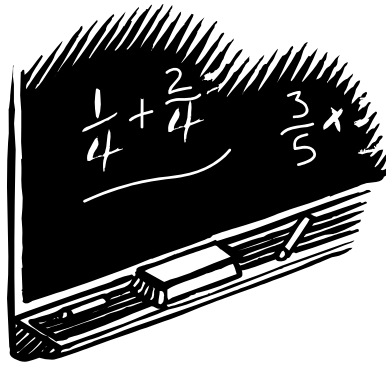


Cornerstone Tutorial, Inc.



Tutor Handbook

Revised September 2010

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Welcome to Cornerstone Tutorial, Inc. Cornerstone is a Christian, non-denominational, tutorial service, providing assistance to families homeschooling through high school by providing tutors for academic needs. Tutors are working for the parents of the students; Cornerstone provides the framework for this relationship. In operation since September of 1996, Cornerstone provides tutoring for students in grades 8–12 (typically ages 13 to 18 years old).

Cornerstone meets weekly on Mondays between 8:20 AM and 3:30 PM at Severna Park Evangelical Presbyterian Church, 110 Ritchie Highway, Severna Park, MD. Typically classes are 1 ½ hours in length with the exception of a few classes which are 2 hours in length.

The purpose of this booklet is to provide answers for tutors and prospective tutors. The Cornerstone website (www.cornerstonetutorial.org) also contains helpful information.

Cornerstone Tutorial Statement of Faith

1. We believe the Bible, the inerrant Word of God, is the supreme norm for all Christian faith and life, and therefore, for the activities of this group.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ; in His virgin birth; and 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 His personal return to power and glory.
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit through the person of Jesus Christ is absolutely essential.
5. We believe in both the resurrection of the saved and the lost; those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
8. We believe that parents are responsible for the total education of their children and that their influence and example are either for good or for evil. Christian parents are commissioned by God to "Train up a child in the way he should go." (Proverbs 22:6). God says this of His commandments: "And you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up." (Deuteronomy 6:7)

Information for Prospective Tutors

I'm interested in teaching at Cornerstone. What do I do?

If you are interested in teaching a class at Cornerstone, the place to start is the Tutor Liaison (tutor_liaison@cornerstonetutorial.org). This person is responsible not only for communication between the Board and the tutors, but also for locating tutors to teach classes. The Cornerstone Board puts together the class schedule starting in January for the following academic year, so it is never too early to contact the Tutor Liaison.

What are your requirements for tutors?

Tutors must:

- exhibit expertise in their subject area
- be able to express evidence of an active Christian faith
- have a willingness to work with homeschooling families
- sign the Cornerstone statement of faith
- provide a letter from their pastor
- be interviewed by the Cornerstone Board of Directors and undergo a background check
- be familiar with all the policies in the Cornerstone Family Handbook
- provide emergency contact information

How will I be paid?

Each year the board determines the fee students must pay for each class they attend. Fees for the current year are posted on the Cornerstone website. These fees are collected at registration. On the first day of each semester, tutors are paid half the fee amount from each student. In the case of one-semester classes, the payment is only paid once and consists of the full fee.

Taxes

Cornerstone does not take taxes out of each tutor's payment. You will be issued a form 1099-MISC in the beginning of the calendar year that you can use to report your income.

Who is in charge?

Tutors are in charge of the classroom. Students are required to be respectful of the tutors' authority at all times.

The Board of Directors exists to oversee the operation of Cornerstone, and to assist in conflict resolution if necessary (see Discipline section outlined in this booklet).

The tutor may set the recommended age range for each class. The tutor may also specify prerequisites which may include requesting sample work to determine if the student is indeed ready for a particular class.

Tutors determine which textbooks and materials are necessary for the students to purchase. Tutors purchase their own textbooks/manuals for their personal use. You might want to consult a tax professional to determine if any expenses are deductible business expenses.

Because Cornerstone is a tutorial service to homeschoolers and all its students are homeschooled, the parents bear primary responsibility for their student's education. They are responsible to monitor their students' progress and assign the final grade for each class. Tutors may provide answer keys and ask parents to grade assignments or tests.

I've been hired. Now what?

After confirmation from the Board that you have been hired, please complete the following:

- Sign a tutor agreement form and return it to the tutor liaison.
- Compose a personal biography to post on the Cornerstone website. You should include information regarding your education, experience, and any interests/facts that students or parents might find interesting.
- Develop a course description for your class to post on the Cornerstone website. The course description should include a list of any textbooks or other materials that you will require your students to purchase. If the books are older editions, please be sure to make that clear, and be sure that they are still available for purchase. You may require materials such as solutions keys, test booklets, or answer keys (Remember that you are the tutor and the parent is the teacher. You can ask them to correct daily work if you wish.) If you plan to purchase the materials for the class and have the students reimburse you, please make that clear.
- Develop a class syllabus. It will be helpful to parents if you have a class syllabus available at "Back to Cornerstone" night in the fall. Include a tentative schedule of assignments, as well as information on how you prefer to be contacted. Send any summer assignments to the webmaster so that they can be posted as early in the summer as possible.

Information for Current Tutors

Expectations

Tutors are expected to

- Attend "Meet the Tutor Night" in the spring. At this meeting, each tutor presents a short summary of his course for the following year. Parents and students visit with the tutors and ask questions about the courses.
- Attend "Back to Cornerstone Night" in the fall. At this meeting, parents will walk through their child's schedule. You may decide to distribute assignments at this meeting that will be due at the first class meeting. Traditionally, this meeting is held the week before classes begin at Cornerstone.
- Keep parents informed of student progress. You must provide two written evaluations each year, one at the end of each semester. If you wish, you may provide evaluations more frequently. Because Cornerstone is not a school, we do not assign grades, provide transcripts, or have any grading

policies. Parents are the teachers, and they are solely responsible for assigning all grades to their students.

- Arrive on time and provide enough material to fill the class period. Please do not excuse the students early.
- Return any collected assignments promptly.
- Be familiar with the policies in the Cornerstone Family Handbook.

In addition to the above, the Board invites all tutors to a brunch. This is not mandatory, but it is our way of thanking you. It is a wonderful opportunity for the Board and the tutors to meet and discuss important issues. This brunch is usually held mid-year.

The tutors also have a "Post Mortem" at the end of the year to brainstorm ways to improve things. Once again, this is not mandatory, but it is useful to all who attend.

Important deadlines

- There will be a final date determined by the board that the tutor will be given in order to decide if the class is to be canceled (typically during mid-summer). If minimums have not been met, the tutor will decide whether to cancel the class or keep it. The Tutor would have to agree to run the class at the numbers as of that final date, and could not later cancel the class due to low enrollment. However, the open enrollment may attract more students and potentially will lead to a larger class.
- Final registration date will be 2 weeks before Back To Cornerstone Night. Soon after this date, the tutor will receive a class roster from the Registrar.

Communication with Students

Cornerstone strongly encourages you to use email to communicate with your students and their parents. Weekly assignments can be sent out via email. You may also use the Cornerstone website to post assignments, tests, or other communication. Please email postings to the Cornerstone webmaster.

Cornerstone provides an email address for parents and students to contact each tutor in the form of "tutor@cornerstonetutorial.org". This email address is set up so that all email sent to this address is forwarded to your regular email address.

Cornerstone also maintains a "Mail Box". In the Study Hall area, you will find a file box filled with file folders. There is one folder for each Cornerstone family as well as a folder for each tutor. You will need to check your folder each week. You may place any correspondence with students or parents in this folder. Encourage students to check their folder and see that the correspondence gets home.

Cornerstone Website

Cornerstone maintains a website. This is the first point of contact for many prospective students. Each tutor is introduced on the website. Please be sure that your tutor biography is accurate each year.

Class descriptions are also listed on the website. As a tutor, you need to be sure that the class description is accurate and contains all the pertinent textbook information. Please send this information to Cornerstone Tutorial webmaster before Meet the Tutor night for the following academic year.

To post class assignments to the website, email the assignments as attachments to webmaster. Please try to send your assignments by Tuesday morning at 9 AM so they will be available to the students early in the week.

It is also possible to create a class reference page where you can post links that might be helpful to students. Send a list of the links you would like on your class page to the webmaster.

Copies

Cornerstone does not have a copy machine. We encourage you to post any assignments that need to be handed out on the Cornerstone website so that students may print them out.

If you know that you will need to make an unusual number of copies, inform the parents that you will need to collect a copy fee to cover the costs.

Lab fees

Some classes require a lab. Lab fees are collected from the students at registration. The tutor purchases necessary lab materials and submits receipts to the treasurer for reimbursement. If this creates a financial hardship, please contact the treasurer who can arrange to give you the money before you place the order.

If you find that you need to purchase materials that exceed the lab fee, please contact the board *before* spending the money. They will vote on the expenditure.

Field Trips

You may arrange field trips for your class. Because Cornerstone meets only one day per week, you must schedule field trips for another day of the week so that students will not miss other classes. Tutors are welcome to enlist the aid of parents in planning and contacting students for field trips.

Substitutes

If you must miss a tutoring session, attempt to find a qualified substitute. If you cannot, you may schedule a make-up session to compensate for the missed session.

Extra Tutoring

As a tutor, you establish times when students may call for help with problem areas. If a student needs additional instructional time beyond what Cornerstone provides, the parent and the tutor may arrange for private tutoring at additional cost.

Discipline

Tutors are in charge of the classroom. In the case of unacceptable behavior, the Board supports the following process:

- First the tutor attempts to correct the individual privately regarding the inappropriate behavior.
- If the behavior continues, the tutor calls upon the parents or guardians to correct the individual regarding the inappropriate behavior.
- The Board intervenes if the first two steps fail to correct the inappropriate behavior. If the situation warrants, the Board may expel the student from the tutorial session, or from Cornerstone.

Plagiarism

Plagiarism is unacceptable. You should notify the board of any instances of plagiarism.

Dress Code

Tutors should dress in a manner that will encourage appropriate respect from students.

We appreciate your assistance in enforcing the student dress code. If you believe a student is in violation of the Cornerstone dress code, please feel free to address the student or alert a board member about the infraction. There is a notebook for first time warnings located with the Study Hall monitor. If a student has not complied with the first warning, please write a violation form (also found in the Study Hall) and place it in the mail folder labeled "Board of Directors".

The dress code for students states: "Based on God's word, the need to address a consistent policy and the desire to provide instruction within biblical authority, the following policies and guidelines are set forth. **These guidelines apply to both boys and girls.**

- Modest clothing is to be worn at all times while on Cornerstone/SPEP property, and at Cornerstone sponsored events, including field trips.
- Excessively tight clothing is not modest, and will not be permitted.
- Tops must cover all skin and undergarments from shoulders to midriff. No exposed bare midriff. No cleavage may show (either when the student is standing, sitting or bending over). No undergarments may be exposed at the midriff.
- No halter tops, tube tops, spaghetti strap tops, tank tops or muscle shirts
- No skirts or shorts which are above the knee. Hems must fall at or below the knee.
- No low-riding garments at the waist. **The rise on pants, skirts, or shorts must be sufficient to cover all undergarments.** Pants and skirts must show neither skin nor underclothing at the midriff.
- No hats or hoods may be worn indoors.
- Clothing with a message inconsistent with the Cornerstone statement of faith is not permitted."

Classroom Supplies

Cornerstone provides basic classroom supplies such as chalk, erasers, and white board markers. If your supply box is missing items, or is running low, please contact the building coordinator or the study hall monitor.

Snow Days

Cornerstone follows Anne Arundel County public school closure policy in the event of inclement weather or other emergency, **but Cornerstone opens on time if there is only delayed opening for Anne Arundel County public schools.** If public schools close early due to weather, Cornerstone will close at 1:30. Information concerning closures is posted on the web site by 7 AM.

Babysitting

There are tutors with small children. In the past, the tutors have worked together to see that there is someone available to watch the children and shared the cost. If you have a child who needs care while you are teaching, contact the tutor liaison who will put you in touch with the tutors who are in the same situation. This is contingent on room availability but is usually not a problem.

Use of the SPEP Building

If you need to access the building at a time other than the regular Cornerstone time, this must be set up with the building coordinator. The SPEP building is used by the church as well as other Christian groups, and is not always available.

Use of the building does not include use of the sound system or use of the kitchen. Special arrangements will need to be made in advance if you require sound or kitchen access.

A member of SPEP must be present at all times during your event. You will be responsible for paying a modest fee for that person. Please contact the building coordinator if you have any questions.

Web usage

The church currently does not have internet access. However, if you have an air card and would like to use the internet during class time, please communicate with the parents that you will be accessing the internet during class.

Online grading websites are used by some of the tutors. Please let parents know if you would like to make use of an online grading website and allow for them to opt out, if desired. This may be done as an announcement on Back to Cornerstone night, or through email or other communications

Important email addresses:

To contact the entire board:	board@cornerstonetutorial.org
To post assignments:	webmaster@cornerstonetutorial.org
Tutor Liaison	tutorliaison@cornerstonetutorial.org
Building Coordinator	buildingcoordinator@cornerstonetutorial.org