**Cornerstone Foundation**

**Academy**

 5

**STUDENT HANDBOOK**

**2024-2025**

**Welcome to Cornerstone Foundation Academy!**

*Dear Parents/Guardians and Students*

Cornerstone Foundation Academy is a classical approach program focused on serving the needs of students with varying abilities. The Academy offers a learning environment that emphasizes a structured and orderly setting.

Cornerstone Foundation Academy stresses the following:

* **Academically** to empower minds by using a classicalapproach to education in order to develop well-trained minds. With the advantage to prepare each student to function effectively in today’s unpredictable society.
* **Enlightening** children’s hearts to recognize the importance of a personal relationship with God through his son Jesus Christ. And encouraging service to God and his fellow man and society as a whole.
* **A caring and Safe Environment** is our key goal to develop a place where the focus is on learning and developing relations with other classmates that can last a lifetime without the fear of being bullied.

*Academic Achievement in the basic skills areas:*

 \*A sense of pride and self-worth.

\*Behavior appropriate to the school setting.

\*Parental/Guardian involvement and commitment.

\*Creative problem solving and students’ projects

\*Concepts o patriotism, courtesy, and moral values.

\* A clearly established dress code.

Cornerstone Foundation Academy students actively participation in a hands-on curriculum enhanced by the latest technology. Students use state-of-the-art hypermedia as they apply skills in real-world problem solving and communication. Students within the Academy earn pins, badges, and other tokens of recognition for successful completion of special projects, academic achievement, leadership, and good behavior. The goal of this recognition is to promote a sense of self-worth and pride in belonging to a special group. We believe that Cornerstone Foundation Academy provides unique opportunity for students to maximize their potential and become knowledgeable and involved citizens in our community.

You are receiving a copy of the Cornerstone Foundation Academy Handbook. This handbook explains the policies, procedures, and guidelines of our school. This information is very important for you and your child and will serve as a useful reference throughout the year. It gives important information regarding all levels of the Cornerstone Foundation Academy School Program.

Thank you for your support and we look forward to a wonderful educational experience for your child. If at any time you have questions, comments, concerns and/or suggestions, do not hesitate to communicate with me*. Sincerely Mrs. Dayrin Cruz,* ***Director***

***ALL ABOUT CORNERSTONE FOUNDATION ACADEMY***

*Full Name:* Cornerstone Foundation Academy

*Address:* 1301 W Linebaugh Ave Tampa, Fl 33612

*Phone:* (813) 513-8890

*School Hours Monday Early Release:* 8:00 am – 1:00 pm

*School Hours Tuesday thru Friday:* 8:00 am – 3:00 pm

*Office Hours:* 8:00 am – 4:30 pm (Monday - Friday)

*School Mascot:* Eagle

***OFFICE STAFF***

**\*Principal -** The principal is responsible for the total school program. She works with and helps all students, parents, teachers and staff members. Our principal is Mrs. Dayrin Cruz.

**\*Assistant Principal -** Assists the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal.Our assistant principal is Mr. Alfredo Estopinan.

**\*Counselor -** Our counselors are here to help each student develop and maintain a positive self-image in order to achieve success in school. The counselors work with children, teachers, and parents to reach this goal. Teachers and parents refer students or the student may ask to see the counselors. Our counselors maintain an open-door policy and services are available to all children and parents, not just those with problems.

**\*Secretary** - The school secretary performs secretarial duties for the principal and handles community relations, inquires and students and staff need. She establishes, maintain and submits appropriate records, files and reports and implements office policies and procedures. The secretary coordinates and organizes the workflow of other clerical staff, assists students with illness or first aid and administers medicine that must be giving during school hours. Our school secretary is Ms. Debra Johnson.

**\*CLERK** - She answers the phone, helps the staff and students and also can answer your daily questions.

**\*BOOKKEEPER -** The bookkeeper assumes responsibility for preparing and maintaining all financial aspects of school activities She serves as a receiving and purchasing agent, maintains the complete bookstore operation, works with the school secretary in all capacities and performs any other duties assigned by the school principal. Our bookkeeper is Ms. Debra Johnson.

**\*PHYSICAL EDUCATION/HEALTH PROMOTION** - Students receive twice weekly scheduled physical education. All aspects of wellness are emphasized to promote a healthy, happy lifestyle.

**\*LIBRARY/COMPUTER LAB -** Our librarian helps us to have an outstanding library. Students visit the library once each week with their classes and teacher. They learn to use the library, listen to stories and have other activities. The library is open to all students to check out books. Students must turn books before checking out new ones. Lost books must be placed or paid for before checking out new ones. All books must be turned in at the end of the school year. The library also provides media where teachers can show instructional videos when necessary. School Computer Labs offer a space for students to explore, create, connect, and build digital literacy. Can be used to search a specific topic to help with homework, project.

**\*HUMANITIES/ARTS -** Students receive instruction in the area of Arts. Students explore the elements of art though hands-on projects.

**\*SCIENCE LAB -** Students receive instruction weekly on a regularly scheduled basis with "hands-on "science activities. The teacher will work together with the classroom to reinforce/enrich science instruction.

***UNIFORMS***

**All students attending Cornerstone Foundation Academy (K - 12th Grade) are required to wear the Academy Uniform Students will wear the complete uniform during School hours. If Students do not abide by the rules of wearing school uniform, they will be sent home.**

**Complete Uniform:**

**Boys:**

Navy Blue or Khaki pants or shorts.

Navy blue or Sky (Light) Blue Shirt w/ Collar.

**Girls:**

Navy Blue or Khaki skirts or pants.

Navy Blue or Sky (Light) Blue Shirt w/ Collar.

**Shoes:**

Athletic shoes or any other closed-toe/closed heel shoe with any color socks. **NO SANDALS, FLIP-FLOPS, OR HIGH HEELS.**

***LUNCH***

\*Lunch **will** be provided for every student.

\*Students only needs to bring their snack.

***ATTENDANCE POLICY***

**EFFECTIVE AUGUST 10, 2023-24**

The Florida Department of Education has a method schools are to use in calculating student attendance. Beginning this school year student attendance will be calculated as follows

**TARDIES-**A student is tardy when the student is not in his or her assigned seat or station when school begins at 8:00 AM.

**EXCUSED TARDY -** A tardy is excused only if the students late for one of the reasons described in section V.

**UNEXCUSED TARDY** A tardiness is not excused unless it is caused by reasons set forth in section V. Examples of unexcused tardiness includes: 1. Oversleeping 2. Missing the bus 3. Shopping trips 4. Pleasure trips 5. Car problems (ex: flat tire, no gas, the car won't start,) 6. Heavy traffic 7.Returning for forgotten items **Habitual tardiness is unacceptable and unfair to other students because the instruction is interrupted every time a late student arrives**, Every three (3) unexcused tardiness within a grading period count as one referral for each unexcused tardiness (3) referrals will equal to 5-day suspension with makeup work sent home for the student State of Florida rules states: ***Additionally, individual schools may develop school-based consequences for tardy students*** Therefore Cornerstone Foundation will enforce this ruling. V. **REASONS WHY AN ABSENCE, ATARDY OR AN EARLY SIGN OUT WILL BE EXCUSED** An absence, a tardy or early sign out will be excused if caused by one of the following reasons: **A.** The student is ill or injured. **B.** There is a major Illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home). **C.** There is a death in the immediate family **D.** The student attends religious instruction or there is a religious holiday in the student's own faith. **E.** The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to the principal. **F.** Special event. Examples of special events include important public functions, conferences, state/national competitions, as wells exceptional cases of family need. The student must get permission from the principal at least five days prior to the absence. **G.** The student has a scheduled medical or dental appointment. **H.** Students having or suspected of having a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five excused days for each infestation of headlice. Students on field trips and students who attend alternative to suspension programs are not considered absent.

**ABSENCES -** Student who is not present in class at least one-half of the class period shall be counted absent from that class. To be counted present for the school day, a student must be in attendance for at least one-half of the class periods during the school day.

 **EXCUSED ABSENCES -** Students must be in school unless the absence has been permitted or excused for one of the reasons listed in paragraph V below.

**UNEXCUSED ABSENCES -** Any absence which does not meet the criteria of an excused absence is an unexcused absence. The following are examples of unexcused absences: 1. out-of-school suspensions 2. Family vacations 3. Students without a completed Certificate of Immunization indicating compliance with the currently required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to noncompliance with immunization requirements shall be considered unexcused. However, students transferring into other Counties, including foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization will be granted. (FS. 1003.22(1) (5) (e)) VI.

**MAKE-UP WORK** (This does not apply to specific homework provided under F.S. § 1003.01 to certain suspended students.) A. EXCUSED ABSENCES: Make-up work for credit and grade is allowed for all excused absences. It is the student's responsibility to get the missed work. The number of days allowed to make up the work shall be the same as the number of days the student was absent. B. UNEXCUSED ABSENCES: (EXCEPTOUT OF SCHOOL SUSPENSIONS) Make-up work for credit and grade is allowed. It is the student's responsibility to get the missed work. The number of days allowed to make up the work shall be the same as the number of days the student was absent. Work made up after an unexcused absence in elementary or middle school may be dropped a letter grade and must be dropped a letter grade in high school. C. SUSPENSIONS: Make-up work for credit and grade is allowed. It is the student's responsibility to get the missed work. Work is due on the day of return from the suspension. Work made up after an unexcused absence in elementary or middle school may be dapped a letter grade and must be dropped a letter grade in high school.

**AFTER SCHOOL PROGRAM –** Parents must sign up your child for the after-school program the cost is ***$70.00 per week per student*** the payment needs to be made in the main office *(Methods of payment can be Cash/Credit or Debit Card or check*) the start Monday of each week the hours are Monday 1:00 PM – 6:00 PM and Tuesdays thru Fridays 3:00 PM -6:00 PM they will be studying and doing homework and tutoring. If paying by check and the check is return and doesn’t have sufficient funds the parent is responsible to pay the fee of $40 for the return check.

***ARRIVAL AND DISMISSAL***

**ARRIVAL**

**Students should arrive at school at 7:45 am. There will be someone in the office at 7:45 AM.** As students enter the building, they will be directed to their class to turn in homework. The class will be on time at 8:00 am.

**DISMISSAL**

**The office must be notified of any dismissal/transportation changes by 12:00 pm on Mondays and by 2:00 pm Tuesday thru Friday.** If teachers take calls or receive written communication from parents, that information will also be sent to the office. Office personnel will keep a written record of daily dismissal changes.

**EARLY DISMISSAL FROM SCHOOL** If you wish to take your child from the school during school hours, report to the office and sign the register**. You cannot sign out your child after 12:00 pm on Mondays and after 2:00 pm Tuesday thru Friday.** The office staff will call your child to the school office. No teacher is permitted to dismiss a child from the classroom unless he/she is paged from the office. This is a Hillsborough County Safety regulation Students will not be allowed to leave school premises with anyone other than a parent or guardian. If your child will leave at dismissal time by any other means than normal procedure, please send a note to the teacher. If there are custodial issues regarding who can pick up and not pick up your child, we need a copy of the court order on file in the school office.

Student Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian Date Signature of Parent/ Guardian Date

***Note:* Use this form when withdrawing your child.**

**When you have read and signed the handbook you are agreeing to the stipulation in this form.**

**Parent/Guardian Name**

**Home Address:**

**Date of Withdrawal:**

*The Principal Mrs. Cruz*

**Cornerstone Foundation Academy**

**1301 W Linebaugh Ave**

**Tampa, Florida 33612**

Dear Sir / Madam,

**Application of Withdrawal from School**

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- School Policy when using this form to withdraw student

The above matter refers. To Gardner, McKay, and Step Up for Students Income Bass Programs: If a student is withdrawn from Cornerstone Foundation Academy before Tuition is due within a quarter of the school year; the parent will be responsible to the school for the remaining balance of the quarter payment for said quarter. If the money is not paid the school will not release any records to the new school.

I regret to inform you that, Students name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_who is currently a student, will withdraw from studying in your school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your attention.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Print Full Name Parent/Guardians Signature Date

***TRANSPORTATION***

Student Transportation forms should be completed prior to or the morning of the first day of school.

**CAR RIDERS**

Car riders will be dismissed from the side of the building. Parents need to form a line in front of the building. Children will be called and dismissed to your car.

**Each family will be assigned 1 copies of a car rider tag and number. These tags should be visible on the dashboard of your car and will be necessary in order to pick up car riders.** All students, even those who are walkers, will receive car tags. Parents may give a car tag to anyone they want to be able to pick their child up from school. Anyone picking up children other than those in their own family must also have a tag bearing the number of that child's family. If a parent or anyone else comes though without a car tag to pick up a child, they will be directed to a parking spot. They will then need to go into the school office and present photo identification. They must be listed as a contact on that student's enrollment form for the student to be released to them. The office will be responsible for assigning numbers, maintaining the list and assigning duplicate tags.

**DAYCARE RIDERS**

Students who go to daycare will be supervised by staff.

**WALKERS**

Walkers and students will be dismissed from the side of the building.

Walkers will exit from the side of the school building onto the parking lot. Children should remain on the sidewalk while exiting school grounds. **Kindergarten students must be picked up by an adult.**

**LATE PICK-UP**

Students who are not picked up by 1:30 pm on Monday and by 3:30 pm on Tuesday thru Friday. will be taken into the library. A classified staff member will monitor students in the library until 2:15pm on Monday and until 4:15 pm Tuesday thru Friday. After 2:15pm on Monday and 4:15 pm Tuesday thru Friday, any students remaining will need to come into the office, where they will sign the *Late Pick-Up Binder.* School staff will log the time at which the parent came and give the parent a letter, reminding them of the school policy regarding late pick-ups. The school attendance clerk will monitor the binder

After 3 occurrences, the principal and/or social worker will be notified and a meeting with the parent scheduled.

***ENROLLMENT REQUIREMENT***

**PROOF OF DATE OF BIRTH** - State law requires that any student entering Private School for the first time, regardless of grade, must furnish the school office with an original birth certificate; The birth certificate will be returned to you.

**PROOF OF ADDRESS** - Parents must present verification of their current address upon registration or if address is changed during the school year.

**IMMUNIZATION CERTIFICATE** - This certificate states that the child has been immunized against diphtheria, tetanus, poliomyelitis and measles. The original certificate is due upon initial enrollment in Cornerstone Foundation Academy. Students who are not new to the school system have l0 days to update an expired certificate.

**MEDICAL EXAMINATION FORM -** Students transferring into Cornerstone Foundation Academy will need to show proof of having a physical examination within the past six (6) months prior to or one (1) month after a child's initial enrollment. This document is due upon enrollment, or within 30 days after enrollment.

**EYE EXAM -** Parents must obtain an eye exam form a certified optometrist.

***WITHDRAWAL REOUIREMENT***

**Note: Use this form when withdrawing your child.**

**When you have read and signed the handbook you are agreeing to the stipulation in this form.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent/Guardian Name Date

**Home Address:**

**Date of Withdrawal:**

**The Principal Mrs. Cruz**

**Cornerstone Foundation Academy**

***1301 W Linebaugh Ave***

***Tampa, Florida 33612***

Dear Sir / Madam,

**Application of Withdrawal from School**

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- School Policy when using this form to withdraw a student.

The above matter refers. To Gardner, McKay, and Step up for Students Income Bass Programs: If a student is withdrawn from Cornerstone Foundation Academy before Tuition is due within a quarter of the school year; the parent will be responsible to the school for the remaining balance the quarter payment for said quarter. If the money is not paid the school will not release any records to the new school

I regret to inform you that, Students name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,who is currently a student, will withdraw from studying in your school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Thank you for your attention.

Parent/Guardian Print Full Name Parent/Guardians Signature Date

***DISCIPLINE***

**DISCIPLINE CODE**

A Uniform Code of Student Conduct has been prepared and adopted by the Cornerstone Foundation Academy. Each student will be given a copy. Parents should read the booklet and share the information with their children.

**DISCIPLINE GUIDELINES**

Education is Cornerstone Foundation's main goal. Education prepares each student for the challenges and demands of the future and is a means of helping the student become more self-directed and better self-motivated. The Cornerstone Foundation Program stresses self-discipline and supports the concept that achievement itself is the major award. In order to ensure a safe learning environment and productive behavior, we have high behavioral expectations for all Cornerstone Foundation Academy students. The classroom, restroom, hall and cafeteria expectations will be followed consistently with the rewards or consequences resulting from appropriate or inappropriate student behavior. The development of the "whole" child, academically behaviorally and emotionally, is an important achievement, which may be attained through a supportive and cooperative spirit among our students, staff, and parents.

Cornerstone Foundation ***Emphasizing on three MAJOR AREAS.*** This will help students reach these goals by following the principles model.

* ﻿**Academically** to empower minds by using a classical approach to education in order to develop well-trained minds. With the advantage to prepare each student to function effectively in today's unpredictable society.
* ﻿﻿**Enlightening** children's hearts to recognize the importance of a personal relationship with God through his son Jesus Christ. And encouraging service to God and his fellow man and society as a whole.
* ﻿**A Caring and Safe Environment** above all is our key goal to develop a place where the focus is on learning and developing relations with other classmates that can last a lifetime without the fear of being bullied.

***ACADEMY DISCIPLINE PROCEDURES***

A Pupil Disciplinary Referral Form will be filled out by the teacher or staff member. The form will be sent to the Principal/Counselor in- who will then determine appropriate consequences. A copy of the form will be sent home with the student. The form will have to be signed and returned by the parent/guardian.

The Cornerstone Foundation Academy Uniform Code of Conduct will be consulted based on the severity of the offense. An immediate behavior referral will result from any violation of this code.

Cornerstone Foundation Academy's classroom, restroom, and hallway expectations will be implemented by following Uniform Code of Conduct.

***GENERAL STUDENT INFORMATION***

**BIRTHDAYS** - Class treats are welcome. However, these need to be individual treats - cookies, cupcakes, rice crispy teats for example. Large cookies are very difficult to cut and evenly divide. Your child should be able to distribute them without adult help. We appreciate the birthday treats, but this is not to be considered a birthday party for your child. Visitors, camcorders, party favors, etc. are an interruption to the educational process. Please make arrangements with the classroom teacher prior to sending in treats. Birthdays are announced each morning.

**CLASSROOM VISITATION** - Classroom visitation is permitted when arranged through the school office and the teacher the teacher will schedule the most advantageous time for you and your child. Teachers are involved in teaching your children and we want to minimize any disruption in the educational process. All visitors must sign in at the school office and wear a name tag for identification and security purposes. Visitor tags are available at the receptionist's desk. Please check with your child's teacher before videotaping or photographing in the classroom.

**CONFERENCES -** Parent/ teacher communication is vital to support student success. A minimum of one face-to-face conference with your child's teacher is expected. Teachers will request parent conferences throughout the school year as needed. Parents may request a conference by calling the school office or by sending a note to the teacher so a date and time can be arranged.

**FIELD TRIPS -** Field trips are an integral part of the educational process. Teachers will schedule them to support and enrich their curriculum. The fee regulations of some attractions event refunds from being made when a student is absent on the day of a trip.

**FIRE AND DISASTER DRILLS –** Specific procedures are followed in case of fire tornado or other disasters. Students and personnel are informed of these procedures. Ten fire drills, each year.

**GUM -** CHEWING GUM IS NOT PERMITTED, according to CSF policy.

**HOMEWORK -** Students are given required homework Monday-Tuesday and

Wednesday thru Friday. The Cornerstone Foundation Academy set a policy for the length of homework to be required at each grade/level. The teachers are aware of this policy and will assign homework accordingly. Students are responsible for all materials needed to complete homework assignments.

***ILLNESS AND ACCIDENTS***

Should your child become ill or have an accident during school hours, facilities are available for first aid and temporary care, until parents can be contacted. Be sure the office has an emergency phone number on file, should you not be at home during the day. If your child has been ill and needs to be given medication during school hours, see medication instructions.

*Children should be kept at home until they a free from fever, diarrhea or vomiting for 24 hours.*

COMMON SENSE GUIDELINES FOR RECOMMENDING CHILD PICK-UP DUE TO ILLNESS

Children need not be excluded for minor illness unless any of the followings exist:

\*The illness prevents the child from participating comfortably in program activities.

\*The illness results in a greater care need than the staff can provide without compromising the health and safety of other children (or for clerical staff, compromising routine work duties).

\*The child has any of the following conditions: fever (defined as greater than 101 degrees by mouth), unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of possible severe illness.

\*Diarrhea (defined as an increased number of stools compared with the child's normal pattern, with increased stool water and /or decreased form) that is not contained by diapers or toilet use. Vomiting two or more times in the previous twenty-four (24) hours unless the vomiting is self-limiting and determined to be due to a non-communicable condition and the child is not in danger of dehydration. Undiagnosed rash or weeping sore.

\*Purulent conjunctivitis (pink eye) until examined by a physician and approved for readmission with or without treatment.

\*Diagnosed impetigo and streptococcal pharyngitis (strep throat) until 24 hours after treatment has been initiated, and until the child has been symptom-free for 24 hours.

\*Head Lice (Pediculosis) 3 days out or until treatment with pediculicide and nit removal complete (Must be released for readmission by doctor or school office).

\*Scabies until evidence of treatment is submitted.

\*Chicken Pox (Varicella) until six days after onset of rash, or until all lesions have dried and crusted.

\*Pertussis (a whooping cough) until a minimum 5 to 7 days after antibiotic treatment has been completed and the student is free of the initial three criteria listed above.

\*Mumps cases should be excluded until nine days after onset of parotid swelling

\*Tuberculosis, until the child's physician or local health office, states that the child is noninfectious.

\* Cornerstone Foundation Academy staff is not required to report a documented temperature elevation in order to notify parents that their child appears to be or is demonstrating signs of illness.

**INCLEMENT WEATHER**

Inclement weather may cause the closing of schools delayed openings or early dismissals. As soon as these decisions are made, they will be announced.

There are three (3) basic plans for the opening of schools as a result of inclement weather

1. Regular Schedule - All schools will open on its regular time schedule.

2. Delayed Schedule- On those days when there are inclement weather conditions, which would prohibit the normal transportation of students and staff to school and there is a prediction of improving street and road conditions as the day progresses, a delayed schedule for Cornerstone Foundation Academy may be implemented.

If a storm should occur during school hours, rest assured that all children will be adequately cared for by capable personnel of the school and will not be released until it is safe to do so. Since weather conditions are unpredictable and school closing may happen suddenly, develop a family plan that clearly designates what to do or where to go if parents are not at home. This is vital for your child's safety.

**LOST AND FOUND** Lost and found items are placed outside the office for parents and children to claim. Please label all clothing and belongings.

**MAKE-UP WORK-** If your child is absent more than one day, phone the school office for make-up work. Please notify teachers in advance when you at going to pick-up homework assignments that were missed due to an excused absence. Make-up work may be picked up at the end of the second consecutive day of excused absence or when the student returns to school. If your child is absent two or more consecutive days you MUST phone the school office by 10:00 a.m. for make-up work. Students are allowed one day for each day of excused absence plus one day to turn in the make-up work.

**MEDICATION-** If your child has been ill and needs to be given medication during school hours, an adult must bring in the medication its original container with the prescription label attached and including complete instructions. All medication must be administered through the school office. If a student must bring the medication, the container must be placed in a sealed envelope and given to office personnel immediately upon entering the building. Medications such as aspirin, cough syrup, and another over the counter items also need to be sent to the office in the original container for dispensing from the office.

In order for school personnel to administer any type medicine to your child at school, we must have on file an affidavit signed and witnessed by a notary public giving your permission for us to do so.

**MONEY-** Students should only bring money if there is a field trip,.

**NAME CHANGE -** If your child's legal name is changed we must have a copy of the court document to file with their records.

**PARENTAL CUSTODY SITUATIONS -** Please notify the principal or counselor if there are special custody situations that the school needs to be aware of so that all staff responsible for your child is fully informed. Parents have the right to view educational records. Both parents have the right to sign out and pick up children unless the custodial parent has provided the school with evidence of a legally binding document to the contrary.

**PERSONAL PROPERTY-** Please ensure that your child does not bring valuables to school. This includes, but is not limited to, MP3 players and personal gaming systems. Students are responsible for their money and property while they are at school. Students should only bring personal property to school which is not hazardous, dangerous or disruptive. The school staff will retain any items of this nature. Parents may pick up the toys/items after consulting with the principal.

**Telecommunication Devices -** The telecommunication device will be confiscated by an administrator and may only be returned to the parent /guardian

**PICKING UP YOUR CHILD -** Parents must come to the office to sign the official register if they want to pick up their child during the school day. If you an going to have someone else pick up your child, you are required to notify the office prior to the time of pick up, preferably by a written statement. For the safety of your child, we will not release your child until we have your permission. No one can pick up your child unless his/her name is on the Enrollment Form. The entire school day is important, so please ***try to avoid picking up your child early unless it is absolutely necessary.***

**SPRING BREAK -** *Spring Break this year is* ***March 17th thru March 21st ,2025***

**TELEPHONE -** We ask for your cooperation and understanding concerning our rule about calling home. We do not allow students to call for homework, books, musical instruments, etc. Only emergency calls are allowed.

**TEXTBOOKS, WORKBOOKS, AND SUPPLIES** - All textbooks are the property of Cornerstone foundation Academy & students for their use. Each student is expected properly care for the workbooks. **Workbooks lost or damaged must be paid for by parents.**

***Students are responsible for providing their basic school supplies throughout the entire school year. The teacher will provide a list of needed supplies and workbooks at the beginning of the school year.***

**ZERO- TOLERANCE FOR VIOLENCE -**There is zero tolerance for violence. If a child is threatened by another student with the use of guns or weapons, students are encouraged to report the incident to their teacher and Cornerstone Foundation Academy staff.

***PHILOSOPHY OF COACHES AND PROGRAM LEADERS***

We believe that athletic and interscholastic programs are an integral part of our students' educational process. It is designed to have a positive influence. Our programs support students in multiple sports and interscholastic activities. We promote equal opportunities and experiences for all students.

We are charged with the responsibility of instilling in our students' proper attitudes and behaviors that reflect the ideas of citizenship, sportsmanship, cooperation, self-discipline and developing high self-esteem. This can only be accomplished by providing a well-organized and goal-oriented program that is conducted by competent and caring adult leaders.

**I pledge** to do my best in all that I do.

**I pledge** to always strive to achieve the best in all that I do.

**I pledge** to obey all school and Academy rules.

**I pledge** to be honest, kind, and friendly to others.

**I pledge** to treat others as I want to be treated.

**I pledge** to treat others around me with respect at all times. **I pledge** to help keep my home, my school, and my community safe and clean**. I pledge** to do my homework each night.

**I pledge** to keep good attendance, behavior and grades at school.

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 Student’s Signature Date