

Cornerstone

Lower and Middle Tier

Member and Teacher Handbook

October 2017 Update

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Cornerstone – Lower Tier Handbook

Purpose Statement

Cornerstone is a Christian organization that seeks to provide quality education opportunities along with support for families that are homeschooling their students.

Cornerstone is divided into 3 tiers:

Lower tier: A co-op type structure where parents provide gym, choir, and enrichment classes for grades K-6. Lower tier meets 16 weeks each school year. This tier is parent run. All participating students must have a parent who is an active participant in planning, teaching, monitoring and cleaning up. There is no opt-out option for Lower or Middle Tier classes.

Middle Tier: Students in grades 7-9 may participate in enrichment classes provided by parents in the Lower Tier and/or classes taught by Upper Tier teachers. **

Upper Tier: A tuition based, teacher taught, 30-week academic program for middle and high school students (grades 7-12). Classes are designed to help parents meet or exceed Pennsylvania home school law requirements. Parents at this tier help by providing monitoring supervision (determined by the number of classes their students are taking - up to a maximum of 12 hours a year). A monitor opt-out option is available for a fee. Details are available on the website under Alternate Monitoring.

In all tiers Cornerstone provides opportunities for field trips, achievement testing, learning fairs and social interaction for parents and students.

**Note: Middle tier courses are offered by both the Lower and Upper Tier providers and students must be enrolled in the tier(s) they desire to take classes in.

Financial Statement

Cornerstone is established as a non-profit corporation under Pennsylvania law. We are also a 501c3 IRS designation that allows tax deductible donations and fundraising.

As a non-profit we are restricted from any political involvement and must meet established fiduciary standards.

The Lower Tier collects an annual fee to cover class expenses, building fees and membership dues to CHALC (Coalition of Homeschoolers Across Lancaster County). All teaching and monitoring is provided by the member parents.

The Upper Tier collects tuition to pay teachers and expenses during registration in April of each year. Upper Tier participants also pay a family fee that covers rent, liability insurance, CHALC membership and general expenses.

Members of both tiers only pay the annual family fee once, usually when they register for Lower Tier in the spring.

Statement of Faith

We believe there is one God and he exists in three persons, Father, Son and Holy Spirit. (Matt. 28:19, 2 Cor. 13:14)

We believe that Jesus was born of a virgin, died for our sins, rose on the third day and ascended to heaven. It is not by works, but by God's grace, through the death and resurrection of Jesus, and putting our faith in him that we are saved and can have eternal salvation. (Isa 7:14, Rom. 4:25, Eph. 2:8-9)

We believe that the Holy Spirit has come to edify the Church and bring it into unity for the glory of God. (Rom. 12:4-5, John 16:7-15, 1 Cor. 12:3-11, 1 Cor. 14:12)

We believe the Bible is the living word of God, infallible, inerrant and the final authority for all matters of faith and conduct. (2 Tim. 3:16-17)

Membership Information – Lower and Middle Tier

General Information

Lower and Middle Tier at Cornerstone follow a co-op type structure where parents provide gym, choir, and enrichment classes for grades K-6 along with enrichment classes for grades 7-9. Lower Tier meets 16 weeks each school year. This tier is parent run. All participating students must have a parent who is an active participant in planning, teaching, monitoring and cleaning up.

Calendar

Cornerstone Lower and Middle Tier classes are held for eight weeks in the fall and eight weeks in the spring. Classes are held at Grace Baptist Church on Thursday afternoons beginning at 12:15PM and ending around 4:00PM. Each week consists of three one-hour class periods preceded by announcements and ending with clean-up time.

The first class of the Fall Semester begins on the third Thursday in September. Classes continue for eight weeks on the first, third, fourth and fifth Thursdays of each month. Classes are not held on Thanksgiving.

The Spring Semester begins on the third Thursday of January. Classes continue for eight weeks on the first, third, fourth and fifth Thursdays of each month.

In the event of inclement weather, Lower Tier will generally follow the Hempfield School District regarding delays and closings. Directors will send emails to all members if weather becomes an issue. Please use your own discretion if roads are not acceptable to drive on in your

area. We do have a snow make up day built into our yearly calendar following the last regularly scheduled class date.

Cyber/Charter Policy

Our classes are designed to meet the needs of traditionally homeschooled students but we recognize the desire of cyber-school families to occasionally supplement their class work with a Cornerstone class. If class space is available, permission may be granted on a case by case basis for cyber/charter school students to participate in the Lower Tier program by the Board of Cornerstone Lower Tier.

Attendance

Cornerstone membership includes a commitment to the co-op. Attendance should be a priority for your family. If possible, try to schedule vacations during the second week of each month when we do not hold classes, or over breaks. All members are expected to attempt to find their own substitutes for teaching, monitoring and cleaning responsibilities.

Children are expected to participate to the best of their ability in the classes they are attending. (Students may not excuse themselves from gym “because they don’t like the activity”.) If you have a child between preschool and 6th grade who does not wish to participate in a class, he/she must stay with a parent during that class period. Students 7th grade and older are allowed to go to the Upper Tier Study Hall room.

Students are not permitted to roam the building during class time.

Illnesses

Please respect the members of Cornerstone and use common sense in determining whether a family member is well enough to attend classes following any illness. We recommend adhering to the following guidelines in order to keep our families healthy.

- Vomiting or diarrhea- stay home until symptom free for 24 hours.
- Fevers- stay home with any fever higher than 100 degrees.
- Anything contagious (like pink eye, strep throat)- stay home until after 24 hours on antibiotics.
- Colds- are typically manageable for older children who know to cover their mouth and nose when sneezing and wash hands frequently and thoroughly. Nursery and preschool age children should stay home (or with you) at co-op.

Safety/Security

Students and Parents are required to wear nametags at all times while they are on campus. This is a safety request by Grace Baptist Church so they can easily identify “strangers” when classes are in session. Nametags are provided at the beginning of each school year to all Lower and Middle Tier students in grades K-9 and participating parents. Children in Nursery and Preschool classrooms will be given sticker nametags each week. Students also participating in Upper Tier classes will receive their nametags from Upper Tier and are required to purchase a new name tag (\$2) if they lose the one they were given at the beginning of the school term.

Each involved parent must complete the child abuse clearances every 5 years. These will be held on file by the Lower Tier Directors. Clearance paperwork: PA Child Abuse History Clearance and PA Criminal Record Check (and FBI Clearance where applicable) must be completed by all new members prior to participation in Lower Tier.

Visitors

All visitors must be approved by the Director or New Member Coordinator in advance. All visitors must be accompanied by a participating member for a co-op tour and wear a "Visitor" nametag. Prospective students may attend trial classes but must also wear sticker nametags. On occasion, special guests will be invited by our teachers for enrichment classes. These guests will also be required to wear "Visitor" nametags.

Lunches

Lunch is served each co-op day between 11:45 and 12:15 in the Fellowship Hall. All profits benefit Cornerstone. There is a main item, either pizza, bar-b-que sandwiches, or walking tacos that cost around \$2.50 and additional sweet and salty snacks and water or soda for 50 cents each. Lunches are primarily for Upper Tier students who are at GBC (Grace Baptist Church) all day, but Lower Tier families are welcome to take advantage of lunch as well.

Membership Responsibilities

Teaching

All participating parents are required to teach at least one semester each year. Since we fill teaching slots one year prior, new members usually will not be needed to teach until the following year. If there are empty teaching slots at the beginning of any semester, the Teacher Coordinator will send a co-op wide email to fill those slots.

In January, the Teacher Coordinator will send out a teacher sign up form for the next school year. All members should complete and return the form by the deadline. Members should utilize their own gifts and experience when teaching. You are not required to teach classes for the age groups of your own children. Teaching is needed for children from preschool through 9th grade. Gym/Health/Fitness and Choir teachers are always needed.

Any member with a child under six months of age will be exempt from teaching.

Monitoring

The number of monitor spots each member will need to fill each semester is dependent on the number of participating families and the number of classes each semester. All classrooms with children between nursery and 6th grade are required to have two adults present: one teacher and one monitor. Choir classes will usually require three adults: the teacher, an accompanist and a monitor.

If possible, teachers will not be required to monitor during the semester that they are teaching.

The monitor schedule for the Fall Semester will be posted on the website by the Monitor and Cleaning Coordinator in late August or early September, and will open for sign-up immediately after the Fall Members Meeting. Monitor spots are available on a first come, first serve basis. The schedule will be open for the Spring Semester in early January.

Monitoring responsibilities include: helping the teacher, maintaining order in the classroom, dealing with individual issues as they arise so the instructor can continue teaching, handing out or collecting materials. Monitors also walk their students to the next class and take them to the gym at the end of third period.

The Preschool class has playtime and snack during 2nd period and movie and storytime during 3rd period. During these two periods there is currently no teacher, but instead two monitors.

Any member with a child under six months of age will be exempt from monitoring.

If you have a child that will need extra attention in the classroom, you may be asked to monitor for those classes. If you have a child with severe disabilities, we may request that you devote your complete attention to your child and we will schedule an additional monitor for the classroom. Please communicate this with the Directors.

Cleaning

Each semester, all members will sign up for a cleaning spot during either the first four weeks of classes or during the last four weeks. Cleaning will occur after third period classes dismiss at 3:40. Please refrain from beginning your cleaning earlier than 3:40.

The cleaning schedule for the Fall Semester will be posted on the website by the Monitor and Cleaning Coordinator in late August or early September, and will open for sign-up immediately after the Fall Members Meeting. Cleaning spots are available on a first come, first serve basis. The schedule will be posted for the Spring Semester in early January.

Cleaning cards with specific instructions are located in the Parent's Room. Please make sure that you follow the instructions. If there are any questions, the Directors will be able to help.

In addition to cleaning, vacuuming and emptying trash, you may choose to monitor the children in the gym or the nursery so that their parents can clean.

Substitution Policy

All members are expected to attempt to find their own substitutes for teaching, monitoring and cleaning responsibilities. Please use the member directory to find substitutes or send a group email out to all members. Please communicate any changes with the Monitor and Cleaning Coordinator and/or the Teaching Coordinator. If there is a last-minute illness or family emergency, call or email the Monitor and Cleaning Coordinator and the Directors will announce any last-minute substitution needs during the announcement and prayer time before co-op.

Cornerstone is very appreciative of its members' willingness to serve each other by covering for last-minute needs of the co-op. We could not operate without the selflessness of its members. Our community of families is what makes Cornerstone such a wonderful experience for families.

Being Present on Campus

All families are expected to attend co-op in the Lower Tier level. Having a parent present in the building or on the grounds ensures that someone can be quickly and easily accessible in the event of emergency or accident. It also builds the community of the co-op, strengthens relationships between families, and helps provide guidance to homeschooling newcomers.

We do understand that occasionally you may need to be away from the building. In the event that you need to leave, please write your name and cell number on the board provided in the parents' room. We also ask that you designate another parent to be responsible for your children. This should not be a regular occurrence.

Registration

A year of membership runs from June 1st to May 31st. Currently, we do not have mid-year enrollment. We have chosen to limit the number of families participating in our group to 75 at the discretion of leadership. When a membership of 75 families has been reached, a waiting list will be established. Families on the waiting list will be notified on a first come, first serve basis when an opening becomes available.

A family is considered a member if they are registered for classes with all paperwork and financial obligations met.

Families who chose to leave the group and then decide to return a year later may do so only once. Please be advised that if you choose to leave the group a second time, your name will be removed from the current membership roster and you may be added to the waiting list to re-enter. Exceptions can be made depending on the circumstances at the discretion of leadership.

New Member Registration

Registration for new members begins mid-March for the upcoming school year and continues until June 1st.

Membership includes immediate family members and those living in the same household.

The process for new member registration is as follows:

1. Complete and submit new member application. This can be submitted any time but must be approved by leadership before registration may occur in March.
2. Complete registration form for upcoming year.
3. Complete and submit required Clearance Paperwork.
4. Complete class selection for all participating children.
5. Pay all required fees.

Clearance paperwork: PA Child Abuse History Clearance and PA Criminal Record Check (and FBI Clearance for those residing outside of Pennsylvania within the last ten years) must be completed by all new members prior to participation in Lower Tier.

Class placement is on a first come, first serve basis. All paperwork received is dated by leadership. Many popular classes have a limited number of openings. We work hard to place students in their first choice of classes but may need to use second and even third priority class selections. Please fill out forms completely or students will be placed wherever space is available. There may be classes where priority is granted to older students

There is a \$55.00 fee per family each year. \$35.00 goes to cover the cost of administration activities, teacher supplies and a donation to Grace Baptist Church for the use of their facility. \$20.00 goes to CHALC for liability insurance. There are additional fees required for choir classes. Only after all registration forms, payment, and updated clearances are submitted will children be placed in classes.

All payments for Cornerstone Lower Tier are due at the time of registration. This includes the family fee, the CHALC fee and any choir fees. These fees are non-refundable. We will not place any children in selected classes until payment has been received.

If you have a personal situation that affects your ability to pay the fees at one time, please notify the Directors in advance of the registration deadline. If we have not received payment by the registration deadline, your family will be removed from the Cornerstone Lower Tier roster.

New families are required to attend the New Member Orientation and Parent Meeting a few days before classes in the fall. This is a great way to meet other parents. The orientation also includes a building tour, a review of the rules and daily how-tos to make the school year start off more smoothly. Cornerstone visitation during the Fall or Spring Semesters is also recommended and can be arranged by contacting the Directors.

Current Member Registration

In early January, current members will be asked to complete teacher sign-up forms for the next school year. After classes are scheduled, usually by the end of February, current member registration forms are sent out. The registration packet includes the calendar for the upcoming year, class information guide, course selection worksheets for each participating child and a new registration form. Registration remains open until June 1st.

Cornerstone requires that Child Abuse Clearance paperwork be updated every five years from the time it was obtained. Clearance paperwork includes: PA Child Abuse History Clearance and PA Criminal Record Check (and FBI Clearance where applicable). Leadership will inform you if you need to renew your clearances.

There is a \$55.00 fee per family each year. \$35.00 goes to cover the cost of administration activities, teacher supplies and a donation to Grace Baptist Church for the use of their facility. \$20.00 goes to CHALC for liability insurance. Only after all registration forms, payment, and updated clearances are submitted will children be placed in classes.

Class placement is on a first come, first serve basis. All paperwork received is dated by leadership. Many popular classes have a limited number of openings. We work hard to place

students in their first choice of classes but may need to use second and even third priority class selections. Please fill out forms completely or students will be placed wherever space is available. There may be classes where priority is granted to older students.

CHALC

Cornerstone Lower Tier is a participating member of CHALC: the *Coalition of Homechoolers Across Lancaster County*. Part of the annual membership fee (\$20 per family) goes to this organization to provide facility liability insurance for Cornerstone and a monthly newsletter.

Non-Member Children under the care of a Member

Because we do have members who provide full-time childcare and are not able to make other arrangements on co-op Thursdays, we do allow these children to participate in Cornerstone's programs. Non-member children can be placed in our nursery or preschool classes only if it is a regular occurrence, we have available space and adequate staffing. All non-member children in attendance will need registration paperwork completed and signed by their parents. There will also be an additional family fee of \$35/year required. Foster children and any child living in the same household as a member family are not considered non-member.

Communication

During the school year, members receive an emailed newsletter most Mondays. This includes important announcements, upcoming events and items of interest for the entire group. Members are not able to opt-out of receiving this newsletter.

Email is required for all members. This is the primary means of communication for the co-op. In addition to the newsletter, class lists, registration information and updates will be sent out via email.

During the Fall Semester, a directory is compiled and digitally sent to all Lower Tier members. This enables members to arrange for teaching, monitoring and cleaning substitutions on their own. It also provides families with contact information for playdates and carpooling.

Each family also has a file folder that can be found in the parents' room in a file box (alphabetical by last name). Occasionally, paperwork, cards, notes or homework will be put in the folders. Please use the folders and check them on a regular basis.

Cornerstone Lower Tier directors email is cornerstone_lowertier@yahoo.com. This is also the contact to be used if you have any information that you need to have included in the newsletter.

Cornerstone Lower Tier website is: www.cornerstonehomeschoolers.com. The site contains general information about our co-op, the calendar and the links to the monitor and cleaning schedules.

Cornerstone Upper Tier website is: www.homeschool-life.com/pa/cornerstone.

Member information may not be used for any solicitation purposes and is considered private for Cornerstone use only.

Please do not call the church directly for Cornerstone issues. Grace Baptist Church has very graciously allowed us to use their space on Thursdays. Emergency contact information can be found in the Leadership section or members can utilize their directory.

Classroom Age Requirements

Preschool classes require that the student be three by September 30th of the current school year. No exceptions will be made for students with birthdays shortly after cutoffs. Children who do not meet the age cutoff will be in the Nursery. (see more information below)

Kindergarten classes are offered to students who are five-years-old by September 30th of the current school year. No exceptions will be made for students with birthdays shortly after cutoffs regardless of readiness or ability.

Middle Tier classes are designated for students in grades 7-9. We do not have set age requirements for these classes and feel that the homeschool parent is best equipped to determine readiness for upper level classes. Teachers of Middle Tier classes will hold higher expectations and have the right to recommend that younger students not register for their classes.

Nursery

Cornerstone Lower Tier provides a staffed nursery for children under age three. The Nursery is available ONLY when you are fulfilling teaching, monitoring and cleaning obligations. If you have a child in the nursery, we ask that you either take them with you during your free time or remain in the nursery to socialize.

Please check in your child on the provided sign in sheet and label their belongings before leaving. Any pertinent information should be included on the sheet (ie. Allergies, snacks, naptime, etc.) The sign in also asks for your location in case you need to be located in the building. We strongly recommend that all Nursery and Preschool age children have a change of clothes packed in case of emergency.

We may offer different playtime options for two-year-olds when teaching staff is available in order to provide some structured activities in an environment outside the Nursery. This can be through playtime in the preschool rooms, outside playground time or enrichment time.

Special Events

Field Trips

Field trips may be organized by teachers as an educational extension of their class or just by member families wishing to invite others to a field trip that they are planning. Please allow plenty of advance notice so that parents have ample time to sign up, pay fees etc. Field trips will be announced in the weekly newsletter and sign-up sheets can either be posted in the Parents' Room or handled via email. Any payment for group events should be collected in advance. Cornerstone directors should not be expected to handle logistics and coordination of an event or field trip that they are not initiating.

Expected behavior from Cornerstone members and children on field trips is as follows:

Be on time.

Show respect to those conducting the tour.
Children should treat others with kindness, courtesy and respect.
Parents should remind their children that they represent Christ, Cornerstone co-op and homeschoolers at large.

Field Day- Field Day for Cornerstone Lower Tier is held each spring at Amos Herr Park in Landisville. Students age 5-12 are invited to sign up to participate in track and field events. Running, throwing, jumping, and agility events promote friendly competition between students. The obstacle course is a Cornerstone favorite. Parents and older siblings of participating children are asked to help run the events. Ribbons or certificates are awarded for participation.

Learning Fair- Each Spring, Cornerstone Lower Tier holds a concert and Learning Fair at Grace Baptist Church to showcase the work of our students and families. Teachers are invited to sign up for table space to display their students' projects, art work and writing. Member families are also welcome to reserve a table for work completed outside the co-op. This is a wonderful way for our co-op community to find inspiration for future homeschool studies.

Social Events- Cornerstone Lower and Upper Tiers try to provide social opportunities for families outside of Thursday co-op hours. Social events include family oriented events such as picnics, roller skating, sky zone, and corn mazes. We also like to hold "parent only" events. Anyone interested in organizing an event should contact the directors and the event can be posted on our weekly newsletters.

Park Days- Summer park days at various local parks provide opportunities for members to socialize and build friendships when co-op is not in session. A summer park day schedule is emailed to all members in May.

Conflict Resolution Between Members

There are times when conflict occurs between members. Please remember Philippians 2:1-2, "Is there any fellowship together in the Spirit? Are your hearts tender and sympathetic? Then...agree wholeheartedly with each other, loving one another, and working together with one heart and purpose."

If an issue needs to be addressed, follow the guidelines that Jesus set forth in Matthew 18:

1. Pray!
2. Go directly to the person with whom you have a conflict.
3. If the problem cannot be resolved, seek council from the leadership team.
4. "Seek peace and pursue it." I Peter 3:11b

Be humble- Your attitude should be the same that Christ Jesus had. What emotion, desire, right or attitude could you "die" to or put down in yourself? Phil 2:3-5.

Be merciful- "For judgement will be merciless to one who has shown no mercy; mercy triumphs over judgement." James 2:13. "Let love cover a multitude of sins." 1 Peter 4:8. Perhaps this incident can be resolved without confrontation, but by extending grace, being merciful and forgiving.

Be a peacemaker- Does the situation require confrontation? “Go privately and point out the fault. If the other person listens and confesses it, you have won that person back.” Matthew 18:15-16. If you are unsuccessful, take a co-op director with you and confront that person again.

Members will seek to resolve any issues in a Christ honoring way, without gossip or division within the Cornerstone community.

Termination of Membership

The leadership of Cornerstone Lower Tier reserves the right to terminate membership without reimbursement of any fees if the conditions of membership are not upheld.

Class Policies and Procedures

Students

The number one priority of Cornerstone is the safety of our students and the second is providing a good quality education. To that end we have several rules/guidelines that we ask that all students abide by and families support.

Please review the following list of expectations with your students:

1. We request that all students do their best to keep the building neat and free from damage. Students should be careful not to track in mud.
2. Food and beverages other than water are only permitted in the lunchroom or in a classroom under the direct supervision of the teacher.
3. Chewing gum is not permitted on campus.
4. Students may not leave campus and wander the neighborhood at any time.
5. Students are asked not to engage in risky behavior like misusing playground equipment, doing flips off tables or playground equipment, sitting in the middle of the parking lot, climbing trees and the like.
6. Students will avoid horseplay to keep the building, themselves and others safe.
7. Students will be on-time to all their classes. On the very rare occasion that a student is late they should enter the class quietly and not disrupt the class.
8. Students may not leave the classroom without permission and students under 4th grade must be accompanied by an adult at all times.
9. Stay in line in hallways between classes. No running, pushing or yelling.
10. Raise your hand if you want to speak in class and wait to be called on.
11. Respect parents, teachers and other students. Be kind to others.
12. Swearing, rudeness and name calling is not acceptable.
13. Refrain from taking the Lord’s name in vain, including use of “Oh My God”.
14. Be prepared for class. This includes having required books, materials, homework and attire.

Cornerstone reserves the right to dismiss any student who disrupts a class or require that a parent stay in the classroom to maximize a good learning environment for that student and the rest of the class. In the event a student is dismissed no tuition or fees will be reimbursed.

Enrollment in classes is a commitment to attend all classes throughout the year. Excusable absences include illness, vacations, doctor appointments, etc. Students are responsible for making up any missed work resulting from illness or vacation. If they know in advance they will be out they should notify their teacher to get the work before the absence.

Discipline Guidelines

Children and adults should strive to have a Christ-like attitude at all times. Students should show respect for the authority of all adults in the building through obedient behavior and respectful communication. Children should not yell or talk back to their instructors. Adults should strive to communicate gently but firmly in order to correct behaviors. Issues concerning lack of respect for authority should be handled age-appropriately using the following guidelines:

1. For slightly disruptive behavior, the teacher or monitor should position themselves near the child, catch his/her eye and give a shake of your head or gentle but firm reproach.
2. If the child continues to repeat the inappropriate behavior, the monitor will take the child to the co-op directors who will then take the child to their parent. Teachers and parents will discuss the situation before leaving co-op that day.
3. For ongoing disruptive behavior, the student will be removed from class for one week and needs to stay with his/her parent. A second class suspension will result in the directors meeting with the parent and the child. Further disciplinary action will be at the discretion of the directors.
4. Verbal attacks, bullying, physical aggression and any other dangerous behavior will require an adult to immediately contact the directors. The directors will then meet with the parent and the child. Further disciplinary action will be at the discretion of the directors.

Cornerstone Lower Tier leadership reserves the right to dismiss any student who disrupts a class or require that a parent stay in the classroom to maximize a good learning environment for that student and the rest of the class. In the event a student is dismissed no tuition or fees will be reimbursed.

Dress Code

Students must wear modest clothing reflecting Christ and showing respect toward other students and teachers.

- Shirts straps must be at least 3 inches across the shoulder
- All undergarments will be completely covered by the student's clothing
- Shirts and pants must meet when standing or sitting. No midriff-style shirts or saggy pants
- Clothing may not advertise cigarettes or alcohol or have other offensive statements
- Any facial jewelry should be minimal and not distracting.
- Final decisions are left to the discretion of the leadership team. Failure to abide by the dress code may require the student to call a parent for replacement clothing before going to class or socializing.

Cell phones will be **off** when students are in class.

Teachers

Cornerstone Lower Tier relies on the gifts of our member parents to provide instruction for our children. We provide enrichment classes to all students in grades K-9th grade. Although the actual class material will vary depending on the class level and subject matter, we ask that all teachers implement the following basic guidelines.

1. Be prepared- have an outline of what will be covered in each class
2. Be on time and be ready to begin when students arrive.
3. Try to avoid teaching controversial topics and present all information from a Christian perspective. Remember that our members come from a wide variety of Christian denominations and teachers should be careful not to offend any particular Christian belief.
4. Utilize your helper. Monitors are there to maintain order and deal with individual issues as they arise so that the instructor can focus on teaching the rest of the class. Monitors can also be used to hand out papers and organize supplies.
5. Use the established disciplinary system outlined in the handbook. The instructor is the authority in the classroom and sets the rules for the classroom.
6. Separate disruptive students.
7. To calmly command instant full-class attention, raise your hand without speaking. Students are to all follow your lead and raise their hand as they stop talking. Do not proceed until the class is quiet.
8. Hold students accountable for their assignments and their behavior without embarrassing them in front of their peers. Try to address these issues as privately as possible.
9. Do not dismiss the class early. Classes dismissed early are a disruption to the co-op schedule.
10. Students under grade 7 will be accompanied to their next class by the monitor.

Homework- Homework expectations are listed on class information sheets at the time of registration and class sign-up. Some classes have little to no homework while others may have extensive work assigned. Homework is not optional to students. Teachers have the right to dismiss students who are consistently unprepared for class. Students in grades 7-9 may be asked to join the Upper Tier study hall.

Grading- Because Cornerstone Lower and Middle Tiers are considered supplemental co-ops, teachers are not expected to provide grading or evaluations of their students. Teachers may reach out to parents if they have a student who is not completing assignments, is not coming prepared for class or is disrupting the class. Parents should use work completed in Cornerstone co-op to supplement their curriculum and are free to grade their students accordingly.

Plagiarism- This applies primarily to Upper Tier students, but we are providing the following information from the Upper Tier Handbook for any 7-9th grade teachers who may be requiring students to provide proper documentation. *Students may not at any time copy or use other people's material without giving them full credit. Students caught plagiarizing for the first time will flunk that assignment. The second time they will flunk the course and the 3rd time they will be expelled from Cornerstone. If you or your student is unfamiliar with the ins and outs of plagiarism this tutorial is a real help: <http://library.acadiau.ca/tutorials/plagiarism/> (called "You Quote It, You Note It"). Our logic is that if you didn't live or invent it then it is someone else's work and proper credit is due. Teachers will explain how they want sources documented.*

Teachers in all subjects except gym and fitness will receive a teacher stipend. This can be used to cover copies made for students and/or other instructional materials. Classes with 0-10 students enrolled will receive a \$10 stipend. Classes with 11-20 students will receive a \$20 stipend. As always, if you do not need the money for materials, or would like to donate it back to the co-op, please communicate this with the Lower Tier Treasurer.

Teachers should include a list of any supplies, books or fees with their class descriptions so that members are aware of the requirements before signing up. If the teacher stipend will not cover the cost of materials, (ie. Dissection supplies, art supplies) we recommend having a fee issued per student or a list of materials that all students will need to provide to participate in the class.

Grade Specific Teaching Ideas-

Kindergarten- 1st grades

- Picture books as a springboard for basic literacy concepts
- Animals units
- Art
- Senses
- Trees

2-3rd Grades

- Hands- On Science
- Art
- Geography
- Book study (Magic tree house, Newbery award books)
- Space

4-6th Grades

- Earth and Weather Science
- Science Fair
- Art
- Book Study (Narnia, Newbery award books)

7-9th Grades

Phys Ed: stretching, yoga, running, health, safety, first aid, martial arts

Language arts: Shakespeare, poetry, biographies, presentation skills, grammar, creative writing, book study, literature,

Science: science fair, rainforests, water, tools/machines, plants, animals, human body, magnetism, oceans, astronomy, maps,

Social Studies: presidents, states & capitals, Lancaster County History, Civil War, Great Depression, American Wars, explorers, PA history,

Foreign Language

Arts: cartooning, drama, painting, composers, wood carving/ wood burning, knitting, embroidery, origami, sketching, painting, photography, art history, music history, design,

Math: numbers, logic, computer skills, fun with geometry, brain teasers

Electives: small engine repair, consumer science, cooking, life skills, manners, desserts,

Choir

Choir classes are offered for children in grades K-6. If you choose to participate in choir, there are additional fees that are used to cover the expense of music and equipment. The cost is \$20.00 for the first child, \$15.00 for the second child and \$10.00 for any children after that.

One Child	\$20
Two Children	20+15= \$35
Three Children	20+15+10= \$45
Four Children	20+15+10+10= \$55

As in other classes, children should give full attention to the teacher and be expected to participate. Choir performances will be given in the spring to local nursing homes and at the Cornerstone closing program. Concerts are scheduled after the last regular class date of the year and are noted on the yearly calendar. Concerts have also been held in December but this is at the discretion of the directors and choir instructors.

Concert attire is required for all performances. Parents are responsible for making sure that their children have the following items:

Girls- black skirts and shoes, white shirts and tights

Boys- black pants, socks and shoes, white shirts

For the spring concerts, children will need to have something brightly colored at their necks; scarves or necklaces for girls and ties for boys.

Gym/Fitness

Students in grades K-6 will have weekly physical education classes. Currently, students in grades 4-6 are divided into boys and girls and alternate between gym and fitness classes. Lower grades have only gym. This could change as class sizes fluctuate from year to year.

Please make sure that your children are dressed appropriately for the weather and always have athletic shoes and a water bottle. All students are expected to participate. Please communicate any physical restrictions that your child may have with the directors or the teachers.

Gym and fitness teachers are welcome to utilize the supplies in the large tote in the Lower Tier storage closet. It contains assorted balls, bases, pinnies, a parachute, jump ropes and track and field supplies. Please make sure all equipment is returned to the bin after use.

Leadership:

Cornerstone Upper and Lower Tier Co-Directors make up the acting board of the Cornerstone Cooperative. They maintain the mission of the co-op, meet to set building wide policies and communicate directly with Grace Baptist Church.

Lower Tier Leadership team is comprised of multiple positions. This team is essential for managing the many member families and coordinating activities so that our co-op days go smoothly. A brief description of the responsibilities of each leadership team member follows:

Co-Directors of Lower Tier-

- Manage communications with members and the church, scheduling, paperwork, discipline and new and current member registration process. They also support the leadership team.

Treasurer-

- Manages all financial aspects and recordkeeping for the co-op.

Teacher Coordinator-

- Manages class schedules, class descriptions and teacher sign ups.

Monitor and Cleaning Coordinator-

- Manages the schedules for all monitors and cleaning slots. Is the contact for call outs and substitutions.