

Dear Home School Family,

Greetings in the precious name of Jesus Christ, our Lord and Savior!

Welcome to our Part-Time for Home School program at Cornerstone School. It is our desire as a school to be a multidimensional ministry in the Sioux Falls area and beyond.

Our goal for the Part-Time for Home School program is to be a treasured resource for home school families. We are here to assist you, the home school parent, and enhance the quality work you are already doing as a home school family. I trust you will enjoy the opportunity to add another schooling atmosphere to your children's education with the insight of our quality teaching staff.

We look forward to helping you in whatever way possible. Please call us with ideas for new programming and with better ways to serve you through any of our Cornerstone School programs.

Blessings,

A handwritten signature in cursive script, appearing to read "Adam Brucklacher".

Adam Brucklacher
Principal, Cornerstone School

Our Mission to Home School Families



Together, we share the goal of providing quality education and placing Christ at the center of the educational process. Cornerstone School opens its doors to home school families dedicated to quality instruction for their children. We are an available resource to enhance the educational process.

Cornerstone School

“Rebuilding America – One Student at a Time!”

How Does It Work?

Registration Process

The home school family applies and registers its children with Cornerstone School. Decisions are made to attend one day a week or two days a week, and on what day(s) the children would be attending. (A choir class is a part of school on Mondays, Tuesdays, and Wednesdays, a physical education class is on Thursdays, and there is a 12:00 dismissal on Fridays – note the difference in tuition cost for Fridays on the Part-Time for Home School Tuition page.)

Providing Curriculum

Parents are responsible for providing curriculum and any necessary materials to effectively teach the material. If you would like to use a Cornerstone School curriculum, we can place the order for you and you would be able to pay for the curriculum at the school's cost. Parents may also need to obtain their own teacher materials to have at home.

Attending School

When arriving at school, each student should have an assignment sheet or a daily goals sheet along with any necessary school materials. This allows us to know what you are expecting from your child for the day. If there are any extra activities you would like your child to work on, please include this along with the daily goals sheet. At school, we can add extra activities for writing, reading, spelling, or math if you make us aware of this desire. Also, please make us generally aware if you desire for the student to work beyond the written goals. We will hold students accountable to complete your desired daily goals, but cannot guarantee the amount of completion.

Our teaching staff may assist in grading material completed at school if desired. However, the responsibility for grading completed material will remain with the home school family. Please have previously completed work graded before coming to school.

Our teachers are your representatives for each day that your children are at Cornerstone School. Please utilize us as a resource and communicate with us freely.

Participation in Other Activities

Part-Time for Home School students are registered as Cornerstone School students. Therefore, part-time students are invited to participate in any special activities we have as a school. This would include, but is not limited to: field trips, special guests at school, choir performances, the Christmas Program, and the annual Awards Night celebration.



Using Our Curriculum

ACE Word Building Paces (Used at Cornerstone in grades K – 6)

This supplementary phonetic and vocabulary curriculum is separated into three booklets per quarter or six booklets per semester. Each unit should normally take about three weeks to complete.

AOP Horizons Math (Used at Cornerstone in grades K-6)

This excellent math curriculum is separated into 1 book per semester. Assignments can be taken out of the book to be completed as worksheets. There are typically 8 tests per book, and a test would be taken about every two weeks.

AOP Language, History, Science and Bible Lifepacs (Used at Cornerstone in grades 1-3)

This curriculum is separated into 2.5 booklets per quarter or 5 booklets per semester. Each unit should normally take about three and a half weeks to complete.

AOP Switched-On Online (Used at Cornerstone in grades 3-12)

This is our tremendous computer-based curriculum thru Alpha-Omega Publications. This coursework is completed over the Internet and can also fall into our Distance Learning program. Using the Distance Learning option could considerably reduce time and effort for the parent as the school would then become responsible for monitoring and grading the schoolwork. There is also the option for the parent to retain their status as the primary teacher with this curriculum. Under this option, Cornerstone School would create a teacher account for you and then you would be responsible for grading the completed material. Please see the pages on tuition costs for a breakdown on price differences regarding the use of Switched-On Online.

Teaching Textbooks Mathematics (Used at Cornerstone in grades 7-12)

This outstanding math curriculum provides an animated lecture to watch on the computer with practice problems, and then allows the student to complete work out of a math textbook. After completion of each lesson, there are also animated solutions keys that explain EVERY question in detail. Certain grades do have an option to complete work on the computer, but at the school we appreciate having the students complete their math on paper.

Rosetta Stone Foreign Languages (Used at Cornerstone in grades 1-12)

This curriculum is fixed to our computers at school and is subject to availability thru the school. Full-time Cornerstone School students will receive priority. Usually, however, we will be able to make this available in some capacity for our part-time students. We believe this to be a wonderful method in learning a foreign language if you want to make this a part of your child's education at home.

Using Our Curriculum (Cont'd)

The intent of this page is to briefly highlight how schoolwork is completed with our curriculum at the school. Variations may certainly be made by the part-time family.

Daily Work

The amount of a daily goal from a booklet will fluctuate depending upon the way it is presented. Three pages per school day in each booklet is typically the proper amount of daily work. However, one day a student may have two pages of work and the next day four pages. Longer booklets may require four or even five pages per day to complete in a reasonable time. Daily goals and in Switched-On Online are clearly defined by assignment.

If Cornerstone is recording grades for you, the daily work does figure into the unit grade. This work will provide the students with the necessary information to complete each unit test.

Feel free to expand upon the information. The library or Internet may bring in more information to the topic. Hands-on activities can be a wonderful addition.

Self Tests

This is the booklet equivalent of a quiz. At the school, students do *not* look back in their booklets for answers. These "Self Tests" let us know on which topics a student may need more assistance before taking the test.

Quizzes

With Switched-On Online, Cornerstone School students *may* look back in their assignments for answers on quizzes. Some students, however, will choose the option to take their quizzes without the "open-book" option for additional test preparation. You will be able to determine for your particular child what is appropriate, but please make us aware at the school of your preference. Switched-On quizzes are written in way that typically requires deductive reasoning and may prove to be quite challenging. This is why we have instituted an "open-book" policy on our quizzes at the school.

Unit Tests

At the end of each unit, there is a unit test. With Lifepacs, these are taken out of the booklet and filed before the student works on the material. With Switched-On Online, tests are always "closed-book" and an alternate test is also available. Arrangements will need to be made between the home school family and the school as to how tests will be administered.



List of Available High School Courses

Mathematics

Algebra I
Geometry
Algebra II
Pre-Calculus
Integrated Math
Consumer Math
Trigonometry
Advanced Placement Calculus
Accounting

Language Arts

Language Arts I
Language Arts II
Language Arts III
Language Arts IV
British Literature
American Literature
Essentials of Communication
Speech

Science

Int. Physics and Chemistry
Physical Science
Biology
Chemistry
Physics
Earth Science
Biology Lab

History and Geography

Civics and World Geography
World History
American History
Advanced Placement U.S. History
Government
Economics
Civics
The Civil War
South Dakota State History
Any Other State History
Vietnam Era
World Geography
The Story of the Constitution
Twentieth Century American History

Bible

New Testament Survey
Old Testament Survey
Bible Doctrine
Christian Faith and Living
Foundations for Living
Life of Christ

Foreign Languages

Spanish I (Rosetta Stone *and* AOP)
Spanish II (Rosetta Stone *and* AOP)
Spanish III
Spanish IV
Spanish V
Latin I
Latin II
Latin III

Other Electives

Art
Business Computer Information Systems 1-A
Business Computer Information Systems 1-B
Chorus
College Planner
Computer Skills
Digital Arts
Drawing Basics
Family and Consumer Science
Health
Keyboarding/Typing
Microsoft Office Essentials
Music Appreciation
Music Theory
Office Applications I (Word, Publisher, and PowerPoint)
Office Applications II (Excel and Access)
Personal Finance
Personal Financial Literacy
Physical Education
Physical Fitness
Sign Language
Small Business Entrepreneurship
Study Skills (Graduation Test)
Technology and Business
Web Design

STATEMENT OF PHILOSOPHY

Cornerstone School bases its existence and operating policies entirely upon principles found in God's Word. The philosophy of the school is as follows:

1. The Bible is the inspired, infallible, and authoritative Word of God.
2. Jesus Christ is the central theme in history and is the central authority of what men say, do, and believe.
3. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and maturing individual believers.
4. The knowledge of Jesus Christ is essential for personal and individual development in spiritual, mental, physical, financial, and social matters.
5. All members of the educational process should be personally committed to Jesus Christ.
6. Apart from the ministry of the Holy Spirit, the educational process cannot truly take place.
7. A proper relationship between family, church, and school is essential to Christian education.
8. Education must instill the proper priorities of life, beginning with an individual commitment to Jesus Christ.
9. Education must be designed to meet the student on his level of development and growth. It must teach each student how to learn in order to adapt to a constantly changing world.
10. A teaching staff must be committed to these principles and must be able to communicate them effectively.

“Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ” (Colossians 2:8).

Nondiscriminatory Policy

Cornerstone School admits students of any race, color, nationality, and ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students in our program. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Patriotism

Cornerstone School places emphasis upon the greatness of the United States of America as one nation under God. We unashamedly teach the Biblical doctrines of self-discipline; love for God; obedience to the law; respect for those in authority, for the flag, and for our country.

Ministerial Policy

Cornerstone School, part of Cornerstone Ministries Incorporated, exists first and foremost as a ministry. We will make every effort to fulfill students' social, emotional, physical, and ultimately their spiritual needs in our interactions with them as a role-player in their education.

Confidentiality Policy

All information shared from families involved with Cornerstone School will be held in the highest confidentiality. No information will be made public without your prior consent so as it is in accordance with the law.

Opening Exercises

Early in the day, we have a group assembly called Opening Exercises. During Opening Exercises, Cornerstone School students are expected to say the pledge to the American Flag, Christian Flag, and to the Bible. A weekly Scripture passage is read together in unison. A prayer is said, a song may be sung, and an interactive teaching is given.

We strive to teach Christian values based on Godly principles from the Bible.

Pledge of Allegiance to the American Flag

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands - one nation under God, indivisible, with liberty and justice for all.”

Pledge of Allegiance to the Christian Flag

“I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands - one Savior, crucified, risen and coming again with life and liberty for all who believe.”

Pledge of Allegiance to the Bible

“I pledge allegiance to the Bible, God’s holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

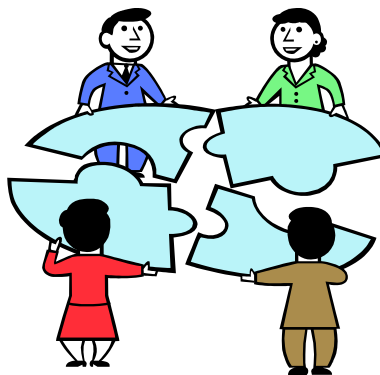
Accreditation

Cornerstone School is aggressively against seeking accreditation. Simply, accreditation is an administrative mechanism designed in an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be the minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities based upon criteria developed by government educational administrators, proving to be a hindrance to a private Christian school with higher standards and different objectives.

Accreditation of a private Christian school is not a requirement for students to enroll in a college or university. College and university registrars are far more concerned with nationally standardized tests than the accreditation of one's school. Therefore, Cornerstone School does not seek accreditation by any outside educational government institution.

Co-Educational Agreement

Cornerstone School desires to be a valuable resource to the dedicated home school family. Please be in contact with us to discuss available options to help your child succeed. We must work together to make the educational process work!



Medical Guidelines

If at any time symptoms of sickness and disease come against a student, he/she should inform the supervisor or school personnel. We will pray for the student according to Mark 16:18: "... laying hands on the sick and they shall recover" and Mark 11:24: "... that whatsoever things you desire when you pray, believe that you receive them and you shall have them." If the symptoms do not subside or reappear after a period of time, the student should inform the supervisor and report to the school office for further attention. Students are not permitted to leave school without a supervisor's permission.

If a child is experiencing symptoms such as nausea, vomiting, fever, etc. at home, he/she should not attend school, so that other children will not be exposed.

If a child needs medication, written instructions must be filled out for each medication and each time a new prescription is given. All prescriptions must have a label with the child's name and be in its original container.

Medication will not be given without authorization or if the medication was prescribed for another person. In addition, medications must be current. They will be kept in the office or refrigerated as necessary, and dispensed by the supervisor.



Emergency Procedures

In case of severe injury or acute illness warranting immediate medical attention, the child will be transported immediately to a hospital emergency room. At the same time, the parent or guardian will be called, advised of the injury or illness and where the student has been taken. If the parent cannot be reached, a person listed in the student's records will be called.

A staff member will accompany the student to the hospital and remain until the parent arrives and is informed of the situation.

Written reports of accidents, minor or severe, will be submitted to the principal and placed in the student's individual file.

Fire Procedures

Specific procedures are provided for teachers and children to follow in case of fire. These procedures are practiced through fire drills. The Cornerstone School shall comply with the fire, life, and safety regulations of the Fire Department.

Tornado Procedures

In case of a tornado, specific procedures are provided for staff and for the students. Please do not rush to the school to take your child home. Your child will be protected and it is likely more dangerous for you to be on the road.

Lost and Found

Cornerstone School is not responsible for any articles that may be lost, misplaced or stolen.

Please return all found articles to the School office. The staff is not responsible for any lost items, but will keep them for an extended period of time. Check with the office if you are unable to locate a personal item.

Defining Roles of Parents and School

The Part-Time for Home School program is designed to keep the parent in charge of the educational process. When children are at school, we receive direction from the parent as to what daily goals should be accomplished and assist each student in accomplishing what you assign for them.

Students may enroll one day or two days a week in the Part-Time for Home School program. This time spent at school is NOT to be a replacement for the entire education of the child. South Dakota law 13-27-3 states, “A child shall be excused from school attendance, pursuant to § 13-27-2, because the child is otherwise provided with alternative instruction for an equivalent period of time, as in the public schools, in the basic skills of language arts and mathematics.” One or two days a week does not match “an equivalent period of time” which law 13-26-1 states to be 962.5 hours/year. We will only work with families that are in compliance with the state laws of South Dakota.

At school, every possible provision is being made to provide a wholesome, healthy atmosphere for each student during his/her stay at the school. We have found that there is a close correlation between a student’s health and his/her enjoyment of school and ability to profit from it. Parents can make a great contribution by:

- 1) Seeing that the child gets adequate rest or sleep.*
- 2) Seeing that the child eats well. A good breakfast before he/she comes to school is very helpful.*
- 3) Not allowing a child who feels sick, or demonstrates symptoms of a certain sickness to go to school. Parents should not expect the supervisor to evaluate the condition of their child, but call the family doctor.*

For the school to be successful, all parents must be in agreement with its policies, and practice wholesome Christian living with proper Biblical discipline in their home. Families must be honorable in their relation with God and their fellow man.

The school and parents must work together or the student’s education will be hindered.

Morning Arrival

Morning arrivals for all Cornerstone School students should be at or after 7:45 AM. Please make arrangements with the school if your child needs to arrive early.

OFFICE HOURS Monday – Thursday 7:40 a.m. - 4:00 p.m.
Friday 7:40 a.m. – 12:15 p.m.

SCHOOL HOURS K 8:00 a.m. - 11:15 a.m. Monday - Thursday
K 8:00 a.m. - 12:00 p.m. Friday

1st-12th 8:00 a.m. - 3:25 p.m. Monday - Thursday
8:00 a.m. - 12:00 p.m. Friday

Student Pick-Up

All students should be picked up *within ten minutes* after dismissal. For the security of your child, it is important that arrangements are made to pick him/her up immediately following school dismissal. Please inform us who will be in charge of picking up your child. Also inform us of *any* time someone else is going to pick up your child, and provide a brief description of the individual if we have not met him/her before.

School Closing

School closing, dismissal, or late start because of severe weather will follow the Sioux Falls Public School District. If school is closed on one of your scheduled days, the opportunity to attend school on a different day will be subject to availability. *Also, if the Sioux Falls School District has a late start on a Friday, Cornerstone will NOT have classes for that day.*

School Lunches

Each student will need to bring his/her own lunch.

Please follow these guidelines in preparing a school lunch.

1. Put your name on your lunch box or sack.
2. Use an insulated container or lunch box for cold food.
3. Use a thermos to keep food hot or cold.
4. Your child's lunch should be prepared at home and ready to eat. Microwave privileges should be available. Younger students will receive assistance in using the microwaves.

Lunch Procedures:

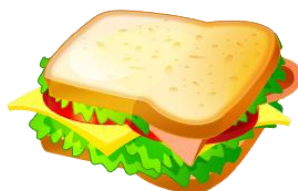
- Each child eats only at their assigned area.
- Upper-level students help out with lunch
- Put trash in wastebaskets. Don't leave any garbage on the table from your lunch to be picked up by someone else.
- Clean off table.
- Go to recreational area after receiving permission to be dismissed.

K – 3 Snack Time:

- K-3 snack time takes place each day from 9:30-9:45
- Please have snacks prepared at home

Open Lunch:

High school students have the option to leave for open lunch *ONLY* with parental permission via a dated and signed note or a phone call. Long-term arrangements for open lunch are not allowed. ***Communication between the school and parents must take place each time a student leaves for open lunch.*** Open lunch starts at 11:20 and goes until 12:05. Students may buy an additional 15 minutes through the privilege system, extending open lunch until 12:20. Late returns will result in a loss of this privilege for a time.



Outside Play Guidelines

Please ensure that your children are prepared for the appropriate weather conditions when they arrive at school. For certain weather conditions, outside play time will be considerably limited or not take place at all. Whenever the wind-chill factor is below zero or if the heat index is above 100 degrees, we will NOT play outside

Students *must* wear a coat or sweatshirt when the wind-chill factor is below 55 degrees. Students *must* wear a coat, a hat, and gloves to be outside whenever the wind-chill factor is at or below 32 degrees. Also, when there is snow on the ground, students must also have boots for outside play. We will provide outdoor recess whenever possible as this is an excellent opportunity for students to refresh their energy for improved academics.

There are three opportunities each school day for outside play: mid-morning, after lunch, and mid-afternoon. Students in grades K-3 are required to spend these times outside. Please inform us of any health concerns or other reasons as to why a student should not be required to play outside. Students in grades 4-6 will be encouraged to participate in outside play. Students in grades 7-12 will also have the option to go outside at these times, but with a limited duration.



Absences

Parents **must** contact the school office if a child is to be absent when expected to be present. Rescheduling a day of attendance should be done at least one week in advance and will depend upon availability. Each student is granted 3 absences per year to reschedule missed school days. Missing a day due to scheduled holidays will only be made up if space on another day is available. The same guideline applies to replacing a scheduled half day with a full day during a parent-teacher conference week.

If the absence is foreseeable, a note should be sent or a phone call made in advance to the school staff. Doctor, dental, music and other appointments should be scheduled after school hours.

A student is considered tardy if he/she is not in the Learning Center at 8:00 a.m. Certain privileges may be lost unless the parent communicates with the school and a *valid* reason is given.

Release from Classes During the School Day

Before a child can be released from class, some form of communication between a parent and the school office **must** take place. We must know who will be picking the child up and when/if the child will be returning to class.

Progress Reports/Report Cards

The option for progress reports to be sent home at the end of each school quarter is available under certain conditions with the Part-Time for Home School program. This is an opportunity for the school to create permanent records for each student.

For grade reports to be recorded, home school families will need to provide Cornerstone with proof of completed work. The work should already be graded and worthy of receiving a measurable grade that meets Cornerstone School standards. If families are using one of the curricula in use at Cornerstone School, a part of the grading and record keeping may be done by our teaching staff while the students are at school. Regardless of the curriculum, we will need adequate information from the parent in order to record the child's work. *There will be an additional record keeping fee for us to track any curricula not in use at Cornerstone School.*

Please schedule a meeting to discuss requirements for high school students to obtain credits and ultimately have the opportunity for graduation.

Accounts must be paid in full before any records are released.



Standard of Conduct

We are dedicated to the training of children in a program of study, activity, and Christ-centered living. Our faculty maintains standards for behavior in the Learning Center through kindness, love, and genuine regard for each student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

When a student's attitude is not in accordance with school policies or principles, parents may be called for a conference. If the administration feels the situation has not changed within a reasonable period of time, parents will be asked to withdraw their child.

A negative attitude requires more attention than a negative action. A poor act will be disciplined, but a poor or rebellious attitude will be tolerated only for a short time. Every effort should be made to release negative attitudes, especially those connected to disrespect or rebellion.

Students must, at all times, conduct themselves in a Christ-like manner whether on or off the school property to remain in good standing. Failure to do so may result in disciplinary action.

If your child complains to you about a policy or discipline, please...

- **Give the school the benefit of the doubt.**
- **Realize that his/her reporting might be emotionally biased.**
- **Realize that we have reasons for all the rules, and they are enforced without favor.**
- **Support the administration and *CALL US FOR THE FACTS!***

Scripture Verses on Discipline

“Children, obey your parents in all things: for this is well pleasing unto the Lord” (Col. 3:20).

“Let every soul be subject to a higher power” (Rom. 13:1).

“Train up a child in the way he should go, and when he is old he will not depart from it” (Prov. 22:6).

“Correct your son, and he shall give you rest; yes, he shall give delight unto your soul” (Prov. 29:17).

“For the moment all discipline seems painful rather than pleasant. Later it yields the peaceful fruit of righteousness of those who have been trained by it” (Heb. 12:11).

When rules are clearly defined, the student then knows what behavior is expected from him. At times, the rules need to be amended, modified, reiterated, and reinforced. The joint input from adults and students helps make the formulation both fair and realistic. When expectations have been clearly set forth, the excuse of not being properly informed is negated.

On this basis, students are expected to refrain from doing or talking about cheating, swearing, smoking, gambling, pornography, drinking alcoholic beverages, using drugs, or other such immoral behavior. Students who take part in such activities, whether the offense is committed on or off the school property, may be dismissed from school or face other disciplinary actions. *An exception in the policy for one is not meant as an exception for anyone else.*

We expect students, as does the Lord, to act in an orderly and respectful manner, to be courteous and kind, to use proper language and to be honest. Students should obey all instructions of staff members submissively and respectfully.

Cornerstone School Guidelines of Conduct

Etiquette/Courtesy

1. If you win, do not brag, if you lose, do not show anger
2. Cover your mouth when you sneeze or cough, and say excuse me
3. Practice good lunchroom etiquette
4. Always say thank you when given something
5. When you receive something, do not insult the gift or the giver
6. Surprise others by performing random acts of kindness
7. If someone drops something and you are nearby, pick it up
8. Hold the door open for others
9. On a field trip, enter the building quietly, and always thank and compliment the individuals involved at the place you are visiting
10. Make eye contact in your conversations
11. Don't talk during a video
12. Greet visitors and make them feel welcome
13. When offered food, take only your fair share
14. Greet others by name
15. When asked to do something, do not moan or complain
16. Push your chair in whenever you get up
17. Do not save seats
18. Do not ask for a reward

Integrity and Character

19. Use God-given wisdom in the circumstances of life
20. Take time to examine the strengths and passions you have and focus on how you can use them
21. Always be honest
22. Learn from your mistakes and move on
23. Be positive and enjoy life
24. If anyone is bullying you, let a staff member know
25. Carpe Diem
26. See yourself as God sees you... Royalty, Righteous, Beautiful, and Talented
27. Be the best person you know to be

School Policy

28. Plan to arrive at school *early*... tardiness is not an acceptable habit
29. Transitions between periods or activities should be quick, orderly, and quiet
30. Answer all essay questions with complete sentences, and be sure to check over your answer for proper spelling and punctuation
31. Satisfying the dress code policies are expected from when you arrive on school property until you have left school property
32. Keep yourself organized
33. Keep yourself and the bathrooms clean
34. Everyone takes responsibility for the cleanliness of the school
35. You must notify a staff member before leaving the room
36. All rules apply regardless of whom is present as a teacher
37. During group assembly or during class time is not for talking to friends
38. During class time, you are expected to work
39. Food is for the lunchroom only
40. Going to another student's office requires permission
41. Return to your office quickly and quietly as soon as break is over
42. When you use something, put it back in its place when you are done
43. All cell phones are to be turned into the school office.

Respect

44. Respect other students' comments, opinions, and ideas
45. Do not show disrespect with gestures
46. If it's not yours and you don't have permission, DON'T TOUCH IT
47. Respectful behavior and courtesy is expected outside of school at all times
48. You are expected to use appropriate and encouraging language when talking
49. Show proper respect to the school's property, other students' property, and all staff members' property

General Comments for Parents and Students

- Attitude: Griping, complaining, and bad attitudes will not be accepted.
- Property: Marked on, defaced, or broken property will be replaced at the offending student's expense.
- Matches, lighters, cigarettes, knives and guns of any type are not permitted at school.
- Language: Use only words which glorify the Lord.
- Respect:
 - Students will address staff as Mr. or Mrs. (Last name).
 - Students will encourage one another and not make derogatory comments to each other.

Off Limits Areas:

- Other students' offices
- Principal's office
- Nursery
- Church platform, instruments, and sound booth
- Automobiles and parking area

Other Items:

- Books/Magazines: Must be approved by the supervisor.
- The usage of cell phones is not permitted during school hours. Cell phones should be brought into the building and must be turned into the office.
- Student Offices: Only "positive," approved items are allowed.
- Cornerstone School Name: In order for the Cornerstone School name to be used to sanction an activity, permission must be obtained from the administration.
- Staff has the right to search the following but not limited to:

Student offices
Cubbies
Backpacks, purses, book bags, coats, etc.

The Student
Automobiles
Other personal property

Birthdays

Parents may choose to involve the school in the birthday celebration. Birthday parties, as with any other activities, must first be approved by the school administration. Students with summer birthdays should set up a school day to celebrate their birthday (half birthdays work well).

Telephone Use

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls will give the name and number to school personnel who in turn will place the call. We prefer students not be called out of the Learning Center to receive a phone call.

Academics

Through the power of God working in each individual, Cornerstone School expects its students to develop their full potential in every area.

Confession: **I have been called apart from the ways of the world. God has chosen me; He himself has called me Holy. He has called me peculiar, which means I am very distinctive, very special. I am complete in Christ Jesus. He has empowered me through the Holy Spirit for the work to which He has called me. I am well able to perform, in all areas of life, in a manner pleasing to my Heavenly Father. I am special and precious in the sight of God.**

Grading

Cornerstone grades are set as follows:

A: 92-100%

B: 84-91%

C: 80-83%

Our school policy does not accept any grade below 80% on completed work. This stipulation is in place at Cornerstone because we believe students should have a *solid* understanding of the material before moving on to other schoolwork. Part-time families may choose to use whatever individual grading policies they work best for themselves.

School Supplies

K - 3rd Grade students *may* have at their office the following:

- Pencils* (NO PENS)
- Safety Scissors*
- Erasers*
- King James Version Bible*
- 3 Wide-Ruled Notebooks*
- Box 24 Crayons (NO MARKERS)
- Paint Shirt
- Glue Stick or Bottle
- Ruler
- Box or pkg. of Kleenex

4th - 12th Grade students *may* have at their office the following:

- Pencils*
- Pens*
- Erasers*
- Pair of headphones preferably with volume control and preferably over-the-ear*
- 5 subject notebook or 5 notebooks*
- King James Version Bible*
- Mouse pad (preferably with gel wrist)
- Package of graph paper
- Ruler
- Compass
- Protractor
- Scientific Calculator (8th – 12th)
- Glue stick
- Scissors
- Markers
- Box or pkg. of Kleenex

Any other items in the student's office must be approved by staff.

Staff will decide what items students are allowed to keep in their office versus a storage cubby for the lower level classroom.

*** - Denotes a required item**

Admissions Procedures

- Call the School and make an appointment for an admission screening

(605) 335-7084

At the appointment, please bring the following items:

- Any previously kept records (i.e. transcripts) for high school students, this is a necessity if we are to transfer credits towards graduation.
- Recent achievement test scores
- Your completed application for enrollment
- Any information you feel may help us to better serve each student
- Check, cash, or money order in the amount of \$100 for each student's registration fee

* We have diagnostic tests available for help in placing your child at an appropriate grade level. Quite often, accurate placement is determined through a conference between the family and the school, and the placement tests are not a necessity.

Acceptance

Cornerstone School reserves the right to deny services to individuals at our discretion. No students will be accepted without the consent of their parents or legal guardians, with the exception of individuals over the age of 18 seeking to finish their high school diploma. All students and at least one parent or guardian must meet with us at Cornerstone before acceptance. We believe meeting each student is highly beneficial to the student, parents, and teachers. We have a deep interest (spiritually as well as academically) in each student with whom we work. Any student age 12 or older must exhibit a desire to attend Cornerstone School before acceptance.

Part-Time for Home School Tuition *Academic Year 2012-2013*

REGISTRATION FEE \$100.00 each new student
 75.00 each returning student (if fee received by 5/31/13)
 150.00 each returning student (if fee received after 5/31/13)

**Registration and first month's tuition are non-refundable.*

**An exception in the policy for one is not meant as an exception in the policy for anyone else.*

TUITION SCHEDULE

Tuition payments are due the first day of each month beginning with the month of July and ending with the month of May. Tuition will be divided into eleven equal payments assuming registration has occurred prior to July 1. Appropriate adjustments will be made for registration at other times.

Late charges **will be** assessed according to Cornerstone School's policy. If tuition is not paid by the 4th of the month, there will be a \$25.00 late charge penalty **per** child, and if not paid by 8th of the month, there will be an additional \$25.00 late charge penalty **per** child. If not paid by the 12th of the month, your child will not be permitted to attend class.

Tuition includes classroom instruction cost, Parent/Teacher conferences, and participation in Cornerstone School extracurricular functions. Any additional costs and/or fees will be submitted to you when due.

Kindergarten (*Half days*) \$400.00 (*1 day/week*) \$775 *2 days/week*)

<u>ONE STUDENT</u>	Monday – Thursday	Friday (8AM – Noon)
<i>1 day/week</i>	\$575.00	\$430.00
<i>2 days/week</i>	\$1100.00	\$955.00

Part-Time Fees for Students Enrolled Full-Time in the Distance Learning Program (Grades 3-12 Only)

<u>ONE STUDENT</u>	Monday – Thursday	Friday (8AM – Noon)
<i>1 day/week</i>	\$350.00	\$225.00
<i>2 days/week</i>	\$600.00	\$475.00

**Additional students from the same family will receive a 10% reduction in tuition.*

CORNERSTONE SCHOOL Full-Time Tuition
Academic Year 2012-2013

The registration fee is paid only once each year, allowing families to change enrollment status during the school year without any additional fees.

REGISTRATION FEE *\$100.00 each new student*
 75.00 each returning student (if fee received by 5/31/13)
 150.00 each returning student (if fee received after 5/31/13)

**Registration and first month's tuition are non-refundable.*
**An exception in the policy for one is not meant as an exception in the policy for anyone else.*

TUITION SCHEDULE

Tuition payments are due the first day of each month beginning with the month of July and ending with the month of May. Tuition will be divided into eleven equal payments assuming registration has occurred prior to July 1. Appropriate adjustments will be made for registration at other times.

Late charges **will be** assessed according to Cornerstone School's policy. If tuition is not paid by the 4th of the month, there will be a \$25.00 late charge penalty **per** child, and if not paid by 8th of the month, there will be an additional \$25.00 late charge penalty **per** child. If not paid by the 12th of the month, your child will not be permitted to attend class.

Tuition includes classroom instruction cost, curriculum costs, Parent/Teacher conferences, and similar functions. Any additional costs and/or fees will be submitted to you when due.

**Kindergarten	\$1200.00	
	<i>Grade Levels 1-8</i>	<i>Grade Levels 9-12</i>
<i>1 Student</i>	<i>\$2740.00</i>	<i>\$2850.00</i>
<i>Each Additional Student</i>	<i>\$2300.00</i>	<i>\$2400.00</i>

Tuition will be charged to grade levels 9-12 first and then on to grade levels 1-8.

***Kindergarten tuition is not dependent upon the number of students per family*

Availability of Distance Learning

With our computer-based curriculum, we offer a program for home school families called Distance Learning. Distance Learning is available in grades 3-12 over the Internet. Please contact the school to schedule a meeting in order to discuss all options available with this program.

Distance Learning Tuition

The Distance Learning tuition costs are as follows:

Registration and Setup Fee:	\$ 100
Registration and Setup Renewal:	\$ 75

Distance Learning Tuition:

Full Credit Course:	\$325
Half Credit Course:	\$175

Full-Time Distance Learning (One Year Unlimited Work): **\$1500**

Curriculum Costs for Part-Time for Home School Families: **\$10/unit**

Physical Education for School Year: **\$150**

Course Deadlines

A full-credit course taken as Distance Learning or on-site must be completed within one year of the start date. A half-credit course must be completed within six months of the start date. Each unfinished course after these deadlines may be extended for \$25 a month per unfinished course. These deadlines and fees do not apply when using the “One Year Unlimited Work” method. However, a 75% completion of assigned schoolwork is required to renew registration for another year.

Tuition Penalties

If tuition is not paid by the 4th day of the month, there will be a \$25.00 per student late charge penalty, and if not paid by the 8th of the month, there will be an additional \$25.00 per student charge penalty. Penalties are not discounted. If tuition is not paid by the 12th of the month, your child will not be permitted to attend class. At that time the school district will be contacted and informed that your child is no longer attending Cornerstone School.

Late Fees

The student's records will not be released until any outstanding tuition balance is paid in full including all other charges. All registration fees are due at or before the time of enrollment.

Payments

Tuition payments may be brought to the school office during regular school hours. Any questions or inquiries regarding your account should be directed to the School Administration.

Reductions or Refunds

There is no reduction of tuition for holidays. If a child is withdrawn from school, there will be no refund of tuition for that month, but there will be a refund for any months paid in advance. Also, no tuition allowances for vacations will be made.

NOTE: There may be a variation regarding tuition if the student is enrolled after the school year has begun.

***An exception in the policy for one is not meant as an exception in the policy for anyone else.**

Cornerstone School Dress Code

Standard Dress Code Day

Dress code standards are to be kept in order to maintain an effective learning atmosphere and promote good personal hygiene. Students working under a dress code have better self-confidence and exhibit better behavior. Each student's appearance should be to honor Christ. It is vital that each student wholeheartedly supports the dress standards.

All articles of clothing should have no visible logos.

Shirts

- Polo: Short or long sleeve
Colors: white, navy, royal blue, light blue, or red
- Wrinkle-free Oxford: Short or long sleeve
Colors: white, light blue (may have a soft pinstripe)
- Blouse (Girls only): Oxford style; long or short sleeve; white
Colors: white (may have a soft pinstripe)
- Undershirt: (Optional) T-shirt, long sleeve T-shirt, or turtleneck
Colors: white, navy, royal blue, light blue, or red



(All shirts are to be tucked in)

Pants

(All pants must have belt loops and a belt *must* be worn.)

Wrinkle-free dress pants: *Navy or khaki*

Corduroy pants: *Navy or khaki*

(No cargo pants, no jeans, no Capri's, no sweatpants)



Belts

Colors: *Navy, brown, or black*
(**Belts must be plain** – no studs, no extra colors, no extra metallic design, no large belt buckles)

Shoes

Tennis Shoes: Shoe, laces, *and* logo **must** be black
Dress Shoes: Navy, black, or brown; tie or slip-on

(We recommend slip-ons for young students. Laces must be tied. Dress shoes should remain polished.)

Sweaters and Sweatshirts

(Must wear a Polo or Oxford shirt underneath with collar out)

Cardigan, v-neck sweater, or sweater vest: *Navy or red*
Crewneck sweatshirt: *Navy or red*
V-neck sweatshirt: *Navy or red*

(*No hooded sweatshirts and no zippers*)



Socks

Crew socks: *Navy, white, black, or khaki*
Dress socks: *Navy, white, black, or khaki*
Tights (Girls only): *Navy, white, black, or khaki*

(Visible portion of the socks should be all one color)

Skirts and Jumpers

(Girls only - Skirts and jumpers **must** come within 3 inches of the top of the knee.)

Colors: *Navy, khaki, blue plaid*



(Orders may be made or more examples found by going to www.jcp.com and searching for school uniforms. You may also click the “Kids” tab and then click on “School Uniforms.”)

Gym Day Dress Code

Required: Black athletic pants, Cornerstone T-shirt, and a good pair of athletic shoes
(*Shoes may be any color on gym day*)

Optional: Black shorts (must come within 3 inches of the top of the knee), Cornerstone sweatshirt, or Cornerstone jacket.

Cornerstone T-shirts, jackets, and sweatshirts are available in the Cornerstone bookstore.

Other Dress Code Items

*(These items apply to both regular schooldays **and** “No Dress Code Days” unless otherwise stated.)*

1. Hair

- a. Only conservative, traditional hairstyles are acceptable. Hair must be clean and groomed neatly.
- b. For the boys it must be off the collar, covering no more than the middle of the ear and not exceeding 4 inches in length. Sideburns cannot be longer than the middle of the ear. All young men are to be clean shaven.
- c. Hair must be *one natural color*. However, highlights with natural colors are acceptable. Any other particular coloring options must be approved by staff.

2. Hats or caps are to be worn outside the building only. Bandanas worn as part of a hair style are *only* permitted on a “No Dress Code Day.”

3. Outer wear such as jackets and coats are not to be worn in the classroom. We encourage parents to monitor their child(ren) to see that they dress appropriately for the various seasons. During snowy, cold months send hats and mittens/gloves to school with your child.

4. All girls may wear any color of nail polish except black. Only girls in grade 7 and above may wear makeup. All makeup must be worn in moderation.

5. Jewelry

- a. Girls - No more than two delicate chains, two small bracelets, or two rings. Two pair of post style earrings (no large or dangling earrings are allowed) and one watch is allowed.
- b. Boys - One watch, one bracelet, one ring, and one neck chain are allowed. (Boys are not permitted to wear earrings.)

- c. Any visible non-ear piercing after acceptance at Cornerstone will end your privilege to attend Cornerstone School. Also, starting the use of gauge earrings is not permitted.
6. Fingernails should be neatly trimmed. Boys should be able to see the skin on the top of the finger when looking at their fingers straight on. Girls may grow their fingernails out ¼ inch past the tip of their finger. Under the fingernail should be kept clean.
7. “No Dress Code Day” Dress Code
 - a. All clothing should be free of holes; pant legs should not be frayed.
 - b. Lettering and symbols on clothing should not promote violence, alcohol, tobacco, or drugs; should not contain material that is sexually suggestive or gang-related. All clothing should be appropriate and encouraging.
 - c. Shorts and skirts must come within 3 inches of the top of the knee.
 - d. Sandals without socks are permitted on “No Dress Code Days” as long as weather is appropriate. Sandals must stay on. House slippers and shower shoes are unacceptable.
 - e. Pants must be worn high enough to cover any undergarments.
 - f. Tank tops or sleeveless shirts are not allowed. No midriff may be showing.
 - g. Cotton sweatpants, pajamas, and athletic shorts are not allowed.
8. Shoes are to stay on during the school day. Socks must be worn at all times.
9. Students who obtain a tattoo after enrolling in Cornerstone lose the privilege of attending. Any prior tattoos must be covered. A student with a prior tattoo that cannot be covered will only be allowed to attend Cornerstone School online.
10. No more than one button on the top of a shirt or blouse may be unbuttoned, unless an undershirt is worn.
11. Sunglasses (unless prescribed by a physician) shall not be worn within the school building.
12. Students must maintain good hygiene. Teeth should be brushed every day. Showers should be taken regularly. Clothing should be washed regularly. For older students, deodorant should be worn daily.
13. Students are not permitted to have writing on their skin or on their clothing.
14. Any items that are not covered in the dress code will be established by Cornerstone staff. Common sense and the desire to dress oneself appropriately are expected. Please ask Cornerstone staff before purchasing questionable items. Any item that does not explicitly fit our guidelines may not be permitted at school.

CORNERSTONE SCHOOL 2012-2013 Tentative SCHOOL CALENDAR

July	1	1st Tuition Payment Due
	28	Cornerstone School Reunion – Cornerstone School is 20 years old!
August	1	2nd Tuition Payment Due
	23	Parents’ Night 7:07 p.m.
	27	School begins - Special Schedule for Mon. & Tues. Only (K - 6th) 8:00 -11:20 a.m. (7th-12th) 12:00 - 3:25 p.m.
	29	All students begin regular schedule 8:00 a.m. – 3: 25 p.m.
September	1	3rd Tuition Payment Due
	3	NO SCHOOL - Labor Day
	18	Clash Day
	28	NO SCHOOL - Staff Training
October	1	4th Tuition Payment Due
	1-5	NO SCHOOL - Staff Training
	17	Support School Colors Day (Purple, Black, and White)
	26	End of 1st Quarter
November	1	5th Tuition Payment Due
	2	Progress Reports
	6-8	Parent-Teacher Conferences -- <i>School dismisses at 12:00 p.m. each day</i>
	14	Hat Day
	19 21-23	School Picture Day 9:00 a.m. NO SCHOOL - Thanksgiving Break
December	1	6th Tuition Payment Due
	20	School Christmas Program 7:00 p.m.
	21	School Dismisses at 12:00 for Christmas Break
	22-31	NO SCHOOL - Christmas Break
January	1	7th Tuition Payment Due – NO SCHOOL – New Year’s Day
	2	School resumes at 8:00 a.m.
	4	End of 2nd Quarter
	11	Progress Reports
	15	Blanket and Pajama Day
	21	NO SCHOOL – MLK Day
February	1	8th Tuition Payment Due
	12	Patriot’s Day – (Red, White, and Blue)
	18	NO SCHOOL – President’s Day
March	1	9th Tuition Payment Due
	8	End of 3 rd Quarter
	12	Favorite Stuffed Animal Day <i>OR</i> Support Your Favorite Sports Team Day
	15	Progress Reports
	19-21 29	Parent-Teacher Conference-- <i>School dismisses at 12:00 p.m. each day</i> NO SCHOOL – Easter Break
April	1	10th Tuition Payment Due – NO SCHOOL – Easter Break
	17	Monochromatic Day
	18	Parents Night 7:07 p.m.
May	1	LAST Tuition Payment Due
	3	Last Day of Classes for K-3
	7	Last Day of Classes for 4-12 – <i>School dismisses at 12:00.</i>
	10	School Awards & Graduation – 7PM --ALL STUDENTS MUST ATTEND
	31	Registration Fee Due for Returning Students

Missed class time from late starts or school cancellations will be made up with full-day Fridays if necessary.

Questions?

If you have any QUESTION regarding your child's performance at school, or the school itself, please contact the school staff.

School Phone: (605) 335-7084

School/Church Fax: (605) 335-5713

School E-mail: school.cmi@midconetwork.com

School Website: www.CornerstoneSchool-K12.com

Church Website: www.CornerstoneChurchSiouxFalls.com

Concluding Remarks

As with any handbook, it is impossible to cover all areas. Some additional rules and changes may be encountered during the school year. Notices concerning these changes will be given to the students and parents. We encourage parents and students to be familiar with the regulations and procedures of the school.

Please continue to pray for CORNERSTONE SCHOOL
throughout the year.

