Cornerstone Community Group

A Teaching Cooperative for Homeschooling Families

Family Handbook

2026-2027

Location

Calvary Christian Church

14196 Ashland Road

Glen Allen, VA 23059

Mailing Address

Cornerstone Community Group

16200 Avalon Woods Drive

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cornerstonecommunitygroup@gmail.com

Cornerstone Community Group Board Members

President:

Treasurer:

Secretary:

Volunteer Coordinator:

Registrar/Website:

Mission Statement

As you come to him, a living stone rejected by men but in the sight of God chosen and precious, you yourselves like living stones are being built up as a spiritual house, to be a holy priesthood, to offer spiritual sacrifices acceptable to God through Jesus Christ For it stands in Scripture: "Behold, I am laying in Zion a stone, a cornerstone chosen and precious, and whoever believes in him will not be put to shame." I Peter 2:4-6

Cornerstone Community Group is an educational organization designed to provide support and enrichment for home educating families. Our classes provide supplemental educational experiences on a weekly basis to enrich and expand the learning opportunities for our home-educating families. Our goal is not to supplant the home school vision, or to create a complete school environment, but to complement and supplement home education with scholarship and a group learning experience.

We believe that parents are responsible for the education and character development of their children. Our goal is to form and maintain an environment of community, which enables the parents, students, faculty and leadership to support and minister to one another in Christ, striving for both personal and educational growth as we acknowledge Him in all things. ***Parental participation is a key component to the community aspect of this co-op.***

Cornerstone Community Group will admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students. CCG does not discriminate on the basis of gender, disability, race, and national or ethnic origin in administration of its educational and admissions policies.

Statement of Faith

In order to obtain and maintain the atmosphere of community and discipleship, respecting and subscribing to this Statement of Faith is a condition of membership in Cornerstone Community Group.

Our Statement of Faith includes those truths upon which Christians agree. It concerns the person and work of Jesus Christ (the Gospel) as revealed in Scripture. It is the faith once delivered to the saints (Jude 2, Eph. 4:5), which distinguishes believers from non-believers. There are many other precious truths taught in the Bible over which godly men have differed in understanding. Therefore, this is not a statement of all that is important to believe, but of all that is essential to believe for Christian fellowship and unity (Rom. 15:7).

All Cornerstone Community Group leadership, faculty, and participating families must read, respect, *and agree with* this statement of faith. This ensures that those who believe in the Bible and who follow Christ lead our organization and teach our children. They are committed to providing this organization as a service for each other and for all area home-educating families. Our leaders and teachers will make decisions and plan activities that are pleasing to God and are in accordance with his Word. It is not a goal of our organization to focus on growing ourselves or to seek approval from those who disagree with our philosophy, decisions, or activities.

1. We believe that the Bible is made up of sixty-six books of the Old and New Testaments, is the verbally inspired Word of God, inerrant in the original writings, and being infallible is the supreme and final authority in faith and life. (II Timothy 3:16; II Peter 1:21; I Corinthians 2:13)
2. We believe in one True God, eternally existing in three persons: Father, Son and Holy Spirit, co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfection. (Genesis 1:1,26; Matthew 28:19-20; John 10:30; Romans 1:7; Hebrews 1:8; Acts 5:3-4; II Corinthians 13:14)
3. We believe in the deity of our Lord, Jesus Christ, His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Is. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:25, John 2:11)
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for salvation. We believe salvation is the gift of God brought to man by grace, not by the works of man, and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (Eph. 2:8-9, Tit. 3:5-6, John 3:14-17, Rom. 3:19-23, John 3:16-19)
5. We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Eph. 5:18, Eph. 4:30, 1 Cor. 6:19-20)

6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom 8:9, 1 Cor. 12:12-13, Gal. 3:26-28)
7. We believe in the creation of man by the direct act of God. (Gen. 1:26-28)
8. We believe God in His Word has given us the responsibility and authority to educate our children in a godly manner. (Col. 3:17, Duet. 6:6-8, Duet. 11:18-21, Prov. 22:6, Psalm 1:1-2)
9. We believe marriage is God-ordained, between one man and one woman, and is intended to be a lifelong faithful union with one's spouse. We believe that all sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is against God's design. (Matthew 19:4,5; Genesis 2:18, Genesis 2:23, Matthew 19:6; Romans 1:18-31; I Cor. 6:9,10 and 15-20; I Tim 1:8-11; Jude 1:7).
10. We believe that God wonderfully and immutably created each person as distinctly male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-31; Genesis 2:18-25; Genesis 5:1,2).

Core Values

Cornerstone Community Group strives to conduct itself in a way that is glorifying to God. To that end, we commit to upholding the following core values in our organization.

1. Service to Community: We strive to serve the families in our community in a Christ-like manner and to admit new families who will benefit from our community fellowship.
2. Integrity: We strive to always act with integrity, knowing that ultimately we are responsible to God for our actions.
3. Honesty: We strive to always be honest in our communication with one another.
4. Excellence: We strive to serve our families with excellence in all we do and provide high-quality academic and extracurricular classes.
5. Communication: We strive to provide clear, thorough, and regular communication to our members.

Philosophy of Education

Webster's 1828 Dictionary defines education as: "The bringing up, as of a child; instruction; formation of manners. Education comprehends all that series of instruction and discipline, which is intended to enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future stations. To give children a good education in manners, arts and science, is important; to give them a religious education is

indispensable; and an immense responsibility rests on parents and guardians who neglect these duties."

Cornerstone Community Group is a Christian educational body and, as such, all subjects will be taught from a Biblical worldview. We believe that God is the source of all truth. Christian principles permeate all that we do; they are not merely an addendum to our studies. Our Christian faith precedes and informs all that we study, teach, and learn. Our deep and common conviction is that "the fear of the Lord is the beginning of wisdom" (Psalm 111:10). Our primary objective is to prepare and enable our students to fulfill God's purpose for their lives. We believe that the goal of education is to see, know, and understand God's sovereign purpose for man and His providential work throughout history. Finally, our hope is to equip our children with "an understanding of the times, with knowledge of what to do" Chron. 12:32).

Cornerstone Community Group recognizes and promotes that:

1. History and geography display God's providence.
2. Mathematics reveals the order and symmetry of God's creation.
3. Language provides students with the tools necessary to learn, express, and convey the knowledge and understanding of the Bible and our Lord, Jesus Christ.
4. Science testifies of God's actions and methods, revealing Himself as Creator.
5. The study of the arts reveals God's work and creativity within each individual.
6. Political and civic understanding and engagement aids students in becoming godly leaders and engaged citizenry.
7. The study of, exposure to, and apprenticeship in basic life skills are beneficial and desirable for all students as they prepare for adult life.

Cornerstone Community Group believes that it is the parents' responsibility to choose the courses and methods of education that they believe are most appropriate to their own children, and to hold their children accountable for both their behavior and their academic work. As Christians, we also believe that God expects us to strive for personal excellence in all that we do.

Board of Directors

The CCG Board of Directors is comprised of VOLUNTEER members, all of whom have children enrolled in classes. They give generously of their time to the CCG ministry, with the explicit goal of making decisions that are best for the community as a whole. Decisions are made with much discussion and prayer for wisdom and discernment. The Board strives to be as transparent as possible with families and are willing to discuss decisions and policies. Please remember that often the Board has the benefit of the macro view of the group and knowing all the details, of which families may be unaware, that must be considered when making decisions.

Accreditation

CCG is not a school and therefore is neither accredited nor affiliated with any other homeschool group or organization. In accordance with Virginia law, accreditation is not required. Each family is responsible for keeping records for their own school. Subject matter will be taught from a Biblical worldview and will be taught at a level commensurate with the level of the student. CCG does not issue report cards or diplomas. Although teachers will offer an evaluation and give a grade according to the work completed for each class, records and final grades remain the responsibility of parents.

Curriculum

Books and materials are not included in the class tuition fees. Each teacher determines the appropriate curriculum, materials, activities, and any necessary supply fees for each class. This information will be stated in the course description. The Board approves all courses taught at CCG; however, it is the responsibility of parents to assess whether the chosen curriculum is appropriate for their individual student(s).

Communication

The CCG Board communicates with families via the BAND app and Cornerstone Community Group Gmail account. At the beginning of the school year, each family will receive an invitation to join CCG on the BAND app. It is each parent's responsibility to regularly check BAND and email for information and updates regarding Cornerstone and parents must respond when requested to do so.

Calvary Christian Church graciously allows CCG to operate its program at their facility. The church has no affiliation with CCG, and therefore should not be contacted for program information or to deliver messages to students or parents. For emergencies contact Julie Zubris at (804) 921-5123.

Registrations, Tuition, and Fees

1. **Registration**
    - Before June 1st: **$100 per family** for the first child, **$15 per each additional child** on campus to cover insurance and facility costs. Make checks payable to **Cornerstone Community Group**. Registration is nonrefundable beginning August 1st.

- June 1st or later: **$120 per family** for the first child, **$15 per each additional child.** Registration is nonrefundable beginning August 1st.

2. **Cleaning/Supply Fee:** $110 per family is due at orientation in September to cover the cost of supplies used by CCG (cleaning supplies, toilet paper, soap, etc.) and to pay someone to clean the Calvary building each week.
3. **Tuition and Class Supply Fees:** These are determined and paid directly to each teacher. Parents are responsible for knowing payment dates and paying teachers promptly.

Withdrawal/Refund Policy

Co-op registration fees are only refundable until August 1st. Beginning the first of August, all registration fees are nonrefundable. If you must withdraw or drop from a class already in session, there are no tuition refunds and all future unpaid tuition payments are still due. All $50 class deposits are nonrefundable. This allows our teachers to plan and purchase the necessary supplies for each child over the summer.

Health Policy

Attendance is important, however if your student is sick, keep him home. Be sure your child is fever free for at least 24 hours and there are no other means by which germs can spread. Students are responsible for contacting teachers for missed assignments and for turning them in within a timely manner.

Inclement Weather and Emergency Procedures

In the event of inclement weather or emergency conditions, CCG often, but not always, follows the official school closing policy of the **Hanover County** school system. However, when such conditions exist, the CCG Board will make the official decision no later than 7:30am Tuesday/Thursday morning. *The notification will be made via BAND.*

The final decision on questionable weather conditions will be left to your discretion. Please make the decision that is appropriate for your family. If you decide it is best to stay home, contact teachers for assignments and make-up procedures.
Important Notes:

- Do NOT call the church for closing information.
- It is the member's responsibility to remain aware of weather conditions. Check BAND for updates.

Student Responsibilities

Student Code of Conduct

Our purposes include endeavoring to produce an environment that is academically enriching, spiritually nurturing, and socially secure for students in the program. For this reason we have instituted this Code of Conduct to establish boundaries and provide guidance so that there will be no confusion regarding expectations of CCG students and teachers. Failure to comply could result in dismissal from CCG.

Please remember the following:

1. Students must show respect to instructors, host church personnel, parents, other students, and the church facility at all times. Inappropriate behavior and/or language will not be allowed. Respectful behavior is our first requirement and highest priority.
2. Students are to govern themselves responsibly during their time at the CCG facility. This includes, but is not limited to, walking and not running in halls or the fellowship hall, no horseplay, or using loud voices. Eating may only occur in the fellowship hall. Students must clean up after themselves in every area of the church. The teen room is for teens only. No food, loud voices, wrestling, or horseplay is allowed in the teen room. Non-compliance should be reported to **parents first**.
3. Students are not allowed in a classroom alone without adult supervision. Classroom doors must stay open at all times, unless closed by a teacher during class.
4. As a safety matter, students are not allowed to cross Ashland Rd. to the pavilion area. Children under 12 years old may not leave the church building by themselves, may not be in the parking lot by themselves, and must be supervised at all times while on the playground. The exception is 10 and 11 year old children who have parental permission and have submitted the behavior contract for going outside without supervision.
5. Everyone is expected to dress appropriately and modestly. It is important to take note that CCG meets at a church.
6. Students are expected to take their schoolwork seriously and are responsible for completing all assigned work.
7. Students should be aware of the tardy/absence policy of each teacher and make every effort to help their families to be on time.
8. Middle and high school students are required to complete a Student Expectations contract each year. Please visit https://www.ccgva.org/expectations to see the specific list of expectations for student behavior.

Course Work and Assignments

Students should take their schoolwork seriously. CCG expects that students will come to class prepared, with homework complete and notebooks, pens, and pencils in hand to ensure that learning is maximized. All assignments should be completed before the beginning of the class period.

Student Attendance Policy

Because classes at CCG only meet once or twice a week, regular attendance is vital. Students are responsible for making arrangements for any missed work/assignments. Absence, for any reason, should be communicated to each teacher as soon as the student is aware that he or she will have to miss class (please do not contact the church directly). A pattern of absenteeism may affect a student's placement in future classes.

Classroom Discipline Policy

It is essential that any problems be addressed immediately. Complete resolution should be sought in all cases. The steps that must be taken are listed below. However, if a teacher, parent, or student has any questions about the discipline policy, any member of the CCG Board may be consulted for clarification or assistance.

1. If a student is not complying with the class requirements, the teacher will speak with the student one on one, detailing the problem(s), and discuss possible solutions and actions to be taken. The teacher will do this with kindness and the goal of helping the student.
2. If the academic problems continue, the teacher should schedule a conference with the parent and student to discuss the problem and again propose possible solutions.
3. If the previous steps do not correct the problem, the teacher should refer the problem to the Board, and they will determine what further steps should be taken, including a meeting with the parent and student or involvement of the entire CCG Board.
4. If the student is seriously disrupting the class by his or her actions, the teacher should immediately involve the CCG board. Since CCG meets only twice per week, one student's behavior should not be allowed to prevent other students from concentrating on their class work.
5. The teachers, parents, and students should always remember to conduct themselves with respect for others and cooperate in working to eliminate the problem.
6. If a student and/or parent has a problem with a teacher, it should be discussed with the teacher first (Matthew 18:15-18). If the problem is not resolved or if the problem is one that the student does not wish to discuss with the teacher, the CCG Board may be consulted at any time to attempt to resolve the issue.

Bullying and Inappropriate Behavior Discipline Policy

As stated above, it is very important that any problems that arise be addressed immediately. Complete resolution should be sought in all cases. The steps that must be taken are listed below. This three-step process will be followed in most situations:

1. First Offense: Any inappropriate behavior should immediately be reported to the offending student's parent.
2. Second Offense: The offending student and parent, as well as other parties involved as necessary, will meet with at least two members of the CCG Board. This will constitute as a verbal warning.
3. Third Offense: The offending student and parent may be dismissed from CCG. **All payments are nonrefundable and any unpaid tuition payments are still due.** The student may be denied future CCG class registration and enrollment. The CCG Board's approval will be required for future enrollment of offending student.

Depending on the severity of the infraction a student has committed, CCG reserves the right to immediately dismiss the student whether the student has had previous offenses or not.

Parent/Teacher Responsibilities

Parents

Parental participation is a key component to the community aspect of this co-op. In order to provide an equitable environment for all, every family must be involved at Cornerstone and also follow the stated policies.

1. Our host church, Calvary Christian Church, relies on CCG to do a thorough weekly cleaning of the areas that CCG uses in the church. We pay someone to come in and clean for us. Each family is required to pay a cleaning/supply fee of $110. However, families are still required to clean up after themselves, clean up any messes they see, treat the church building and property with respect, and be sure that eating only occurs in the fellowship hall.
2. Each week it is necessary for families to volunteer. Parents are required to function as a door monitor, nursery spot-check, and/or other jobs that will be announced at the beginning of the school year or on BAND/email. Please respond to requests that are made of your time during the co-op day. If families do not sign up (and show up) to their volunteer slots, volunteer hours will be assigned with no choice of time. If families do not fulfill their volunteer responsibilities, it may impact their ability to register for the upcoming year.
3. To maintain good standing with our host church and to ensure the safety of all CCG children, children **must** be supervised at all times. Parents must remain on church property at all times. Therefore, parents are not allowed to drop their children at the

church and leave. If a parent needs to leave for any reason, they must ask another parent to supervise their children. Furthermore, your children may not be unsupervised in classrooms, the halls, or on the playground.

4. Parents of students aged 16 or older who would like to drive themselves to CCG must submit a written request for permission to the CCG Board. A driving student may not supervise siblings while on campus, and the family must still fulfill their volunteer requirements.

Noncompliance Policy

Failure of parents to follow the guidelines listed in this Family Handbook or in the CCG Policy Agreement form will result in the following procedure:

1. First Offense: A verbal warning from a member of the CCG Board.
2. Second Offense: A written notification in the form of an email from a member of the CCG Board.
3. Third Offense: Your family will be asked to leave the co-op. **All payments are nonrefundable, and all unpaid tuition is still due.**

Parent and Teacher Code of Conduct

Our purpose is to produce surroundings that are academically enriching, spiritually nurturing, and socially secure for students in the program. For this reason, we have instituted this Code of Conduct to establish boundaries and provide guidance so that there will be no confusion regarding expectations of CCG parents and teachers. Failure to comply may result in dismissal from CCG. The following is expected of all parents and teachers:

1. Exhibit a respectful attitude toward others. This is our first requirement and highest priority.
2. Gossip and divisiveness have no place in a Christian community and will not be tolerated at CCG. If an adult has an issue with another adult, it should be discussed directly with that person in a Christ-like manner (Matthew 18:15-18). If the problem is not resolved, the CCG Board may be consulted to aid in resolving the issue. The adults should model these behaviors for the students and also encourage them to work issues out with other students in a respectful and kind way.
3. Parents and teachers are to govern themselves responsibly during their time at the CCG facility.
4. Parents and teachers are expected to interact respectfully with everyone associated with CCG and church staff.
5. Interaction with students should model spiritual maturity, patience, and leadership.
6. Parental authority is to be respected in all matters concerning CCG. If there is a problem with a student or child, please go to the parent.
7. All teachers and assistants must make every effort to be in their assigned rooms on time.

Teachers

It is imperative that every teacher come to CCG prepared to fulfill their responsibilities. When teachers are absent it affects the whole group. CCG trusts that teachers will make every effort to attend, however, emergencies do occur. If a teacher must be absent, she must contact a CCG board member and inform all families in her classes that she will not be there.
Other teacher responsibilities include:

1. Collecting tuition and fees from student families.
2. Keeping records of tuition and fees collected.
3. Communicating regularly with parents.
4. Making arrangements for a substitute teacher when absent and if that is not possible, scheduling make-up classes and work as necessary.
5. Cleaning up classrooms (i.e. wipe down tables, sweep floor, empty trash, etc.) after use.

Evaluations and Grades

Instructors at the middle and high school levels will prepare final course grades for students. However, parents are the authority in assigning final grades for any course taken. CCG does not retain any academic records for students.

If a parent has questions or concerns regarding an evaluation or grades, she should communicate these directly to the teacher.