



Parent and Student Handbook 2026-2027

SCHOOL HANDBOOK

This handbook has been prepared to provide parents and students with an explanation of the expectations and routines of our school. It is hoped that you will find this handbook to be useful and a helpful reference throughout the year. Please read it carefully, make certain your child understands its contents, and encourage your child to abide by these procedures. On behalf of the staff, I would like to welcome you and your child(ren) to Cornerstone Prep. With your support and cooperation, we trust that your child(ren) will experience both success and happiness with their endeavors

Yours in education,

Mairedith Lashae King, MBA

FOUNDATIONAL STATEMENTS

MISSION AND VISION STATEMENT

The mission of Cornerstone Prep is to educate children, including those from underserved families, in an environment that provides the highest standards for academic achievement and spiritual development. Our vision is to be a model Christian school where students are grounded in faith, shaped with Christ-like character, and equipped with knowledge and skills to excel in high school, college, and throughout life.

STATEMENT OF FAITH

We believe that the Bible, composed of the Old and New Testaments, is inspired by God and is the supreme and final authority in faith and life (2 Timothy 3:16, 1 Thessalonians 2:13, Matthew 4:4-10). We believe in one God existing (Matthew 28:19). We believe in the vicarious death of the Lord Jesus Christ for our sins (1 Corinthians 15:3, Ephesians 1:7), the resurrection of His body (1 Corinthians 15:4, 12-19), His ascension into Heaven (Mark 16:19, Acts 1:9), and His future return to the earth (Acts 1:11, 1 Thessalonians 5:2). We believe salvation is available through one's acceptance of Jesus Christ as Lord and Savior (Romans 1:16). We believe that a New Testament Church is a body of baptized believers associated with worship, learning, service, and the spread of the gospel for the establishment of the Kingdom of God on earth (Matthew 28:19-20).

PHILOSOPHY OF EDUCATION

The educational philosophy of Cornerstone Prep reflects our vision of a learning, serving, worshiping and witnessing community that is in partnership with families to develop children to their highest potentials: spiritually, intellectually, physically, emotionally, socially, culturally, and morally (Deuteronomy 6:4-9, Luke 2:40, 52). We believe all children are children of God and that God has a good and hopeful plan for each child (Jeremiah 29:11). As a witness to this plan, we believe:

- All children should develop spiritually, nurtured in faith, wisdom, and biblical knowledge, in order to know, love, and serve God and walk in God's light throughout life (Luke 2:40, 52).
- All children should develop intellectually, taught with the highest standards of instruction from basic skills to higher order concepts and cultural literacy (Proverbs 4:1-7).
- All children should develop physically, developing and honoring their bodies as "temples of God" in strength and health (Proverbs 3:7-8, Isaiah, 40:29, 31; 1 Corinthians 6:19-20).
- All children should develop emotionally, becoming self-confident, self-disciplined, and self-directed, secure in the knowledge of being a unique, talented, and precious child of God (Philippians 4:13).
- All children should develop socially, to have friends, to be a friend, and to care for others as they wish to be cared for themselves (Ecclesiastes 4:8-12, John 15:13-15).
- All children should have a thorough knowledge of culture, theirs as well as others, appreciating the interdependence and dignity of all people (1 Corinthians 12:12-30, Galatians 3:28, Ephesians 4:2-5).
- All children should develop morally, consciously able to discern right from wrong, to know the good, do the good, and love the good, demonstrating Christian character at all times (Proverbs 2:6-9). Children learn best in a positive climate of respect, safety, discipline and trust, where the educational program is designed and guided by Christian men and women who are knowledgeable, dedicated, qualified, and loving educators, and where interactive experiences are provided that appeal to multiple intelligences and learning styles.

STATEMENT OF CORE VALUES

Cornerstone Prep affirms the following core values:

- Scripture is the inspired Word of God and is taught as truth.
- Each student is a unique child of God with individual abilities and learning styles.
- The home and school are partners in the education and spiritual development of children.
- All students can learn at high levels with positive encouragement and modeling from parents and teachers.

- Developing students' social emotional skills enable them to thrive in school and throughout life.
- A positive, respectful and trauma-informed school environment where students feel physically and emotionally safe provides for academic, behavioral, and spiritual growth.
- Students learn best when they are engaged in a student-centered, standards-based curriculum that emphasizes active learning.
- A Christian education is distinguished by the integration of faith and learning in ways that shape and inspire a Christian worldview in students' minds and hearts.
- A Christian school community, composed of school personnel, students, parents, volunteers and visitors, exhibits Christ's compassion, honor, kindness, and respect in all relationships and organizational practices.

STUDENT LEARNING OUTCOMES

Cornerstone Prep provides an academic, spiritual, and social foundation for students so that upon 8th grade graduation they will be prepared to excel in high school. We commit to:

Student Academic Development

1. Students will learn to read, write, think, and compute as measured by the standards for each grade and subject.
2. Students will understand a biblical worldview and apply it to each subject.
3. Students will use technology to enhance and facilitate learning.
4. Students will participate in art, music, and other performing arts to enrich learning and promote creativity.
5. Students will steadily progress towards each grade level, and ultimately 8th grade graduation, to excel in the high school program of their choosing.

Student Spiritual Development

1. Students will regularly hear the Gospel and have the opportunity to accept Jesus Christ as their personal Savior.
2. Students will read and discuss the Word of God by studying the Bible and applying scripture to life at their level.
3. Students will be given opportunities to demonstrate their love for God through service projects, missions, and worship.
4. Students will write a personal belief statement by the end of 12th grade, demonstrating what they believe about their faith and why.

Student Social Development

1. Students will learn organizational and preparedness skills.
2. Students will engage in social emotional learning to develop their character and social skills, as well as improve academic achievement.
3. Students will show leadership in and out of the classroom in order to gain confidence and build collaborative skills.

11 CONTINUOUS SCHOOL IMPROVEMENT PLAN(CSIP) 2024 to 2026

Strengthen the Student Educational Experience to ensure student academic success and spiritual development by improving and implementing powerful teaching and learning that addresses the whole child and is aligned with the school mission, vision, student learning outcomes, and Common Core Standards

- Goal 1.1–Promote the physical, social, emotional, mental, and spiritual well-being of students as well as continue to foster a school culture of acceptance, respect, and safety
- Goal 1.2–Align curriculum, instructional objectives, and resources in all disciplines to the Common Core Standards and CCA Student Learning Outcomes
- Goal 1.3–Provide support and professional development for teachers as they design and implement effective instructional and assessment practices
- Goal 1.4–Provide and communicate measurable evidence of student academic progress and spiritual development Fortify Stakeholder Engagement Ensure student academic success and spiritual development by expanding and strengthening constituent engagement and support
- Goal 2.1–Ensure organizational stability and growth
- Goal 2.2–Cultivate a stronger culture of giving, serving, and school endorsement
- Goal 2.3–Increase the school’s exposure in the community, city, and region Improve Educational Spaces and Resources Ensure student academic success and spiritual development by providing and proactively maintaining excellent facilities and resources
- Goal 3.1–Maintain a clean, healthy, and safe school environment
- Goal 3.2–Identify and procure the resources and equipment needed to provide the highest standards for academic achievement and spiritual development Embrace Organizational Order and Unity Ensure student academic success and spiritual development by implementing and adhering to effective school operations and procedures
- Goal 4.1–Cultivate a learning and serving environment that promotes excellence, loyalty, professionalism, and pride
- Goal 4.2–Establish, implement, and regularly evaluate academic, administrative, and advancement processes and procedures
- Goal 4.3–Develop a Furnishing Uniformity plan for all classrooms and offices

DRESS CODE POLICY

Students are required to dress in school uniform.

Students will receive a three weeks grace period on ordering polo tops upon student enrollment date. This will allow time for the third party supplier to get back with parents in a timely manner.

Elementary Boys and Girls (Kindergarten- 12th grade)

- Solid navy blue or khaki uniform pants with solid black belt (No Dickie or cargo pants are permitted).
- Solid navy blue or khaki- colored shorts with solid black belt are permitted in the spring and summer months. Short length should not be more than 2 inches above the knee.
- Long or short-sleeve button-down school uniform shirts (with school colors and logo) or long or short-sleeve solid white polo shirts (Shirts must be tucked in).
- Solid navy blue, solid black, or solid white socks, tights, or stockings (No leggings)
*Stockings/tights and socks must be the same color if wearing both with the uniform.
- Solid black or white “non-marking” shoes (solid black or sneakers are acceptable). All shoes are required to cover the entire foot with no opening).
- Solid navy blue or khaki pleated uniform skirt. Skirts length should not exceed 2 inches above the knee
- Long or short-sleeve uniform shirt in school colors of burgundy, gold or white and logo (Shirts must be tucked in).

Cold Weather

- During the winter, students are permitted to wear hoodies, pullover sweaters, pants under skirts, and boots as a protection against the cold. Coats and hoodies that are worn to school must be kept in lockers or cubbies during the school day. Students may retrieve them for recess/outdoor activities only. Hats and hoods may be worn during outdoor activities. Black non-marking boots for snow days are acceptable.

Hair/Head Covering/Accessories/Makeup

- Boys Clothing and hair should remain neat and well presented. Boys are permitted to wear braids and locks (Only natural colors permitted); however, they must be neat and well presented. Colored hair, colored patches, or designs shaved in hair are not allowed. Boys are not permitted to wear earrings, bracelets, necklaces, chains, piercings, bandanas, or head wraps. Head coverings of any kind must be removed upon entrance to school facilities and remain off while on campus (List not limited to scarves tied around heads, hats, bandanas, or hoods are not permitted.) Boys are permitted to wear one watch and one ring. Fingernails are to be neatly

manicured and of a reasonable length, not to exceed ¼” beyond the fingertip. Tattoos and henna are not permitted.

- Girls’ clothing and hair should remain neat and well presented. Colored hair, colored patches, or designs shaved in hair are not allowed. Girls are permitted to wear natural colored hair and extensions. Head coverings of any kind must be removed upon entrance to school facilities and remain off while on campus (List not limited to scarves tied around heads, hats, bandanas, or hoods are not permitted.) Only small post earrings are permitted (no hoops or long earrings). Ladies are permitted to wear one watch and one ring. Necklaces, chains, bracelets, bangles, anklets, or body piercings are not permitted. Fingernails are to be neatly manicured and of a reasonable length, not to exceed ¼” beyond the fingertip (Pointy nails are not permitted). Tattoos and henna are not permitted.

- Students are not permitted to wear their hair in such a manner that it conceals or covers their face in any way.

*** At-Home Remote Learning Uniform Policy**

- All students must be fully dressed for Remote Learning and wear their Cornerstone gym shirt, polo shirt, or Cornerstone long-sleeve shirt.
- Students are expected to be well presented.
- No pajamas or bathrobes. (Unless otherwise announced by calendar events).
- No hats, scarves, or bonnets

DAILY OPERATION TIMES

6:30 A.M Doors open for early drop-off (\$35 weekly charge will be added to child tuition), From the hours of 6:30 a.m to 8:15 a.m.

7:30 A.M - 8:15 A.M. Breakfast is available

8:30 A.M. First bell rings to report to class

8:35 A.M. Tardy Bell Rings (Classes Begin)

11:20 A.M. 12:50 P.M. Lunch

3:30 P.M. Dismissal

3:35 After School Care Begins

5:00 p.m is pick up

RECESS

The playground is supervised during recess breaks. All students are expected to go outside every recess, weather permitting. Please ensure that your child is dressed appropriately for the weather. Students who need to stay indoors for health reasons need to have a note from their parents for each day that they are to remain inside. You may bring a doctor's note as well this may cover your child for days written.

ATTENDANCE AND CALL BACK

All students are expected to attend school regularly. Please contact the school by phone (804-452-6056), or contact your child's teacher via ProCare, if your child will be absent for any reason or will be leaving the school at an earlier time. If a parent wishes to pick up a student during school hours, please check in at the school office for assistance from the administrative assistant.

Our school operates a call back program. At 8:45 a.m teachers submit a list of students who are absent without reason. The parents of these children will be contacted to verify the reason for the absence. This is a way to ensure your child's safety and attendance at school.

STUDENT ILLNESS

Our staff will attend to a child who receives a minor injury such as a scrape, bruise, cut or bump. In the event of a more serious illness/injury, all attempts will be made to notify a parent at home or work so that he or she can pick up their child(ren). If a parent cannot be reached, the emergency contact person, as listed on the September registration sheet, will be contacted. Should professional medical attention be required and should no one be available for us to contact, or a lengthy travel time to the school is involved, we will transport the child to the hospital for medical aid. An adult representing the school will remain with the child until the parent/emergency contact person arrives at the hospital. If necessary, the school will call an ambulance.

Students who have been sick with a fever, vomiting or diarrhea must be symptom-free without medications for 24 hours before returning to school (the student must have not had any fever, vomiting symptoms without medications for 24 hours). If your student has a cough, fever, runny nose that has color or is not feeling well in any way, please keep them home for 24 hours to ensure all students and staff remain healthy. Students who start to run a fever or vomit after the school day has started will be isolated from the class and parents will be contacted to pick up the student immediately! If the student is not picked up in a timely manner, the staff will call the emergency contact person to pick up the child. **A STUDENT THAT IS RUNNING A FEVER OR IS VOMITING OR DIARRHEA WILL NOT BE ALLOWED TO REMAIN AT SCHOOL! NO EXCEPTIONS!!** A doctor's note will be required.

MEDICATION

If the Nurse is authorized to give your child medication of any kind, we must have a signed authorization by the parent. Medication will not be given without a signed and stamped permission note from a doctor. Students with critical health needs (eg. Severe allergies needing an epi-pen, diabetes) are to have an annually updated individual Health Care Plan.

REPORTING TO PARENTS

Report cards are sent home four times a year (November, January, March, and May/June). Student-Centered conferences are held twice a year, in November and March for all Kindergarten to Grade 8 students. Each student has a daily work folder that will go home daily with graded work, as well as other important documents that may require a parent's signature. Please check your child/ren's folder nightly.

Progress reports will be sent home half -way between report cards to identify the child's current level of progress. There will also be a quarterly awards ceremony for those students who have earned A or A/B Honor Roll and other awards earned during the marking period.

STANDARDIZED TESTING

All students will be standardized tested upon entering Cornerstone Prep to get a baseline for educational expectations and developmental understanding. All students in grades kindergarten through 12th grade will be tested in the spring of each school year to determine progress and achievements to be promoted to the next grade. This also ensures all students are meeting minimal requirements for state agencies and school districts. Cornerstone Prep uses a variety of tests that include Stanford Achievement, Language Proficiency Assessment, and/or Iowa Test of Basic Skills, Iowa Tests of Educational Development, and other assessments as needed.

ELECTRONIC DEVICES

Electronic Devices (Cell Phones, MP3 players, iPods, iPod Shuffles, Nintendo DS's & DSi's, Playstation PSP, and Digital Cameras, etc.) are not allowed to be brought to school or used on the school grounds.

LUNCH PROGRAM

Students are expected to bring their own lunch and snack, if desired, each day. We are working on having a purchase option one day a week with a local food establishment. It will be a nutritious boxed lunch at a discounted price for students. Parents can also drop off lunches as long as it does not interrupt the class environment for learning.

KINDERGARTEN REGISTRATION

Any child whose fifth birthday falls on/or before December 31st may enter Kindergarten. Registration forms are available through the school at 247 E. Cawson St. Hopewell, VA, 23860. At the time of registration, verification of place of residence and a birth certificate are required.

SCHOOL CLOSURE/EMERGENCY PROCEDURES

All school closures will be sent through ProCare as soon as possible to enable parents to plan for alternative situations when needed. Please check ProCare each morning and throughout the day to ensure all notifications are received. In the event of an illness or emergency closing, parents are expected to respond to staff within 20 minutes of messages being sent. If the staff does not receive a response, the administration will then proceed to contact the emergency contact on the student's file.

CODE OF STUDENT CONDUCT EXPECTATIONS: Everyone at Cornerstone Prep is expected to: ***Be Safe, Be Respectful, and Be Responsible***. This Code of Conduct applies during regular school hours, during any school sponsored activity or event, as well as on the way to and from school. We expect our students to treat all people in the school with respect. This includes students, staff, volunteers, guest teachers, student teachers, and visitors. At Cornerstone Prep we are committed to providing students with the opportunities to develop their potential in an environment that is safe, orderly, and friendly. Our goal is not to control children but to have them learn self-control and take responsibility for their own behavior.

RIGHTS AND RESPONSIBILITIES: For Students: At school, each student has the right to: enjoy, learn, be safe, be treated with respect, have personal property respected, hear and be heard. Each student has the responsibility to: be on time, be prepared, do his/her best, behave safely, respect others, respect property, and solve problems peacefully. For Parents: A supportive, respectful partnership exists between the home and Cornerstone Prep. Learning is seen as a shared responsibility, complimenting the research findings that family involvement in schools increases student achievement, and encourages and guides student's well-being. Co-operation and open communication between home and school is essential to effective learning and positive student behavior. With this in mind, parents/guardians are asked to: - Encourage your child to attend regularly and be on time - Be a positive role model - Volunteer, whenever possible, for school activities - Provide resources for home study - Assist your child in completing homework.

TEACHING EXPECTED BEHAVIOR

Expectations for behavior help us to promote and maintain a healthy, respectful, safe, and productive learning environment. Following school procedures helps the students interact positively and safely with others in their learning environment, self-control, and good citizenship. We teach and reinforce expected behaviors through: - Assigning logical consequences - Social skills instruction - School-wide teaching of virtues & character - Teaching

and practicing problem solving and conflict resolution skills - Class meetings - Modeling appropriate behavior - Mentorships - Encouragement, praise, and positive reinforcement - Providing special responsibilities - Developing individual behavior plans.

CODE OF STUDENT CONDUCT CONSEQUENCES Learning to be accountable for one's actions is an important step in correcting undesirable and/or harmful behaviors. Therefore, consequences will be assigned depending on the seriousness and nature of the behavior, age, and history of the student. Logical consequences are the preferred tools of discipline. The following is a range of consequences that may be used should inappropriate student behavior occur. - Informal or formal meeting - Counselling - Parental involvement - Official warnings - Time-out - Removal of privileges/withdrawal from activities - Restitution - Behavioural/performance contract - Student services/clinical services involvement - Suspension (in-school, out-of-school) - Voluntary exclusion - Expulsion

CORNERSTONE PREP CODE OF CONDUCT AS RELATED TO BOARD OF SCHOOL DIRECTORS (BSD) CODE OF CONDUCT • All students and staff must behave in a respectful manner and comply with the code of conduct.

- Bullying and/or harassment are unacceptable.
- Using, possessing, or being under the influence of alcohol or illicit drugs is unacceptable. BSD Student Conduct Policy provides direction of response.
- Gang involvement will not be tolerated. Cornerstone Prep adheres to BSD Student Conduct Policy direction.
- Possession of a weapon is prohibited. Cornerstone Prep adheres to BSD Code of Conduct Policy.
- Students and staff must adhere to BSD Student Conduct Policy in regards to respecting appropriate use of electronic mail and the internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable.
- Violations of the code of conduct are referred to the school administration for disciplinary consequences. These office referrals are recorded, and a parent contact is made.
- Disciplinary decisions are communicated to parents/guardians by either the classroom teacher or administrator. Parents/guardians are frequently encouraged to collaborate on discipline decisions. They are also offered the opportunity to appeal a suspension through a phone call and/or formal letter.



K-12th Max Class 10 students

Registration Fee Due: 07/01/26	\$250.00 Includes books
Tuition: If paid in full due by 08/10/26	\$5,850
Field Trips TBA	TBA
Uniform Polo	TBA

Monthly rate for 9 months:

\$650.00 processing fee 5% if paid online

1st Semi Annual Payment Due: 08/14/2026

\$2,925 processing fee 5% if paid online

2nd Semi Annual Payment Due: 01/02/2027

\$2,925 processing fee 5% if paid online

The monthly payments are due by the 5 th of every month. If late a fee of **\$100.00 will be added to the child account.**

School Start date

Sept 2 nd, 2026

School Last Day

May 28 st 2027

Grading scale

Grades The grading scale for Cornerstone Prep is to be used to determine academic progress. Interims are sent home around the fifth week of each nine-week grading period. Interims are an estimate of student progress. It is important that a number of evaluation types and opportunities be utilized in order to get a complete picture of student achievement. Alternative assessments may be used by the staff. Grade distributions are used each nine-weeks during team meetings with the Director to determine the need for student counseling and assistance. Students may be placed on academic probation if determined by the team and Director.

Grading Scale (BOD approved //2025)

<i>Grade</i>	<i>Range</i>	<i>Regular</i>	<i>Weighted</i>
<i>A+</i>	<i>97-100</i>	<i>A+ = 4.5</i>	<i>A+ = 5.0</i>
<i>A</i>	<i>90-96</i>	<i>A = 4.0</i>	<i>A= 4.5</i>
<i>B+</i>	<i>86-89</i>	<i>B+= 3.5</i>	<i>B+ = 4.0</i>
<i>B</i>	<i>80-85</i>	<i>B= 3.0</i>	<i>B= 3.5</i>
<i>C+</i>	<i>76-79</i>	<i>C+ 2.5</i>	<i>C+ = 3.0</i>
<i>C</i>	<i>70-75</i>	<i>C= 2.0</i>	<i>C= 2.5</i>
<i>D+</i>	<i>66-69</i>	<i>D+ = 1.5</i>	<i>D+= 2.0</i>
<i>D</i>	<i>60-65</i>	<i>D= 1.0</i>	<i>D= 1.5</i>
<i>F</i>	<i>Below 60</i>	<i>F= 0</i>	<i>F= 0</i>