- **AACPS Close Early:** Cornerstone will close at 1:00. Students may be picked up earlier, if desired.
- **AACPS Not in Session** – If AACPS are not in session, the board and SPEP will make a decision no later than 6:15 am Monday.

## **12.4 Communication**

Cornerstone communicates with families via email. Each family must have a working email address that they check regularly. Check <http://www.cornerstonetutorial.org> and the Facebook page regularly for updated information.

## **12.5 Emergency Contact**

Study Hall Monitor phone: 443-219-7110

# **13.0 Events & Activities**

## **13.1 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 and the sale of snacks/drinks to help finance the cost of the yearbook.

## **13.2 Graduation Ceremony**

Cornerstone offers graduation services open to all homeschoolers. For detailed information on what is included in the ceremony and the timeline, please visit our website and click on the Graduation tab.

For details: [graduation@cornerstonetutorial.org](mailto:graduation@cornerstonetutorial.org)