



Student Handbook

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Dear Cornerstone Families,

Welcome to Cornerstone Preparatory Academy.

At Cornerstone, we believe education is not merely the accumulation of knowledge, but the formation of character. We exist to cultivate students who pursue truth, practice virtue, and demonstrate wisdom in both thought and action.

Our school blends a classical, knowledge-rich academic program with hands-on, real-world learning through our Explorers Institute. Students are challenged to think deeply, work diligently, and grow into individuals of purpose and integrity.

This handbook reflects our shared commitments. It outlines the expectations that allow our school to remain safe, orderly, and focused on excellence. We ask every family to read it carefully and partner with us in upholding these standards.

We are honored to walk alongside your family in this journey.

Warmest regards,

School Founder



1. Introduction

Welcome to Cornerstone Preparatory Academy. This Student Handbook is intended to provide students and families with a clear, practical overview of Cornerstone Prep expectations, school policies, campus culture, and core virtues.

Cornerstone Preparatory Academy reserves the right to interpret, revise, modify, suspend, or discontinue handbook provisions as needed, consistent with applicable law and board action.

2. Mission and Core Commitments

Cornerstone Preparatory Academy is committed to providing students with a safe, orderly, academically rigorous, and mission-driven educational environment. Students are expected to

contribute positively to a school culture marked by professionalism, respect, sound judgment, and a shared commitment to student growth and well-being.

Mission

Cornerstone Preparatory Academy will cultivate wise, virtuous, and truth-seeking scholars through a rigorous classical education rooted in the trivium stages of grammar, logic, and rhetoric. With a robust foundation in the liberal arts and sciences, students will study great works of literature, history, civic virtue, advanced mathematics, and scientific inquiry, as they develop and model habits of virtuous character and intellectual curiosity, which will prepare them to engage the world by thinking deeply, acting justly, and leading with courage.

Core Commitments

At Cornerstone Preparatory Academy, our work is guided by a shared set of core commitments that shape our decisions, relationships, and daily practice. These commitments reflect the kind of school we are building and the standards we expect every member of our team to uphold.

Academic Excellence

Classical Scholarship

Student Character Formation

Family Partnership

Professional Integrity

Responsible Stewardship

A Safe, Respectful, and Orderly School Culture

3. Cornerstone Knight Culture & The Seven Pillars of Character

At Cornerstone Preparatory Academy, student conduct is not defined merely by rules, but by character. As a community, we measure our actions, decisions, and interactions through reflection upon our **Seven Pillars of Character**, which serve as the foundation of our **Cornerstone Knight culture**.

To be a Cornerstone Knight is to strive daily toward excellence, not only in academics, but in virtue, integrity, and personal responsibility.

Our Seven Pillars guide students in becoming thoughtful, disciplined, and principled individuals:

Truth

Cornerstone Knights seek truth in all things. Students are expected to act with honesty, pursue knowledge with sincerity, and engage in learning with intellectual integrity.

Goodness

Knights demonstrate kindness, compassion, and respect for others. They contribute positively to the school community and seek to do what is right, even when no one is watching.

Perseverance

Knights embrace challenge and do not give up when learning becomes difficult. They understand that mastery requires effort, patience, and resilience.

Justice

Knights act with fairness and integrity. They take responsibility for their actions and treat others with respect, upholding what is right even when it requires courage.

Humility

Knights approach learning and life with a teachable spirit. They recognize that growth comes from listening, learning, and striving to improve.

Excellence

Knights take pride in their work and conduct. They give their best effort in all things—academic, behavioral, and personal—and hold themselves to high standards.

Wisdom

Knights seek to apply knowledge with discernment and good judgment. They learn not only facts, but how to think, reason, and make sound decisions.

Living as a Cornerstone Knight

These Pillars are not simply ideals - they are expectations that shape daily life at Cornerstone. Students are encouraged to reflect regularly on their choices and to ask:

- Am I acting with integrity?
- Am I showing respect and responsibility?
- Am I striving for excellence in my work and behavior?

Faculty and staff reinforce these values through:

- Classroom expectations
- Character-based conversations
- Recognition of positive behavior
- Consistent accountability

A Culture of Excellence and Virtue

At Cornerstone Preparatory Academy, we believe that strong character is the foundation of a meaningful life. Our goal is to develop students who are not only academically prepared, but who embody the virtues necessary to lead, serve, and contribute with purpose.

To be a Cornerstone Knight is to pursue truth, act with virtue, and strive for excellence in all things, both in the classroom and beyond.

“Moral excellence comes about as a result of habit.” - Aristotle

4. School Safety, Reporting, and FortifyFL

The safety and well-being of our students and staff is a top priority at Cornerstone Preparatory Academy. Maintaining a safe school environment is a shared responsibility between students, staff, and families.

Student Responsibility for Safety

All students are expected to take an active role in maintaining a safe and respectful school environment. Students **must report** any safety concerns **immediately**, including:

- Threats of violence or harm
- Bullying or harassment
- Suspicious behavior or individuals
- Weapons or prohibited items

- Any situation that makes them feel unsafe

Students should report concerns to:

- A teacher
- A school administrator
- Any trusted staff member

Students are encouraged to “**see something, say something**” - prompt reporting helps prevent harm and protects the entire school community.

FortifyFL Reporting System

Cornerstone Preparatory Academy participates in the State of Florida’s **FortifyFL** system, a confidential tool designed to help students and community members report safety concerns quickly and securely.

Students and families may use FortifyFL to report:

- Threats or planned acts of violence
- Suspicious or concerning behavior
- Safety risks on or off campus

Reports can be submitted:

- Through the FortifyFL mobile app
- Online via the FortifyFL website (<https://getfortifyfl.com/Tip.html>)

All reports are immediately routed to appropriate law enforcement and school officials for investigation and response.

Confidentiality and Good Faith Reporting

- Reports made through FortifyFL or directly to school staff may be made confidentially
- Students should always report concerns in **good faith**
- False reporting or misuse of reporting systems may result in disciplinary action

A Culture of Safety and Trust

At Cornerstone, safety is not only about procedures—it is about culture. We strive to create an environment where students:

- Feel safe speaking up
- Trust that adults will respond appropriately
- Understand their role in protecting others

5. Use of Technology and Social Media

At Cornerstone Preparatory Academy, we are intentionally a **low-technology learning environment**, grounded in both classical education and modern research on how the brain learns best.

The Science of Attention and Learning

Research in cognitive science consistently shows that:

- The human brain is not designed for constant multitasking
- Frequent digital interruptions reduce attention span and working memory
- Deep learning requires sustained focus and repetition
- Overexposure to screens can diminish comprehension, retention, and critical thinking

Attention is a finite cognitive resource. When it is fragmented, learning is weakened.

At Cornerstone, we design our classrooms to protect and strengthen students' ability to:

- Sustain attention over time
- Engage in deep thinking
- Process and retain complex information
- Develop strong executive functioning skills

A Classical Approach, Supported by Science

Our classical model aligns naturally with what research tells us about how students learn best. We emphasize:

- **Focused, uninterrupted learning blocks** that allow the brain to fully engage
- **Reading from physical texts**, which improves comprehension and retention compared to screen-based reading
- **Handwriting and written composition**, which strengthen memory, processing, and idea development
- **Socratic discussion and dialogue**, which deepen understanding through active thinking and verbal reasoning

Rather than relying on rapid digital interaction, we prioritize **cognitive endurance, intellectual curiosity, and disciplined thought**.

Intentional Use of Technology

Cornerstone is not anti-technology—we are **intentional about its use**.

Technology may be used:

- In structured, teacher-directed settings
- When it meaningfully enhances instruction
- In age-appropriate and academically purposeful ways

However, technology is never used as a substitute for:

- Direct instruction
- Reading and writing
- Discussion and human interaction

Personal Devices

To protect the learning environment and students' cognitive focus:

- Cell phones, smartwatches, and personal electronic devices must be **powered off and stored out of sight** during the school day
- Devices may not be used during instructional time, transitions, or lunch unless explicitly authorized
- Unauthorized use will result in confiscation and disciplinary action in accordance with school policy

Developing Lifelong Habits of Mind

By limiting unnecessary digital distractions during the school day, Cornerstone helps students develop:

- Attention control
- Self-discipline
- Patience and perseverance
- The ability to think deeply and independently

These are essential skills not only for academic success, but for life.

Partnership with Families

We encourage families to support this approach by:

- Limiting recreational screen time, as deemed appropriate per individual family
- Encouraging reading, conversation, and independent play
- Reinforcing healthy technology habits at home

At Cornerstone Preparatory Academy, we are not simply managing technology, we are cultivating minds capable of sustained attention, thoughtful reasoning, and meaningful engagement with the world.

6. Technology Philosophy & the Explorers Institute

At Cornerstone Preparatory Academy, we are intentionally a **low-technology learning environment**, grounded in both classical education and research on how the brain learns best. At the same time, we provide students with rich, hands-on, real-world experiences through our **Explorers Institute**, creating a balanced and purposeful approach to modern learning.

The Science of Attention and Learning

Research in cognitive science demonstrates that:

- Deep learning requires sustained attention and minimal distraction
- Frequent digital interruptions weaken focus, memory, and comprehension
- Students learn best when they engage actively—thinking, writing, speaking, and doing

At Cornerstone, we design our academic classrooms to **protect students' attention** and build the cognitive habits necessary for lifelong learning.

A Classical Foundation

During the core academic day, students engage in:

- Close reading of meaningful texts
- Structured writing and composition
- Memorization and mastery of foundational knowledge
- Socratic discussion and critical thinking

This environment prioritizes:

- **Focus over fragmentation**
- **Depth over speed**
- **Thinking over passive consumption**

The Role of the Explorers Institute

While our classrooms emphasize low-tech, attention-focused learning, our **Explorers Institute** provides students with dynamic, hands-on opportunities to apply their knowledge in meaningful ways.

Through the Explorers Institute, students engage in:

- Engineering and design challenges
- Robotics and problem-solving

- Agriscience and environmental studies
- Fine and performing arts
- Culinary, craftsmanship, and real-world life skills
- Civil service, leadership, and community-based learning

In this setting, students are not passive users of technology - instead they are **creators, builders, problem-solvers, and innovators**.

Intentional Technology Use

Technology is used **selectively and purposefully**, primarily within the Explorers Institute and other structured settings where it enhances:

- Creation and design
- Research and problem-solving
- Real-world application of knowledge

Students may use technology:

- Under direct teacher guidance
- For specific academic or project-based purposes
- In ways that promote active engagement rather than passive consumption

Technology is never used as a substitute for:

- Direct instruction
- Reading and writing
- Human interaction and discussion

Personal Devices

To maintain an environment of focus and respect for learning:

- Cell phones, smartwatches, and personal devices must be **turned off and stored out of sight** during the school day
- Devices may not be used during instructional time, transitions, or lunch unless explicitly authorized
- Unauthorized use will result in confiscation and disciplinary action

7. Dress Code & Uniform Policy

Cornerstone Preparatory Academy maintains a uniform policy to promote **academic focus, school pride, and a culture of unity, order, and professionalism**. As Cornerstone Knights, students are expected to present themselves in a manner that reflects **respect for self, others, and the learning environment**.

General Expectations



CORNERSTONE
PREPARATORY ACADEMY

UNIFORM GUIDELINES

Promoting excellence. Building character. Preparing for life.

TOPS






Navy Polo Red Polo White Polo Light Grey Polo

T-SHIRTS (OPTIONAL)






Navy T-Shirt Red T-Shirt White T-Shirt Light Grey T-Shirt

All tops must have the Cornerstone Preparatory Academy logo.

BOTTOMS








Khaki Pants Navy Pants Black Pants Khaki Shorts Navy Shorts Black Shorts






Khaki Skort Navy Skort Black Skort Plaid Skort (Navy/Red Plaid)



Girls may also wear black leggings.

FRIDAY OPTION

Students may wear jeans or jean shorts on Fridays with approved tops.




Jeans (Full Length) Jean Shorts (Appropriate Length)

SPIRIT WEAR ON FRIDAYS

Students may also wear Spirit Wear shirts from the Cornerstone Spirit Store on Fridays.






All clothing should be clean, well-fitted, and in good repair. No rips, tears, or excessive fading.



Closed-toe shoes required. No crocs, slides, or slippers.



Outerwear must be the school-approved outerwear.



Hair accessories should be simple and in school colors.



Uniforms help create unity and support a focused learning environment.

★ **ONE SCHOOL. MANY STYLES. ENDLESS PRIDE.** ★

Students must:

- Wear **approved Cornerstone uniforms daily** in accordance with school guidelines
- Ensure all uniform items are **clean, properly fitted, and in good condition**
- Display the **Cornerstone Preparatory Academy logo** on all required uniform tops
- Maintain a **neat, modest, and school-appropriate appearance** at all times
- Wear only **school-approved outerwear** while on campus

Uniform compliance is expected from arrival through dismissal, including during transitions and school activities.

K-8 Girls are permitted to wear the following:

- A. Uniform Skorts- khaki, navy, black or plaid
- B. Uniform Shorts- khaki, black or navy
- C. Uniform Skirts-khaki, black, navy or plaid
- D. Uniform Pants- khaki, black, or navy
- E. Solid Color Leggings - black, or navy that are opaque and made of thick, appropriate for school material
- F. Blue Jean shorts or pants on Fridays - NO blue jean skirts permitted, skort type shorts are fine in appropriate length.

K-8 Boys are permitted to wear the following:

- A. Uniform Shorts- khaki, black or navy
- B. Uniform Pants- khaki, black, or navy
- C. Solid Color Athletic “Jogger” Style Pants - black or navy, and tapered or with cuff at ankle.

Grooming & Appearance

Students are expected to maintain a clean and appropriate appearance:

- Hair should be **neat, natural colors, and not disruptive to the learning environment**
- Hair accessories should be **simple and in school-appropriate colors**
- Accessories should remain **minimal and non-distracting** - we will not permit the wearing of ears, tiaras, chokers, chains, spikes, tails, pajamas, or any other accessory deemed to be distracting and not in accordance with our dress code expectations.
- Clothing should fit appropriately (not overly tight, oversized, or revealing)

Prohibited Attire

The following are not permitted:

- Non-uniform tops or bottoms (unless designated days)
- Clothing that is **distracting, revealing, or inappropriate**
- Ripped, torn, or excessively faded clothing
- Unauthorized outerwear
- Excessive or disruptive accessories
- Open-toe or unsafe footwear

Uniform Compliance & Enforcement

Maintaining uniform standards is part of our commitment to excellence.

Students out of compliance may:

- Receive a **verbal reminder or warning**
- Be required to **correct the issue immediately**, if possible
- Have **parent/guardian contact initiated**
- Receive **progressive disciplinary consequences** for repeated violations

The school reserves the right to make final determinations regarding dress code compliance.

8. Attendance Policy

At Cornerstone Preparatory Academy, consistent attendance is essential to academic success and the development of strong habits of responsibility and discipline. Our classical model depends on daily engagement, continuity of instruction, and active participation.

Students are expected to be in attendance **every school day and on time**, unless prevented by an excused circumstance.

Parents/guardians share responsibility for ensuring regular attendance and timely arrival.

Daily Attendance Expectations

- Students must arrive **on time and prepared for learning each day**
- Instruction begins promptly; late arrivals disrupt both the student's learning and the classroom environment
- Students are expected to remain at school for the full instructional day unless properly signed out

Excused Absences

Absences may be considered excused for the following reasons, in alignment with Florida law and school policy:

- Personal illness or injury
- Medical, dental, or therapy appointments
- Death in the immediate family
- Religious holidays or observances
- School-approved activities
- Other absences approved in advance by school administration

Parent Responsibility

- Parents/guardians must notify the school of the absence
- Documentation (such as a doctor's note) may be required for verification
- Notes should be submitted within 3 days of the school absence

Unexcused Absences

Absences will be considered unexcused when:

- The reason does not meet excused absence criteria
- Required documentation is not provided
- The absence was not reported in accordance with school procedures

Tardies & Early Dismissals

- Students arriving after the designated start time will be marked **tardy**
- Repeated tardiness may result in disciplinary action
- Early dismissals should be limited to necessary situations and may be documented

Excessive tardies or early check-outs may be treated similarly to absences for attendance purposes.

Excessive Absences & Attendance Intervention

Students with excessive absences may be subject to:

- Parent conferences
- Attendance monitoring
- Referral to the school's attendance intervention process
- Notification in accordance with Florida compulsory attendance laws

Cornerstone will work in partnership with families to support improved attendance.

Make-Up Work

- Students are responsible for completing all missed assignments
- Teachers will provide reasonable opportunities to make up work for excused absences
- It is the student's responsibility (with parent support) to request and complete missed work

8. Arrival & Pickup

Cornerstone Preparatory Academy is committed to maintaining safe, orderly, and efficient arrival and dismissal procedures. Families play an essential role in ensuring these transitions run smoothly for all students.

Arrival Procedures

Students are expected to arrive **on time and prepared for the school day**.

- Students should arrive no earlier than 7:15 am
- **Supervision is not available prior to the official arrival time**, and students may not be dropped off early
- Upon arrival, students will report directly to the cafeteria

Breakfast is served from 7:15 am until 7:40 am in the cafeteria. Students arriving to school before their first class will be able to work in study groups, eat breakfast, or play table/board games until the start of the academic school day.

Students are expected to:

- Follow staff directions
- Demonstrate respectful and orderly behavior

Dismissal & Pick-Up Procedures

For the safety and efficiency of dismissal, all families must establish a **consistent daily dismissal plan**.

Dismissal Plan Expectations

- Parents/guardians must communicate the student's dismissal method (car line, authorized pick-up, etc.) in advance
- Changes to dismissal must be communicated to the school **no later than one (1) hour prior to dismissal**
- Late changes cannot be guaranteed and may not be accommodated

Sibling Pick-Up Procedures

To maintain an efficient dismissal process:

- Students with **younger elementary siblings will report to the elementary pick-up area**
- Older students without younger siblings may be assigned to a designated upper-grade dismissal area
- All families must follow school direction regarding pick-up zones

This structure ensures that families may pick up all children in a **single, safe, and streamlined process**.

Car Line Expectations

To ensure safety and efficiency:

- Families must follow all **traffic flow patterns and staff directions**
- Vehicles should remain in line - no cutting or bypassing procedures
- Students must enter and exit vehicles promptly
- Drivers must remain attentive and avoid distractions

Cornerstone prioritizes a **calm, respectful, and efficient dismissal environment** for all students.

Early Dismissal

- Early check-outs should be limited to necessary circumstances
- Students must be signed out by an authorized adult
- Valid identification may be required

End of Day Pick-Up

All students must be picked up promptly at dismissal.

- Students not picked up within the designated timeframe may be subject to **late pick-up procedures**
- Repeated late pick-ups may result in additional consequences or required parent conference

Cornerstone Knight Standard

Arrival and dismissal are an extension of our school culture. Students and families are expected to demonstrate:

- Respect for procedures
- Patience and courtesy toward others
- Responsibility in following school expectations

9. Field Trips, Visitors, and Chaperone Procedures

Cornerstone Preparatory Academy values engaging, active learning opportunities that extend beyond the classroom. Field trips and on-campus guest experiences are designed to support our academic program, reinforce our **classical model**, and provide meaningful, real-world learning opportunities.

This policy outlines expectations for **field trips, visitors, volunteers, and chaperones**, as well as the procedures required to ensure student safety at all times.

Field Trip Guidelines

All field trips are:

- Planned and approved by school administration
- Aligned with academic objectives, school culture-building, and grade-level learning goals
- Supervised by school staff and approved chaperones

Students are expected to:

- Follow all school rules and expectations while off campus
- Demonstrate respectful, responsible, and safe behavior
- Represent Cornerstone Preparatory Academy with excellence

Failure to meet behavioral expectations may result in loss of field trip privileges.

Campus Safety & Visitor Identification

For the safety of all students and staff:

- **All individuals on campus must wear a visible school-issued or approved identification badge at all times**
- Any adult without proper identification will be asked to report to the front office immediately

There are no exceptions to this policy.

Visitor Check-In Procedures

All visitors must:

- Enter through the **front office only**
- Present a valid government-issued ID
- Complete the check-in process through the school's visitor management system (e.g., Raptor)
- Wear a printed visitor badge while on campus

Parents, visitors, and non-staff individuals are not permitted on campus during school hours without completing the check-in process.

Parent Volunteers, Guest Speakers, and Classroom Visitors

We welcome family and community involvement in support of our students. All volunteers and guest speakers must:

- Complete the required **check-in process and wear a visitor badge**
- Follow all school procedures and staff direction
- Remain under the supervision of school staff

Important:

- Volunteers and visitors are **never permitted to be alone with students**
- All interactions must occur within a supervised school setting

Board Members & Approved Representatives

School board members and other authorized representatives may be issued **school-approved identification badges** for campus access.

All individuals, regardless of role, are expected to follow school safety procedures and maintain visible identification while on campus.

Field Trip Chaperones & Volunteers

To ensure student safety during off-campus activities, all field trip chaperones must meet the following requirements:

Background Screening

- All chaperones must complete a **background check through Bay District Schools**
- Approval must be received **prior to participating in any field trip**
- This process may take **two or more weeks**, and families should plan accordingly

Approval & Identification

- Once approved, chaperones may be issued an identification badge valid for the school year
- Chaperones must follow all school guidelines and staff direction during the trip

Chaperone Expectations

Chaperones are expected to:

- Actively supervise assigned students at all times
- Follow all school rules and procedures
- Support staff in maintaining a safe and orderly environment
- Model appropriate behavior consistent with Cornerstone expectations

Chaperones may not:

- Deviate from assigned groups
- Allow unsupervised student movement
- Disregard school or staff direction

10. Student Dismissal Policy & Procedures

Cornerstone Preparatory Academy is committed to supporting every student's success through strong academics, character development, and family partnership. In rare cases where a student is unable to meet the school's expectations despite documented interventions and support, the school reserves the right to dismiss a student in accordance with Florida law and the school's charter.

Pursuant to **Florida Statutes and the charter contract with Bay District Schools**, Cornerstone Preparatory Academy has the authority to establish and implement student dismissal procedures.

Grounds for Dismissal Consideration

A student may be considered for dismissal if they demonstrate a **pattern of non-compliance** in one or more of the following areas, and meaningful improvement is not achieved after interventions have been implemented:

Attendance

- Eight (8) unexcused absences within a 30-day period, or
- Fifteen (15) unexcused absences within a 90-day period

Tardiness

- Excessive/extreme tardiness that is left uncured and becomes detrimental to the students' learning and/or ability to achieve grade-level content-knowledge mastery and academic success.
- Tardiness that demonstrates a habitual, ongoing pattern will result in request for parent conference in order to provide family support and determine solutions in providing the student with ability to arrive on time and ready to learn. Parent refusal to collaborate with school officials regarding attendance solutions will be determined as parent unwillingness to collaborate with school and adhere to Cornerstone attendance requirements. This may constitute grounds for Cornerstone school dismissal consideration.

Behavior

- Repeated violations of the school's Code of Conduct
- Ongoing disruptive behavior that interferes with the learning environment
- Failure to meet expectations related to discipline, respect, or school culture

Uniform & School Expectations

- Repeated failure to comply with the school's uniform policy or other school expectations
- Ongoing violations, following implementation of school communication and solution strategies with families may be deemed as parent or student unwillingness to adhere to Cornerstone school handbook and conduct expectations and referred to administration for appropriate action.

Parent Partnership Expectations (if applicable)

- Failure to meet agreed-upon family commitments outlined in school policy

Intervention & Support Process

Cornerstone is committed to working proactively with students and families prior to any dismissal consideration.

Documentation

The school will document:

- Attendance and tardies
- Behavioral incidents
- Parent communication and notifications
- Interventions and supports provided

Conferences & Interventions

Prior to dismissal consideration, the school will:

- Conduct parent/guardian conferences
- Provide clear communication regarding concerns
- Implement appropriate interventions and strategies
- Refer the student to the **Child Study Team (CST)** when appropriate

Dismissal Review Process

Cornerstone school dismissal decisions are not taken lightly and follow a structured review process.

- Students may be reviewed for dismissal at the end of a semester
- In cases of **severe or ongoing non-compliance**, dismissal may be considered at any time during the school year

Administrative Review

- The Head of School (or designee) will review all documentation and determine if dismissal criteria have been met
- The case will be evaluated to ensure fairness, consistency, and adherence to due process

Notice & Parent Rights

If a student is recommended for dismissal:

- 1. Written Notice**
Parents/guardians will receive written notice of the intent to dismiss, including the reasons and supporting documentation
- 2. Opportunity for Conference or Hearing**
Parents/guardians will be provided an opportunity to meet with school leadership to discuss the recommendation
- 3. Final Determination**
The school will issue a final decision following review and consideration
- 4. Right to Appeal**
Parents/guardians may appeal the decision within **five (5) business days** of notification, in accordance with school procedures

Dismissal Procedures

If dismissal is finalized:

- Parents/guardians will receive formal notification
- The student may be withdrawn from Cornerstone Preparatory Academy
- Student records will be transferred to the appropriate school of enrollment within Bay County, FL

11. Health Services & Student Wellness

Cornerstone Preparatory Academy is committed to maintaining a **safe, healthy, and supportive learning environment** for all students. Families play a critical role in helping the school protect the health and well-being of the school community.

Parent Communication & Health Information

Parents/guardians are required to:

- Provide accurate and up-to-date medical information during enrollment
- **Notify the school promptly of any changes in a student's health status**, including:
 - Medical conditions or diagnoses
 - Allergies
 - Communicable illnesses
 - Medication needs
- Update emergency contact information as needed

Timely communication ensures that the school can respond appropriately to student health needs.

Medication Administration

Cornerstone Preparatory Academy will administer medication only when necessary and in accordance with school policy and applicable law.

Requirements for Medication at School

- A completed and signed **Medication Authorization Form** must be on file
- Prescription medication must be:
 - In the **original labeled container**
 - Clearly marked with the student's name, dosage, and instructions
- Non-prescription (over-the-counter) medication must:
 - Be provided in the original container
 - Include written parent/guardian authorization

All medications must be turned in to the school office or designated health personnel. Students are not permitted to carry medication unless authorized by the school in accordance with medical guidelines (e.g., inhalers, EpiPens).

Student Illness & Exclusion from School

To protect the health of all students and staff, students who are ill should **remain at home**.

Students will **not be permitted to attend school** and may be sent home if they exhibit any of the following:

- Fever (generally 100.4°F or higher)
- Vomiting
- Diarrhea
- Symptoms of an infectious or communicable illness
- Uncontrolled coughing or significant respiratory symptoms
- Head lice, including the presence of **live lice, eggs (nits), or infestation**

Return to School Guidelines

Students may return to school when:

- They have been **fever-free for at least 24 hours without the use of medication**
- They have been free from vomiting or diarrhea for at least 24 hours
- Symptoms of illness have improved
- In the case of lice, the student is **treated and free of live lice and nits**

The school may require documentation from a healthcare provider when appropriate.

Communicable Illness

Parents must notify the school if a student is diagnosed with a communicable illness. The school will follow applicable health guidelines and may notify families as required while maintaining confidentiality.

School Response to Illness

If a student becomes ill during the school day:

- The student will be evaluated and may be sent to the health room
- Parents/guardians will be contacted for prompt pick-up if necessary
- Students must be picked up in a timely manner to ensure their comfort and safety

Family Partnership & Commitment to Excellence

Cornerstone Preparatory Academy is an academically rigorous, classical charter school built upon a shared commitment between **students, families, and staff**. Enrollment at Cornerstone reflects a family's understanding of and agreement with the school's mission, expectations, and culture.

By enrolling at Cornerstone Preparatory Academy, families acknowledge and agree to the following:

Academic Commitment

- I understand that Cornerstone is an **academically challenging, knowledge-rich classical school**
- My child will be expected to:
 - Complete homework regularly
 - Study and prepare for assessments
 - Participate in required projects and academic exhibitions (e.g., capstone projects, Explorers Institute work, etc.)
- I understand that academic mastery requires **effort, perseverance, and consistency**
- I understand that when my child struggles, the school will provide support, which may include:
 - Teacher-led interventions
 - Parent-teacher communication
 - Development of a **Personalized Learning Plan (PLP)** when appropriate
- I acknowledge that student success is a **shared responsibility between student, parent, and teacher**

Attendance & Engagement

- I agree to follow and support the school's **attendance policies**
- I will ensure my child attends school regularly, arrives on time, and is prepared for learning

- I understand that consistent attendance is critical to my child's success

School Culture & Communication

- I will support the school's mission, leadership, and instructional decisions
- I will contribute to a **positive and respectful school culture**
- If concerns arise, I will:
 - Communicate first with my child's teacher
 - Work collaboratively with school staff to resolve concerns
 - Model respectful and constructive communication at all times
- I will refrain from negative or disruptive communication, including on social media, and instead work through appropriate school channels

Character & Knight Culture

- I will support the development of my child's character in alignment with the **Cornerstone Seven Pillars of Character**
- I understand that behavior expectations are rooted in **virtue, responsibility, and respect**
- I will partner with the school in reinforcing these expectations at home

Family Involvement

- I understand that Cornerstone values strong family involvement
- I will actively engage in my child's education by:
 - Attending school events when possible
 - Volunteering and supporting school initiatives
 - Staying connected to the school community
 - Volunteering 15 hours per academic school year

Communication & Awareness

- I will stay informed by regularly reviewing:
 - School communications and newsletters
 - Teacher updates
 - The school calendar and website

Financial & Operational Responsibilities

- I understand that any applicable school fees, dues, or obligations must be fulfilled in a timely manner
- I will ensure my child is in **proper uniform daily** and complies with school dress code expectations

Technology Philosophy

- I understand that Cornerstone is a **low-technology, attention-focused learning environment**

- I support the school's intentional use of technology and its emphasis on:
 - Direct instruction
 - Reading and writing
 - Hands-on learning through the **Explorers Institute**

Cornerstone Commitment

Enrollment at Cornerstone Preparatory Academy reflects a commitment to something greater than attendance - it reflects a partnership grounded in shared values, high expectations, and a belief in the potential of every child.

At Cornerstone, families and students commit to pursuing truth, striving for excellence, and contributing to a culture of respect, discipline, and purpose.

I acknowledge that I have read, understood, and agree to the Cornerstone Preparatory Academy Student Handbook, Family Partnership, and Commitment to Excellence.

Parent: _____

Date: _____

Student: _____

Date: _____