



CORNERSTONE

FAMILIES

MEMBER HANDBOOK

2016 - 2017



Table of Contents

Foundations:

Goals and Purposes.....	3
Statement of Faith.....	3
Values for the Classroom.....	4
Class Content.....	4

Expectations:

Parental Commitment.....	4
Parent Service guidelines	
Classroom Helper guidelines	
Group Standards.....	5
Student Behavior Policy.....	6
Dress Code.....	7
General Standards	
Physical Education Class Standards	
Health and Wellness.....	8
Church Use.....	8
Visitor Policy.....	8
Charter School Policy.....	8

Procedures:

Communication.....	9
Refund Policy.....	9
Registration & Payment Policy.....	10
Inclement weather – Cancellations/ Delays/ Emergencies.....	10
Check In/ Check Out requirements.....	11
Temporary Guardian Procedures.....	11
Absence/ Illness Procedures.....	11
Illnesses	
Planned Absences	
Emergencies during the co-op day	
Graduation.....	12
Security Procedures.....	12
Lost and Found	12
Tardy Policy.....	13
Meeting with the Committee.....	13

Limited Liability.....	13
-------------------------------	-----------

Modifications.....	13
---------------------------	-----------

Foundations

Goals and Purposes of Cornerstone Families

The primary focus of Cornerstone Families is to provide Christian based academic and supplemental classes for home schooling families with an emphasis on high school. As resources and space permit, we offer enrichment classes for the students of our teachers and the siblings of the high school students. Cornerstone does not give credit for the classes it offers; that is the responsibility of the parent. All classes reflect a Christian viewpoint and many are scripturally integrated. Please read course descriptions carefully and be willing to commit to the specified requirements before enrolling. Academic courses must be a cooperative effort by the student, parent, and teacher for successful completion.

Cornerstone Families Statement of Faith

- *We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- *We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
- *We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- *We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
- *We believe that all people will experience eternal life – those who are saved will live eternally in God’s presence, and those who are lost will live eternally apart from God’s presence.
- *We believe in the spiritual unity of believers in our Lord Jesus Christ.
- * We believe that, at times, all Christ-followers sin, and that there is forgiveness through His redemptive plan. We also believe that followers of Christ should not be practicing anything that is contrary to Biblical mandates.
- *We believe God created marriage to mirror the love between Christ and His Church and that it was ordained to be between one man and one woman in a lifelong relationship. Sexual relationships before or outside of marriage are sinful as they are not in accordance with God’s plan.

(Adapted from the National Association of Evangelicals statement of faith.)

Values and Teaching Ethics for the Classroom

1. The literal Biblical account of the creation and fall of man is to be upheld.
2. Because all people are created with value and worth, we will endeavor to treat them in a way that would honor the Creator.
3. The presence of evil forces in our world is a reality. Therefore, any discussions involving demons, ghosts, magic, etc., and any discussion dealing with sexual behavior, immorality, or profanity must be done in a way that adheres to orthodox Christian teaching. These topics are not to be taken lightly, and parents should be notified of the potential for these topics in a particular class either in the course description or through the mailboxes, yahoo group, or personal communication.

All teachers and committee members have agreed to abide by these rules.

Class Content Policy

Teachers will not teach anything that is contrary to our Statement of Faith and will conduct every class according to the policies outlined within this handbook. As aesthetic classes can be subjective in their interpretation, we advise teachers to consider resources, class material, and assignments containing references to sexual behavior, immorality, or profanity in any form as unacceptable. The exception to this would be a science or health class where factual information needs to be handled appropriately. The committee would need prior notification of both content and method of presentation. Parental consent would be needed prior to any class presentation or discussion.

Expectations

Parental Commitment

Parent Service: Cornerstone is a home-school cooperative. It is neither a school nor a child-care service nor a ministry. The success of this group depends on the presence and participation of all of the member families. Each family is required to have a parent present at the co-op while the children of that family are in class(es). During that time the parent will fulfill two hours of “parent service,” either as a teacher, a classroom helper, or a monitor in the narthex, playground, hallways, or Welcome Table. If a member family is only present for one hour of class, then the parent needs only to participate in one hour of parent service. Parents serving in set-up/clean-up roles also fulfill their commitment for one service slot.

This level of participation helps ensure the success of our co-op. Opportunities to fulfill your commitment are addressed at registration and handled by our Parent Coordinator.

Classroom helpers are there not only to assist the teachers, but also because we are committed to a two-adult per classroom situation. Each teacher is in charge of what is required for his/her helper. The parent helper may be required to help keep discipline in the classroom, to assist with record keeping, to clean up, or to do other things helpful to the teacher. Please refrain from cell phone use in the classroom. It is important to be on time.

If you are aware, in advance, that you will not be at co-op, you are responsible to arrange for your own sub. Once arrangements have been made, please notify the Parent Coordinator; tell her both of your planned absence and of the person who will be filling in for you, even if it is your spouse.

We understand that last minute things happen (illnesses, car trouble etc...). In these cases you should call the Parent Coordinator cell phone number so someone may be found to cover for you.

Unexcused parent helper absences may result in your family being dismissed from the co-op.

Group Standards

Each parent is expected to maintain disciplinary responsibility for his/her child/children at all times while participating in Cornerstone. "At all times" means before, during, and after regular classes on Tuesdays as well as at Showcase.

Because we believe in the family as the foundation for all socialization, including boy/girl relationships of all ages, we expect each family to supervise their children in that area. It is our policy that couples are in the presence of others at all times and there should be no public displays of affection by couples.

We believe that sexual relationships before or outside of marriage are sinful and that God ordained marriage to be between one man and one woman in a lifelong relationship. Therefore, we do not admit members who are living outside of those bounds.

High school seniors, regardless of when they turn 18 years old, are required to adhere to all policies.

Please-no food or drink on couches in Narthex or in the Dome; water is the only exception.

Students are not permitted to slide down stairway banisters, run in the building, block the Narthex entrance or hallway, or eat in undesignated areas.

Students may only attend classes for which they are registered.

Students may not remain in vehicles in the parking lot during Cornerstone hours unless under the direct supervision of a parent.

Students are to be in class or in the Narthex while in the building. They may be outdoors only if accompanied by an adult. Parents, please be as flexible as possible in accompanying students who ask to go outside. The exception to this rule is the covered area outside the Narthex doors; students 13 years or older are allowed to be there without an accompanying adult.

Use of skateboards, rip-sticks or similar items is prohibited.

Student Behavior Policy

The Cornerstone Families membership has a very high standard for student conduct. It would be impossible, however, to anticipate a rule for every incident or behavior that may transpire while your student is at Cornerstone. If we are faced with behaviors or situations that do not have a specific rule, we will adhere to biblical principles regarding authority, respect, and loving our brother. We are committed to cultivating a “culture of respect” and would ask that you review that concept with your students.

If your child’s behavior becomes disruptive at any time while at Cornerstone, and a gentle reminder from a teacher, committee member, or parent helper does not solve the problem, he/she will be taken aside privately, in the presence of an adult witness and reminded of what behavior is expected, how they are not meeting that expectation, and what the consequences of non-compliance could be. If a student is disrespectful (in word or deed), or uncooperative at any time during this process you will be notified immediately. If removal from a class is required, you will also be notified immediately. Afterwards, a Committee member will enter a behavior incident report into a record and you will be notified as soon as possible with a complete explanation. If parental intervention does not ultimately rectify the problem, the child will not be allowed to continue in the class/co-op.

Negative social media internet postings referring to Cornerstone will not be tolerated. No physical threats will be tolerated and may necessitate immediate dismissal from the co-op, at the discretion of the Committee.

Dress Code

Because we are a diverse group of people, we recognize that not everyone will be in total agreement with our dress code standards. We have endeavored to set reasonable standards which take into consideration concerns expressed by our membership. These standards are not intended to insinuate judgment on any family's personal standards, but rather, they are intended to help us work and live together in a way that is peaceable and pure. **These guidelines apply to all of our Tuesday classes as well as Showcase.** These are the guidelines for other co-op functions unless specifically noted otherwise.

Please also keep in mind that we are asking you to comply with these standards for only 6 hours, one day of the week.

If you are offended by someone's attire, please be sure that you gently speak to the student or his/'her parent first before involving the committee. There are a limited number of loose-fitting scrub tops and bottoms kept at Cornerstone which can be utilized if appropriate, but parents will be required to assist their student in complying with the guidelines even if that means a trip home. Continual offenses could result in the student being asked to leave the co-op.

Basic Dress Code Guidelines

- Modesty should be the goal of all students.
- Neither gender should wear clothes which reveal undergarments.
- Tops for both genders must have some kind of sleeve. Tank tops are not permitted for either gender.
- The midriff area must be covered at all times.
- Shorts should fall at least mid-thigh in length.
- Skirts and dresses should fall at the knee or longer
- Leggings may not be worn as pants.
- Form –fitting clothing like yoga pants, track pants, and tight dresses are not allowed.
- No pants with words written across the backside.
- Female's tops or dresses must have necklines that do not reveal cleavage.
- No obscene or questionable decals or messages on t-shirts, jackets, notebooks, jewelry, etc.
- Shoes must be worn at all times.

Physical Education class dress code:

All students participating in gym classes must adhere to these guidelines:

- Please dress appropriately.
- Loose fitting t-shirts and shorts that fall to at least mid-thigh.
- Athletic shoes must be worn.
- No jewelry or chains.

Health and Wellness Policy

Attendance at Cornerstone is prohibited if signs of contagious illness (i.e., green nasal discharge, fever, wet cough, draining eyes, stomach-aches, vomiting, diarrhea, pink-eye, lice, etc.) have been experienced in the last 24 hours prior to classes. Adults or children with a contagious illness do not belong at Co-op. The common cold is excluded, and parents should use their own judgment.

Church Use for Cornerstone Classes

The Pataskala Church of the Nazarene has graciously provided their facility for our Tuesday classes. Please do not contact staff for personal use unless you are a member of Pataskala Church of the Nazarene. If you have any questions about this policy or any other concerns about the church, please contact our church liaison committee member.

Very few of us are members at the PCN so we believe it is especially important to honor their generosity by treating this facility, all its equipment, and the personnel with great respect.

Please enter and exit the building through the Narthex entrance only. The **playground equipment** may be used by younger children, but requires parental supervision.

Visitor Policy

Cornerstone has a “no visitor” policy. Families interested in Cornerstone should contact a committee member for more information and to arrange a tour of the facility. Friends are not allowed to come unless permission is obtained from the committee.

We understand that many of our members babysit during the week. For a number of reasons, space and legalities heading the list, those children are not allowed to come on Tuesday.

Special permission can be obtained from the committee if a graduate would like to visit for a day.

Charter School Policy

While Cornerstone respects the fact that individual families have unique needs and may customize their education accordingly, we cannot register children who are currently enrolled in e-schools or charter schools (online public schools). Those students are technically enrolled in public school and are not recognized as “homeschoolers” by the State of Ohio’s revised code. Membership in Cornerstone is, therefore, limited to those students who meet the official definition of “homeschoolers” by the State of Ohio. If you send a yearly notification to your local school superintendent, then you have fulfilled the state’s definition of a “homeschooler.” Having one child enrolled in a charter/cyber school does not exclude other children in the same family who are not enrolled in a

charter/cyber school from participating at Cornerstone. This policy is in keeping with the position of organizations such as HSLDA and CHEO.

Procedures

Communication

Our primary means of communication is through a moderated Yahoo group. It is through this group that we will send notifications of registration, co-op closings, or other important information. It is your responsibility to make sure you are receiving emails through the yahoo group. Please read all the messages that come through this venue.

To join the Yahoo group:

1. Send a blank email message to: CornerstoneNews-subscribe@yahoogroups.com. Be sure to choose “individual emails” in your settings.
2. You will receive an email to “please confirm your request to join CornerstoneNews.” Follow the instructions in this email – follow the link to the group and click “send request.” Put your name in the comment section.
3. Wait. You will be approved for the group by the moderator ASAP.
4. See the Registration Coordinator with any questions.

IF YOU DO NOT HAVE E-MAIL, PLEASE MAKE ARRANGEMENTS WITH ANOTHER MEMBER WHO CAN RELAY THESE MESSAGES TO YOU.

Another vital means of communication during the school year is a file box system located at the Welcome Table. Teachers and other members use this to communicate with other members. Grades, notifications, and opportunities to participate in activities are often shared through these “mailboxes.” Each family is responsible for checking the folder weekly to maintain communication.

We also have a facebook page where current members may post miscellaneous information that cannot be posted on the yahoo email group.

Please note that teachers communicate primarily through the mailboxes, phone, or email. The Committee communicates primarily through the yahoo group.

Refund Policy

Class fees are refundable up to one week before the first class if a student withdraws. If a student withdraws from a class after the semester begins, no portion of the class fee is owed as a refund. **Supply fees are non-refundable.**

Registration and Payment Policy

Registration information is made available on our website before each semester. **Class and supply fees are due at registration** unless your student is placed on a waiting list. The membership fee is also due at registration for each semester. ****Please also note that if you register for a 2 semester class, you are committing yourself to pay for that course both semesters whether or not the student participates in the class during the second semester.****

Class and supply fees are determined by the individual teacher and are paid by the parents directly to the teacher. (The Committee does not collect class fees at any point in the process.). Payments must be made by check or money order only - no cash.

Students will not be allowed to attend classes if their fees have not been paid. Moreover, if the fees are not paid, the teacher can offer the spot to a student on the wait list.

Your Cornerstone membership fee (\$35) is due at registration; it is paid at the beginning of each semester. The membership fee is refundable only if a member's entire family withdraws from Cornerstone prior to the first class of the semester. This fee is used primarily as a gift to the church, to pay the insurance fees, and to cover costs associated with running the Co-op. Committee members are not paid in any way. Cornerstone Families is a not-for-profit group and so we carry only a small balance for emergencies.

Inclement Weather Cancellation, Delay, and Emergency Policy

If the Southwest Licking School District is closed due to weather conditions, **we are also closed** – this would include snow, ice, and flooding. It does not include wind chill. Sometimes the district closes because of power issues. If you find that the district is listed as closed, please double check your email for a message from yahoo. We will always send a closure message. We attempt to make up missed weeks and will announce that information through the moderated Cornerstone Yahoo Group if the need arises.

We only follow Southwest Licking for cancellations, not delays. If there is a delay for SWL the co-op meets as usual. Use your own judgment to determine whether it is safe to travel from your location.

If the church facility should experience an emergency that would result in the need to cancel classes we will notify you on Yahoo Groups. Please join our moderated Yahoo group by sending a blank email message to: CornerstoneNews-subscribe@yahoogroups.com. (Complete directions are in the "Communication" section.)

Check-in/check-out

The parent (or Guardian) of children attending classes is required to check-in at the Welcome Table upon arrival at co-op and to check-out when leaving. If the parent intends to be outside or in the car, please note that and leave a cell phone number in the comment section at check-in. This is so that we know where to find you should your child(ren) need you.

Temporary Guardian Policy and Procedure

Temporary Guardians may be appointed to be responsible for children whose parent is absent due to illness or an emergency which requires leaving the premises temporarily. This is not to be used for trips to the store, working a job, doctor appointments that could be scheduled on another day or other similar types of needs; the co-op functions best when all parents are present and doing their share. Each family is allowed to utilize this option no more than three times per semester. Children must be informed of who their Temporary Guardian is. The parent must stop at the Welcome Table to fill out the proper paperwork before leaving and must check back in upon return. Or, if the parent is absent for the whole day, the Temporary Guardian must check-in upon arrival.

Absences and Illnesses Procedures

Illnesses:

1. If a parent is unable to attend Co-op due to an illness or other urgent circumstance, please call the Parent Coordinator as soon as possible.
2. Healthy children who will still attend classes can be assigned to a Temporary Guardian who must check-in at the Welcome Table and present a completed Temporary Guardian Form. The form may be printed from the Cornerstone web site and is also available at the Welcome Table. A separate form must be completed for each day.

Planned Absences:

1. If a parent must be out of town but their children will still attend classes, the Temporary Guardian Form must be completed and presented by the guardian at the Welcome Table upon arrival. The guardian would need to fulfill the parent's duties for the day.
2. If both parent and children will be absent, please notify the teachers as a courtesy, and find someone to cover the parent's duties for the period of absence. Please find a friend so that the subs are available for last minute absences. The parent is responsible to find coverage for his/her duties, however, the parent coordinator may be contacted for suggestions.

Emergencies:

In the event that a personal emergency arises during the Co-op day, parents are expected to take their children with them or follow standard Temporary Guardianship procedures. Please also let someone on the committee or at the Welcome Table know so that we are aware of your absence.

Graduation

Students who are active members at the co-op are eligible to participate in graduation. Others may participate with permission from the committee. Graduation is held the Saturday of Memorial Day weekend. Rehearsal is usually the Thurs. or Fri. immediately preceding graduation. This is a mandatory rehearsal so please keep your Memorial Day weekend open if your student is a senior. Seniors should sign up at registration. Graduation does involve extra fees.

Security Procedures

Per the policy of the PCN board, individuals with a Conceal/Carry License are not allowed to bring their weapons into the church building.

The narthex doors will be locked during the co-op day. This is to insure that no one is able to enter or leave the building unobserved.

All adult members will be issued a nametag that should be worn while you are at Co-op. Please leave your nametag in your mailbox when you leave; make it a part of your signing-out routine. There will be a \$2 fee for lost nametags to cover the supplies. If you see someone without a nametag, please inquire about their presence as everyone who belongs to the co-op should have a name tag.

Lost and Found

Check the table in the Narthex each Tuesday. Do not call the church. Unclaimed items will be disposed of or donated at the end of each semester.

Tardy Policy

Students are expected to be on time for classes. Teachers will be taking attendance and will deal with tardiness in the following manner:

On the first occasion, the teacher will speak to the student and request that he/she make an effort to arrive to class on time.

On the second occasion the teacher will speak to the student's parent to make them aware of the problem.

On the third occasion the teacher will arrange a meeting with the student, their parent(s) and a committee member to try to find a solution.

Meeting with the Committee

The committee meets each week to cover various situations or questions that arise. If you would like to meet with the committee, please contact a committee member and let them know what you would like to talk about. We will schedule a meeting for you or make time for you at a regularly scheduled meeting. Depending on the agenda for any given week, we may not be able to meet that particular day.

Limitation Of Liability

A committee of volunteer parents administers Cornerstone. Member parents assume all risks and hazards incidental to participation in the program must sign, each semester, a form stating that the Cornerstone Families organization shall not be liable for any loss, claims, demands, injuries, damages, etc. to persons or personal property; neither shall the church where classes are held be liable.

Modifications to Policies

We may modify any of the terms and conditions contained in this handbook at any time and at our sole discretion. If any modification is unacceptable to you, your only recourse is to terminate your participation. Your continued participation at Cornerstone following our posting of a change notice or new change to our policy constitutes a binding acceptance of the change.

Cornerstone Families is a private organization; membership is a privilege and not a guaranteed right. Non-compliance and/or abuse of co-op privileges may result in dismissal from the co-op.