

## Quarterly Report/Annual Goals/Weekly Schedule Procedures: Reminders and Late Reports

<b>Policy number</b>	A-002
<b>Category</b>	Academics
<b>Sponsor</b>	Academic Ambassadors
<b>Date of Approval (or Revision)</b>	4/22/2023
<b>Effective Date</b>	5/8/2023
<b>Version</b>	3.1
<b>Review Frequency</b>	Annually

### BACKGROUND

Cornerstone Family Schools (CFS) Purpose Statement states: CFS is an independent educational organization dedicated to assisting Christian families who have chosen to train their children in a responsible manner primarily at home. To accomplish this goal, CFS provides a structure of accountability, support, and encouragement for parents who desire to provide their children with the best possible training. In order to maintain the integrity of home education and to accomplish the accountability portion of the purpose statement, the CFS board has determined that 4 times per year, a report stating the number of hours a student has been home educated that quarter shall be submitted. In addition, 1 time per year Annual Goals and a Weekly Schedule shall be submitted no later than October 5<sup>th</sup> each year.

### PURPOSE

The purpose of this policy is to define the process for Quarterly Reports (including Weekly Schedule/Annual Goals Reports), submission reminders, and steps the CFS board will follow if reports are not received by the determined due date.

### DEFINITIONS

Board of Trustees or Board: the body authorized under CFS bylaws to make governance decisions on behalf of CFS

### PROCEDURE

#### Reminders:

The Academics Ambassador will send out reminders to the members' e-mail group that quarterly reports are due. Emails will be sent to the group one to two times in the week preceding the due date and again on the morning of the due date. Families who are having difficulties which prevent them from submitting on time need to contact the Academics Ambassador to request an extension.

*Cell group leaders are encouraged to be in contact with their group prior to the deadline although accountability for remembering to request an extension lies solely with each CFS member family.*

**Reports will be classified as late if not registered on the CFS website by 11:59 pm on the 5th of the month following each quarter end (October 5, January 5, April 5, and July 5).**

**Late Procedure:**

1. Families submitting reports late will be automatically suspended from participating in all CFS activities for 7 days. They will be eligible on the 13<sup>th</sup> of that month provided they have submitted everything.
2. The Academics Ambassador will compile the list of families who have not submitted reports (and who have not asked for an extension) and send it to the athletic committee, board members, and fine arts committee chair informing them that the families are now ineligible to participate in all CFS activities. The Academics Ambassador will notify the group above when the families are again eligible.
3. The Academics Ambassador and/or cell group leader will attempt to contact those families whose reports are missing.
4. The Academics Ambassador and cell group leaders will communicate with families who are consistently late to determine what support is needed.

**VERSION HISTORY**

<b>Version</b>	<b>Description</b>	<b>Date</b>
2.0	Changed category from Administration to Membership. Added information re: ineligibility up to 48 hours after receiving paperwork	9/2013
2.1	Changed the late reporting procedure.	10/2017
2.2	Changed the Late Procedure list. Retained the 7 day ineligibility that was set in 2017.-Helt	7/2022
3.0	Changed category from Membership to Academics.-Helt/Hawkinson	1/2023
3.1	Updated to reflect google group is no longer used for communication.-Hawkinson	4/22/2023