

**CORNERSTONE**



# Parent/Student Handbook

“Building into your child’s future.”

Updated September 2018

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## Welcome to Cornerstone Christian School

What a privilege to have your child(ren) in our school. We are excited about the opportunity to share with you the responsibility of guiding them to become all God intends them to be. Thank you for the trust you have placed in us.

Every decision has consequences. The decision as to **where** you will educate your child and **who** will educate your child is one of the most important you will make. Keep in mind that; a teacher sets out a direction which influences the lives of children; a teacher affects what the students will consider important; a teacher helps to forge their personalities; a teacher sets the stage for the human relationships at school and a teacher decides (to some extent) what and (certainly) how content will be taught. A teacher does all this on the basis of their own beliefs about what they value in life. **Do you know what your child's teacher values?**

I can assure you that HillCity Church and the Board of Cornerstone Christian School have established this school for the glory of God and the advancement of the Christian faith.

We at Cornerstone Christian School realize that educating means shaping attitudes and dispositions, and giving form to ideas. **The most successful education takes place when the home, the church and the school form an educational tripod standing firm on the base of the Word of God.** All three must work together to prepare children for the Christian life. If one "leg" of the tripod rests on a different philosophical base than the other two, children will have difficulty staying in balance and leading a successful Christian life.

**We at Cornerstone Christian School are committed to teaching your child spiritually and academically, preparing them for work in the church and the world.**

As we partner with families to integrate the essentials of the Christian faith into a provincially accredited curriculum, we encourage you to contact us with any questions, concerns or suggestions you may have.

Sincerely,

Cori Richard, Principal

## History

In 1978 Cornerstone Christian School began in the basement of Glad Tidings Tabernacle Church near the corner of Dahlstrom and Gladwin. The school was then called Glad Tidings Christian Academy and it was started as an alternative to members of the church desiring a type of Christian education not available in Abbotsford. After a few years of offering this service to church members, the school decided to open its doors to members of other churches and the public.

Having moved to its current location in the early 1980s, the school continued using Accelerated Christian Education curriculum until 1986 when it became obvious that our students would not fare well on the newly re-instituted provincial examinations. Knowing this, the school applied to the provincial Ministry of Education and shortly thereafter, became Cornerstone Christian School, a government certified school, able to offer its students a BC Dogwood Diploma and a better chance to succeed on the provincial exams.

After years of providing education from K-12, Cornerstone Christian School decided to focus on the primary through middle school grades and presently offers Junior Kindergarten and Kindergarten through Grade 9 classes.

Today Cornerstone Christian School maintains its government certification without wavering from its foundational vision "to teach students spiritually and academically, preparing them for work in the church and the world."

Our Goal: *"Building Into Your Child's Future"*.

### Administration

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## Doctrinal Statement

LET IT BE KNOWN TO YOU, THE PARENT/GUARDIAN, THAT WE AT CORNERSTONE BELIEVE:

1. There is one God, who is infinitely perfect, existing eternally in three persons; Father, Son and Holy Spirit.
2. Jesus Christ was and is the Son of God. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed Blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on High as our Great High Priest and will personally return to earth in power and glory.
3. The Bible is the infallible Word of God, given to men by the inspiration of God.
4. Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.
5. All have sinned and that the only means of being cleansed from sin is through the Blood of Jesus Christ, and that regeneration by the Holy Spirit is essential for personal salvation.
6. Salvation has been provided through Jesus Christ for all men. Those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life and become the children of God.
7. The redemptive work of Christ provided healing for the whole man; body, soul and spirit.
8. In water baptism, by immersion, in the Name of the Father, Son and Holy Spirit.
9. It is the will of God that each believer, through the Holy Spirit, be sanctified wholly, being separated from sin and fully dedicated to the will of God. This is both instant and a progressive experience in the life of the believer subsequent to conversion.
10. A person baptized with the Holy Spirit will speak with new tongues.
11. The Holy Spirit enables the believer to live a Godly life which manifests the fruit of the Spirit.
12. The gifts of the Holy Spirit, as enumerated in I Corinthians 12:14 should be practiced and manifested in the Church today.
13. That both the saved and lost will be resurrected; the saved to everlasting life and the lost to eternal judgment.
14. The second coming of the Lord Jesus Christ will be personal, visible, and pre-millennial. This is the believers blessed hope and is the vital truth which is an incentive to holy living and faithful service.
15. The church, which is the body of Christ, consists of all those who believe on the Lord Jesus Christ and are redeemed through His blood.
16. In the reality and personality of our enemy, Satan.
17. In remembering the Lord's death in the ordinance of the Lord's Supper. His blood purchased salvation for us. His broken body purchased healing for us.

# Statement of School Philosophy

## CCS BIBLICAL WORLDVIEW

*The following points outline our school's basic beliefs:*

The Bible is God's unquestionable, perfect Word and is the final test of all truth. (2 Timothy 3:16)

The Earth is God's Creation and it belongs to Him (Genesis 1:1, Psalms 24:1)

Man is responsible to manage and care for the Earth (Genesis 1:28-30)

The nature of man:

a. Man is made of three parts: body, soul and spirit and must learn to serve the Lord with his whole being. (Deuteronomy 6:5, Luke 10:27)

b. Man is inherently sinful, separated from communion and personal relationship with God (Romans 3:23).

c. Man can be redeemed. (Luke 1:68, Galatians 4:5)

d. Man has an eternal purpose. God has a unique and special calling in life for everyone. (Jeremiah 29:11)

5. Jesus commissioned his followers to go and preach the gospel to the world. (Matthew 28:19, Mark 16:15)

*At Cornerstone Christian School, we focus on the four following areas:*

### **Spiritual Development**

An individual's personal relationship with Jesus Christ is the most significant relationship a person can have. We believe that the most important thing a person can learn to do is to Love the Lord with all of his/her heart. (Matthew 22:37)

### **Social Development**

In Matthew 22:39, it says to love your neighbor as yourself. At CCS, we look to teach students to love one another.

### **Academic Excellence**

Academics are important and it is our desire to provide a proper academic foundation for each of our students. Christian education at CCS gives students the opportunity to grow in their knowledge of God and the world around them. (Ephesians 3:16-21, 4:15)

### **Moral Excellence**

Students will be taught that the Bible has established a moral excellence that we as believers in Jesus Christ are to follow. This includes framework for what the family is to look like with one man and one woman in a married relationship caring, nurturing, and raising godly young children. (Matthew 19: 3-6 based on Ephesians 5: 22-23 and 1Corinthians 7:2)

## Ingredients for Education

There are three dimensions of learning:

1. **Knowledge:** “the fact or condition of knowing something with familiarity gained through experience or learning”. (Merriam-Webster Dictionary)
2. **Understanding:** “the power of comprehending; especially the capacity to apprehend general relations of particulars”. (Merriam-Webster Dictionary)
3. **Wisdom:** “the use of knowledge in very diverse matters”. (Strong’s Greek Concordance)

All the basic core subjects at Cornerstone are taught from the biblical worldview, based on the Word of God. Education must be more than just acquiring knowledge of the core subjects. Education should include God being a part of all aspects of life.

The home, church and school are the three greatest influences in children's development. Each of these foundations have a specific function and should harmonize with each other.

### THE HOME

The Bible places the responsibility of raising and training children primarily with parents, Father and Mother as described in the Bible. (Deuteronomy 6:5-7, Proverbs 22:6, Ephesians 6:4) Parents have the responsibility of raising their children from a biblical standpoint, teaching their children about the Lord and who He is. At Cornerstone, we value a working relationship with our parents and desire to support the home by “Building into Your Child’s Future”.

### THE CHURCH

The Church is to provide guidance, instruction, counsel, correction and admonishment to the members of the congregation. (Hebrews 10:25, and II Timothy 3:16-17)

### THE SCHOOL

The school is to provide education with all subjects being taught from a biblical perspective. All the teachers at Cornerstone have a personal relationship with Jesus Christ and are established in a local church. The school is an integral part of the church and its ministry. The school and the church extends itself toward the community, not restricting enrollment by denomination or ethnic background.





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## Admissions Policy

The Admissions Policy of Cornerstone Christian School (CCS) serves as a guide to the school administration in determining admission of new families wanting to enroll in CCS.

### A. Basic Consideration will be given to children:

1. Who turn five on or before December 31st of that year when entering kindergarten.\*
2. Whose parents or guardians have agreed to support and uphold the "CCS Statement of School Philosophy" on page 4 of this handbook.
3. Whose parents or guardians have submitted all the required registration materials and have agreed to pay the designated school fees.
4. Whose parents or guardians agree to comply with the CCS Uniform Dress code.

\*In exceptional cases, students born after the December 31st kindergarten deadline may be accepted in the kindergarten program. Our SPED coordinator will assess the student and any supporting documentation and make a recommendation to the Principal. The decision of the Principal will be final. If the student is accepted, parents will be responsible for a higher rate of tuition due to the student's ineligibility for government funding.

### B. General Policies and Procedures:

1. The CCS Admission Procedure includes, but is not limited to:
  - An interview by the principal of the prospective families.
  - Completion of registration materials which includes documentation that provides proof of age (Birth Certificate)
2. Denial of Admission includes, but is not limited to:
  - Classes are full
  - Admission requirements are not met
  - Inability of CCS to be able to meet a child's overall special needs (e.g. Building restrictions: CCS main building is not wheelchair accessible)
  - Parents who are not in agreement with the beliefs and convictions of the CCS School Philosophy, and therefore, not willing to uphold the moral standard of the school as stated in the school philosophy.
3. Parents must practice full-disclosure regarding any special needs or challenges of the student which may impact learning. Failure to do so may result in dismissal of the student.
4. New students will be admitted on a probation basis that lasts until after the first report card is issued. Should the probationary period need to be extended, parents will be notified.
5. CCS may expel a student whose conduct consistently is in conflict with **CCS's Christian Character Standard**. School discipline and appeal procedures will be followed.
6. The principal, in consultation with the classroom teacher and parent, may request the learning assistance coordinator administer achievement tests to a prospective student.
7. The principal, in consultation with the parents and the learning assistance coordinator, is responsible for placing the student in the appropriate grade.

## School Hours

Morning Bell: 8:30am

Silent Reading: 10:05-10:20

Recess: 10:20-10:35

Lunch (outside): 12:00-12:25

Lunch (inside): 12:25-12:50

After School Bell: 3:00pm

*Lunch is supervised for all children. The school office door opens at 8:15 a.m., but students should not arrive before 8:15 (unless given specific permission by administration).*

*All teachers and staff spend a devotional time together from 7:45 to 8:10 a.m.*

## Uniform & Appearance Expectations

### *Uniform for Boys*

- Navy Pants / Navy Walking Shorts
- White, Burgundy or Navy Golf Shirt
- Burgundy or Navy School Sweater or Vest
- Black or Navy socks
- Dress shoes
- Non-marking runners

### *Uniform for Girls*

- Tartan Skort / Navy Pants / Navy Walking Shorts
- White, Burgundy, or Navy Golf Shirt
- Burgundy or Navy School Sweater or Vest
- Grey knee socks/tights
- Dress shoes
- Non-marking runners

Modesty is key. It is important uniforms fit appropriately and that undergarments are not be visible. Please discuss with your child the importance of body odor and encourage them to use deodorant when appropriate. Your child should not be masking body odor with perfumes or body sprays due to scent allergies.

Students should be in full uniform daily, ready at 8:25am. That simply means: school golf/dress shirt, skort/pant, uniform socks and black dress shoes and sweater/crested hoodie.

\*Crested Hoodies are available for purchase in the school office for \$30\*

## Gym Strip

Purchased at the school office (Shorts [Navy Blue] ~ \$17.00 & T-shirts [Grey] ~ \$11.00)

Non-marking running shoes to be used in the gym only – an outside pair for regular wear.

## **Absentee Policy**

For funding purposes, the Ministry will only accept absences for medical or emergency reasons. If excused (and at the teacher's discretion), students will be given time to finish assignments or make up tests with no penalty. If your child will need to be absent (for any reason), please phone the school secretary with the reason why, and she will inform all teachers.

CCS does not receive funding for the days that your child is away due to an unexcused absence. Please make every attempt to have your child here on a daily basis unless they are sick.

If your child has been absent for more than two days in a row, please send a note with your child to the homeroom teacher.

## **Lateness**

Students arriving later than 8:30 will be marked "late" and must check in at the office to obtain a "late slip". Children must be in their desks and ready for the day prior to 8:30 (the second bell).

Arriving on time for school is as important as attendance. It is very disruptive to a class and teacher to have students arriving late. If a child is consistently late for school, they may be ineligible for the Perfect Attendance Award.

The most essential learning goes on in the first two blocks of the day. If your child arrives consistently late, it affects their grade. Many of our students experience anxiety when they arrive late because they have to play "catch-up" for the rest of the morning.

Punctuality teaches us consistency and faithfulness

## **School Closure Procedures**

Parents will be notified via Facebook, Instagram, or our school website ([www.cornerstoneschool.ca](http://www.cornerstoneschool.ca)) about any school delays or cancellations.

## **Re-Enrollment Policy**

January is our re-enrollment month. Our current families are our first priority, and we will keep a spot for your child in the next school year until you specify otherwise. With this in mind, we ask that you respect our time. If you know that you will not be returning to Cornerstone, please contact the office so we can make room for new families.

## Grading Policy

*(Due to new curriculum, this policy is subject to change)*

Assessments are an integral part of the instructional process and can serve as meaningful sources of information about student learning. With the change in curriculum and reporting with the Ministry of Education, we have made some changes to our grading system:

- **Report Cards (K-9):** Core courses are assessed using performance indicators.
- **Progress Reports (K-6):** Core competencies, courses & character development are assessed using performance indicators.
- **Progress Reports (7-9):** Core courses are assessed using progress indicators and letter grades.

### K-9 Report Cards (performance indicators)

1 – Beginning      2 – Developing  
3 – Applying      4 – Extending

### K-6 Progress Reports (performance indicators)

1 – Beginning      2 – Developing      3 – Applying  
4 – Extending      NA – Not Yet Assessed

### Grades 7-9 Grading Scale

LETTER	RANGE (%)
A	86–100
B	73–85
C+	67–72
C	60–66
C-	50–59
F	0–49

## Homework Procedures

By working together, we can help your child succeed. Here are a few ideas of how to make homework a part of your family's routine:

- Motivate your child about their homework
- Set a regular time for homework
- Pick a specific place to study
- Remove any possible distractions
- Provide any needed supplies or resources
- Look over completed assignments.

*Students in K-9 will regularly have scripture memory and spelling for homework. It would also be profitable for students to read at least 20 minutes daily.*

## Honor Roll Policy

Honor Roll eligibility is calculated on our 5 Core subjects. (Language Arts, Math, Science, Socials, and Bible). The percentage mark in each course must be at least 73% to earn B Honor Roll and at least 86% to earn A Honor Roll.

## Behaviour Policy

The following is a list of Christian Character Standards for CCS Students:

- Participates in chapels, worship class, Bible class, etc.
- A willingness to grow in the knowledge of God
- Respectful to parents, teachers and fellow students
- A desire to follow Christian Conduct
- A willingness to follow the policies stated in this handbook

It is important that students of CCS *avoid* the following behaviours:

1. ILLICIT BEHAVIOR— Hebrews 12:1

- ⇒ *Alcohol* - Students are expected to refrain from consuming any alcoholic beverages.
- ⇒ *Tobacco / Illicit Drugs* - Students are expected to take care of their body by refraining from the use of tobacco, all illegal drugs, and pills.
- ⇒ *Sexual Morality* - Students will refrain from pre-marital sex and watching pornography. They will avoid putting themselves in any compromising situations.

2. LANGUAGE— Ephesians 4:29

- ⇒ Students' language should be pure and respectful at all times. Swearing or degrading language will subject students to disciplinary action.

3. RESPECT OF PERSONAL SPACE

CCS encourages all students to respect other people's personal space. Students are expected to maintain distance of six inches from each other. The general rule is HANDS OFF. This includes hand holding, kissing, embracing, hitting, slapping, etc. After an initial reprimand, we will follow the procedures outlined on the next page.

## Discrimination and Protection Policy

Cornerstone Christian School in compliance with the Independent School Act, Schedule 1 agrees that:

- a. No program is in existence or is proposed at Cornerstone that would, in theory or in practice, promote or foster doctrines of:
  - i) racial or ethnic superiority or persecution
  - ii) religious intolerance or persecution
  - iii) social change through violent action
  - iv) sedition, or
  - v) any type of bullying including gender identity and expression
- b. Cornerstone Christian school facilities comply with the enactments of British Columbia and the municipality or regional district in which the facilities are located, and
- c. The authority complies with this Act and regulations.

## Student Discipline Policy

All discipline shall be administered fairly and consistently. School personnel are responsible for determining whether a specific event constitutes a minor offence or a serious offence. They are expected to discuss it with the child and employ appropriate disciplinary measures based upon the following guidelines:

Minor Offences may include, but are not limited to the following: horse play, talking out of turn, disturbing others, uncompleted work, meddling with or accidentally damaging property. Minor offence penalties may include but are not limited to warrant one or more of the following penalties:

Verbal Reprimands	Restitution
Writing Assignments	Extra Clean up Duties
Isolation from Class	Note/Phone call to Parents
Detention	Physical Exercise

Serious Offences will include but are not limited to the following: lying, cheating, stealing, profanity, willful defiance, disrespect to those in authority, possession and/or use of illegal drugs, tobacco, alcohol, firearms, or pornographic materials, false fire alarms, cutting classes, fighting, mistreatment of others, deliberate damage of property, sexual immorality, repeated minor offences, etc.

These offences will result in documentation on file and phone call to parents and any one or more of the following penalties:

- All the penalties of a minor offense, but with greater severity
- A meeting with the Principal
- A meeting with Principal, parents and others as appropriate.
- Suspension
- Expulsion

\*This policy applies at school, at all official school functions and during transit to and from such functions and school. It further applies to a failure to abide by our *Behaviour Policy* outside of school.\*

## Harassment & Bullying Prevention

Cornerstone Christian School is committed to providing an environment that is free from discrimination. With this in mind, CCS will maintain a policy prohibiting harassment or abusive behavior.

Harassment is the intentional, improper interference with a person's ability to perform, exist, believe and pursue goals within one's basic rights. Harassment can take the form of verbal, physical and/or visual harassment

Bullying is a repeated act of aggression that aims to dominate another person by causing pain, fear or embarrassment. It may be direct or indirect, and may take the form of:

- Physical bullying
- Verbal Bullying
- Relational bullying (isolation, exclusion, etc.)

We do not allow programs that in theory or in practice promote or foster doctrines of superiority, persecution, violent action or sedition. Any type of bullying related to race, religion or gender/sexual identity and expression will not be tolerated. This includes social media and actions after school hours that carry into the school and classrooms.

Abusive Behavior is behavior that can harm another person and may take the form of verbal, physical or sexual abuse or assault.

Sexual Harassment is the unwelcome sexual advance through interference, intimidation or offensive behavior to another student. Unacceptable behavior includes:

- teasing, remarks, innuendoes of a sexual or racial nature
- unwelcome pressure to date or engage in a relationship
- unwelcome notes, letters or phone calls
- deliberate touching, cornering, pinching or fondling

Any student who has witnessed or experienced harassment, bullying or abusive behavior should immediately report the situation to a teacher, administrator or SEA. Reports will be investigated by the administration.

If allegations are found to be true, severe disciplinary action will follow including possible expulsion from school. An accusation of harassment that is determined to be false will also be handled as a form of harassment.

Racism — students of any race, colour and ethnic origin are welcome at CCS. References made to an individual's skin colour in a derogatory manner is considered racism and will not be tolerated. CCS is a multicultural school and every student is valued, appreciated and loved.



## Appeals Policy

We encourage use of the Matthew 18 Principle in handling disagreements.

1. If a student, parent or teacher is offended by the words or actions of another, as a Christian brother, he/she must go first to him through whom the offence came and share this with him.
2. If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the principal.
3. If consultation with the Principal is not successful in resolving the issue, or the parties want to appeal the principal's resolution, the parties may go to our Conflict Resolution Committee which will be comprised of 2 members of the school board and 1 from the church board. The principal and chairman of the board will not be part of the committee.
4. If the matter must go through further arbitration, the Association of Christian School (ACSI) will provide an official independent of the school to hear the matter.

### *Board Involvement*

When the need arises for the School Board to become involved in the resolution of a conflict, additional actions must be taken. In most cases, the school, as represented by the principal or board, must consider itself involved in the offense. The objective must be to take action to heal the relationship between the individual and the school.

- The school principal or board must humbly offer immediate apology for any way it may have contributed to the offense.
- The school should make every attempt to assist in restoring the relationship of the specific parties in conflict.
- The school should take any necessary action to assure that it has done everything possible to assure that by action or inaction it does not contribute to, cause, encourage or condone the offensive action.
- Every effort should be made to assure that future recurrences of the offense are avoided.

## Emergency Drills Policy

\*The following are the procedures followed by CCS Staff in cases of emergency\*

### FIRE DRILL PROCEDURES

If you discover a fire or explosion in the building:

1. Immediately sound the fire alarm. See the marked floor plans for the break-glass station or extinguisher nearest to you.
2. IF YOU ARE QUALIFIED (adults only)—attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
3. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
4. Leave by the nearest exit.
5. Walk...DO NOT RUN! Shut doors behind you. Go along corridors and stairways in an orderly manner. On leaving the building, move well away from it immediately.
6. Do not go back into the building for ANY reason until the "all-clear" has been announced by the Fire Department.

### EARTHQUAKE PROCEDURES

The following are recommended procedures for teachers and classes:

*If indoors:*

1. Stay indoors & face away from window.
2. Assume "**CRASH**" position on knees. Crouch with knees close together, arms close to knees, back to windows preferably under a desk or table. Hold on tightly to the desk as it will travel in severe shaking. **MOVE** with the desk.
3. **COUNT ALOUD** to 60.
4. Remain in position until the earthquake is over and/or until further instructions are given.

*In Halls, Stairways or Places where No Cover exists:*

1. Move to interior wall (avoid lockers if possible).
2. Kneel with back to wall, place head close to knees, clasp hands behind neck and cover side of head with arms.

*In Libraries:*

1. Move away from where books and bookshelves may fall.
2. Assume the "**CRASH**" position under the nearest table or desk.

*In Science Laboratories:*

1. Extinguish all burners if possible.
2. Stay away from hazardous chemicals that may spill.
3. Assume "**CRASH**" position under nearest desk.

*If Outdoors:*

Move to an open space away from buildings, trees and overhead power lines. Crouch or assume the crash position. Keep looking around to be aware of dangers that may demand movement.

## Lock Down Procedure

1. PULL all students in the vicinity of your classroom into your room.
2. LOCK your door.
3. COVER the window with a large sheet of paper.
4. SIT down on the floor, away from the direct view from your windows/ doors.
5. BE QUIET!
6. DON'T allow anyone to leave the room, for ANY reason (ie. fire alarm, bathroom, first aid, etc.).
7. DON'T open the door for ANY reason (ie. knocking, parents, staff members, police, etc.).
8. Create a CALM environment within your room.

*Wait for an "ALL CLEAR" announcement from Cori/ Lee, which will come over the loudspeaker, NOT a knock on your door. They will dismiss one class at a time (ie. "Mr. Dueck's class please proceed to the field.")*

9. Take your class to the FIELD, as per fire drill procedure.
10. Teachers will CHECK that all students are accounted for.

**ANAPHYLAXIS TRAINING** — Staff members will review each year the risks of anaphylaxis and the techniques involved in using an EpiPen. (This occurs in the August Staff Meetings.)

## Accident Procedures

In case of accidents, the "on-site" staff member will either phone the school office or send a student to the office with a message concerning the problem. First aid will be administered and 911 will be called if appropriate. The parents will be phoned in any case.

## First Aid Training

Cornerstone Christian School is committed to ensuring that appropriate first aid is provided by a qualified person as quickly as possible to any injured student.

We endeavor to have a minimum of 4 trained first aid staff on campus at all times during the school day.

The Principal and School Board of Cornerstone Christian School accept their responsibility under the Health and Safety Act and acknowledge the importance of providing First Aid for employees, children and visitors within the School.

The staff of Cornerstone Christian School recognize their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as per Fraser Health and Health Canada guidelines and reporting procedures.

# Emergency Management Plan

## ***Student Release Plan***

Students will be released from our care to the direct care of their parent/guardian and/or designated pick up person. Parents' will need to sign out their children on a sign out sheet provided by the school. Students will be released in an orderly fashion and by family name.

## ***Communications Plan***

The principal or her designate will communicate to parents, media, social media platforms and website as information becomes available and is relevant as per instructions from emergency personnel

Staff will communicate via text if face to face is not available during the emergency

## ***Continuity of Operations Plans (COOP)***

We will resume operation of our school and grounds as soon as it is deemed safe to do so. In the event of a 'shelter in place' protocol, we will carry on as per normal with additional security measures in place. The school and grounds will be fully opened for regular school business once any investigations and/or emergency personnel have completed their duties. In the event of fire or earthquake, operations will be continued as soon as the building is inspected and deemed safe for students and staff. We will re-organize classrooms and space as necessary to avoid any affected areas.

## ***Resources, Equipment & Supplies***

We have access to first aid equipment, safety equipment (cones, barricade items), whistles, safety vests and the like as necessary. Each student has an emergency kit that contains water, non-perishable food items, snacks, waterproof blanket and comfort items. We have access to two off site safe areas if our property is unsafe.

## ***Training and Drills***

Staff and students are trained in earthquake, fire, bus evacuation and lockdown drills throughout the school year (see previous page).

## ***Debrief and Revision Protocols***

After an emergency situation, we would meet as a core team and as a staff to debrief or procedures and protocols as well as to psychologically debrief. Students and staff would be provided with counselling and support should the need arise. A plan would be put into place for after care and for revisions to any future emergency events.

## Field Trip Policy

1. All students must have a permission slip filled out by a parent before the date of the trip.
2. If the trip costs, please pay before the date of the trip
3. In the case of an emergency:
  - ⇒ Each class has 4-5 copies of sealed Emergency Information for every student. Parents who are driving are given an envelop which may be opened in a case of emergency. Following the fieldtrip, the envelops are returned to the classroom teacher who returns the emergency packages back to the office for storage. At the end of each school year, emergency information is shredded.

### ***Field Trip Transportation Procedures***

- All drivers must have a minimum of \$2-5 million liability coverage.
- All students under the age of 9 or height of 4'9" must have a booster seat.
- In case of an accident, 911 is phoned and the school contacted.
- In other situations, a call is made to the school for instructions and / or permission to proceed.
- For each Field Trip planned by the school, permission forms are sent home for the parent to sign and give their permission for their child to attend.

If your child leaves early from their field trip or there is a decision for them to go home with the parent, you must sign out with the teacher.

Children with sever allergies are required to bring their EpiPen with them on all school outings.

### ***Policy for Student Emergency Information during Fieldtrips.***

Students' emergency information is copied by office staff at the beginning of the year (and updated throughout the year if new students arrive) and place in sealed manila envelopes according to each student's grade. Each class has 4-5 of these envelops stored in the office and ready for use when the class is going off campus. Parents who are driving are given and envelop which may be opened in a case of emergency. Following the fieldtrip, the envelops are returned to the classroom teacher who returns the emergency packages back to the office for storage. At the end of each school year, emergency information is shredded.

### ***Transportation Safety Plan***

In the case of an emergency on our 24 passenger mini-bus, students will be instructed as to the proper evacuation procedures. They will also be shown the location of all the emergency equipment.

## **Anaphylactic Prevention Policy**

If a student has a severe allergy (life threatening), the student will carry his/her EpiPen Pouch with them to the playground. If they are playing on equipment that the pouch interferes with, they can give their pouch to a supervisor to hold. If the child is in the main building, their pen will be kept with them in their homeroom. Each teacher will notify the office as to where the EpiPen is stored. This information will be kept in the Emergency folder drawer. Students with severe allergies will carry their pouch with them to the Gym and Music and give it to the teacher to hold.

### ***Parents of Anaphylactic child will:***

- Inform the school of their child's allergies.
- Provide the school with an up-to-date auto-injection EpiPen, clearly labelled with the child's name and prescription details
- Provide their child with safe foods.
- Review the school prevention plan with school personnel and provide in-service support and information as requested.
- Provide the student with a body pouch or fanny pack for carrying the EpiPen at all times on their body.
- Teach their child:
  - a) About their allergen and the substances that trigger it;
  - b) To recognize the first symptoms of an anaphylactic reaction;
  - c) To know where medication is kept, and who can inject it;
  - d) To communicate clearly when he or she feels that a reaction is starting;
  - e) To carry his/her own auto-injector in a body pouch or fanny pack;
  - f) Not to share snacks, lunches or drinks and to politely explain why he/she is not sharing;
  - g) To understand the importance of hand-washing;
  - h) To cope with teasing and being left out; and
  - i) To take as much responsibility as possible for his/her own safety.

### ***All Parents will:***

Make every endeavor to provide food that is nut free.

## Child Abuse Reporting

Our staff is required by law to report, in writing, to the Ministry for Children and Families, any child abuse and neglect, or any reasonable concerns which they believe are occurring in the form of abuse and neglect.

*"Everyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by a parent or other person, or needs protection in the circumstances described in section 13 (L to K) of the Child, Family and Community Service Act, is legally responsible under Section 14 of that Act, to report promptly to a child protection social worker."*

We are not permitted to contact the parent, unless specifically directed to do so by the Ministry or the police. Reporting procedures are designed to protect the child. Our responsibility is to report suspicion or disclosures, NOT determine if the abuse has occurred. It is the responsibility of the Ministry to investigate and decide if the child is in need of protection. Our concern is for the safety and well being of the child.

As an independent school we have nominated an 'Appointed School Official' who is responsible for working with the school staff to determine whether a child has been harmed by someone who works or volunteers in our school. The Appointed School Official may be required to:

- Investigate where appropriate on behalf of the school authority;
- Ensure a safe school environment during investigations;
- Consult with the child welfare worker and/or police;
- Ensure that no school employee interferes with any investigations;
- Communicate with parents with respect to actions taken by the school authority;
- Refer student(s) for counseling according to the school's policies.

Our school official is Pastor Dave Schapansky. He can be reached by e-mail [daves@hillcity.ca](mailto:daves@hillcity.ca) or by phone 604-859-2345. The alternate official is Cori Richard ([principal@cornerstoneschool.ca](mailto:principal@cornerstoneschool.ca) or 604-859-7867).

Helpline for Children Phone No 310-1234 from anywhere in BC (no area code needed)

Ministry of Children and Family Development Child Protection Publications:

[http://www.mcf.gov.bc.ca/child\\_protection./publications.htm](http://www.mcf.gov.bc.ca/child_protection./publications.htm)

## Electronic Device Policy

Students are expected to leave all music devices, cell phones, etc. at home. All electronics are not to be used or visible at school, and will be retained at the office unless specifically approved by a staff member for a specific purpose.

## Computer and iPad use Policy

- Students must have teacher permission and computer/iPad use must be under a teacher's supervision.
- No non-school related e-mail or chat room activities without direct teacher supervision.
- Non-educational activities are forbidden (i.e. gaming, hate propaganda, porn, secular TV programming, music videos etc.)

Failure to Obey: *please see our Discipline Procedures.*

## Cornerstone's Social Media Accounts

Cornerstone Christian School has a Facebook page and Instagram account that helps promote our school and helps to keep you, our parents, informed of the latest happenings at CCS. We post pictures of school events, fieldtrips and classroom activities for the school year so you can have access to these amazing memories. We will not name your child or give out any of their personal information. We may also post pictures on our web site from time to time. Please contact the office if you do **not** want your child to be featured online.

## Website



Check out our school website, [www.cornerstoneschool.ca](http://www.cornerstoneschool.ca), to stay up to date on events and news.

On the site, there is a section that is private for school families, please contact the school office if you need the password.

Each Friday, teachers publish a Weekly Academics Here you will find information on goals for the coming week in core subjects, the spelling list and scripture memory. Also included are upcoming events, quizzes and tests.

## School Office Telephone

The office telephone may be used for sickness or emergency situations. Students may be allowed to make phone calls from the school office during recess or lunch in the case of a forgotten lunch or something similar; however, this should be an occasional practice and not a daily occurrence.



## Social Networking Policy

Social Media, such as, Facebook, Twitter, YouTube, Instagram, SnapChat, personal texting and many others social media sites, are powerful tools of communication that have significant impact on a student's personal reputation, as well as, the reputation of Cornerstone Christian School.

Social Networking sites are **not allowed** to be accessed from personal or school devices at school, but CCS realizes that many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photograph or video they post on these sites or similar sites which would be derogatory to CCS or the school community, or threaten, demean, or bully fellow students or faculty is prohibited.

Students are expected to use common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, all social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material will face disciplinary action, which may include a meeting with parents, probation, suspension or expulsion.

Unacceptable communication is forbidden at all times and may include (but not limited to):

- Cyber bullying
- Sexually suggestive or provocative pictures or text
- Profane, lewd, obscene, vulgar or rude language
- Fake profiles, impersonating others or posting under another's identity
- Statements posted about another student or staff member that might be interpreted as:
  - ⇒ Harassing (persistently annoying another student)
  - ⇒ Sexually provocative
  - ⇒ Threatening or disrespectful
  - ⇒ Lies or false information

If a student is asked by another student to stop sending him/her messages, a student must be respectful of another's privacy, and stop immediately. Students should report any incidents of misconduct to a parent or teacher. It is important to remember that activities mentioned above may be subject to prosecution under the law and therefore are prohibited.

## **Library Philosophy & Policies**

Cornerstone Christian School maintains a quality library of course-related information, Christian and secular literature and reference material. Literature is carefully selected to help students develop both uplifting reading preferences and sensitivity to our society. Procedures are in place to challenge literature should the situation arise.

- Elementary classes have a designated weekly library period. The library is available to any student for research and study when full classes are not in attendance.
- Books are lent for two weeks. A fine is charged for late or damaged materials. If the material checked out is lost, students are assigned a replacement fee.
- Our School Library is open from 8:00 am to 12:00 p.m. Tuesday and Wednesday. All materials taken from the library must be checked out at the circulation desk. Materials must be returned to the circulation desk or in the drop-box located outside the library door.

## **Textbooks & Property Policy**

Students are expected to respect the property of the school and of other students.

Textbooks are owned by the school. On the day of issuance, the name of the student should be written on the inside cover of the book and recorded by the teacher. Students are expected to refrain from making marks of any kind (even in pencil) in textbooks. Not meeting this expectation will incur fines or the price of the replacement cost of the textbook in question.

Students are expected to refrain from making marks of any kind on desks, walls or lockers; and bathroom stalls; failure to meet this expectation will generally incur custodial duties and could be considered an offence as stated under the discipline procedures in this handbook.

## **Student Records Handling Policy**

At CCS we follow the "Requirements and Best Practice Guidelines for Independent Schools" from the Ministry of Education when handling and maintaining student records. We also follow the "Personal Information Protection Act" (PIPA). Information about students' records are kept confidential and stored in fire proof cabinets. There are copies of both these documents in the school office if parents wish more information regarding record handling.

## **Educational Resources Policy**

Cornerstone Christian School is committed to providing quality resources to enhance and enable ultimate student learning. We choose resources based on the following criteria:

- It meets the curricular topic/subject area need
- It aligns and does not go against our faith values
- It offers a rich study opportunity for the development of curricular studies
- It contains valid information that is relevant and up to date
- Biblical worldview and ideals are easily incorporated into the resource if it is not already a Christian based source
- A resource will be deleted or taken out of circulation in our classroom once it is no longer valid in information or use

### **Process of Appeal:**

Should a resource appear to be inappropriate, there is a process by which parent(s) can appeal the use of that resource in the classroom. That process is as follows:

1. Address the issue with the classroom teacher. If the problem is not addressed and the concern continues submit a written explanation to the principal including the name of the resource, the grade and subject it is used in, as well as, what the apparent issue(s) are with the resource
2. The principal and/or classroom teacher will then assess the resource based on the parents written explanation
3. Once the assessment has been completed, the principal will call a meeting with the parent to discuss the findings at which time the resource will either be removed or altered if it is deemed inappropriate

We value the input and wisdom of our parent(s) and welcome their help in maintaining the integrity of the resources chosen for our school. We make every effort to ensure the integrity of all resources used at our school. We appreciate the diligence of not only our staff and administration team but also our parents.

### **Protection of Privacy Policy**

At Cornerstone, we are committed to respecting your right to privacy. Cornerstone complies with the Personal Information Protection Act (PIPA). (For information on the act, please go to website: [http://www.qp.gov.bc.ca/statreg/stat/P/03063\\_01.htm](http://www.qp.gov.bc.ca/statreg/stat/P/03063_01.htm)). Compliance with the act means (but is not limited to) the following:

1. Collection of Personal Information
  - The office will not collect personal information other than for the purposes of delivering educational programs, student health and safety, fulfilling government regulations, and fundraising.
  - Parents will be advised as to the purposes of the information being collected.
2. Distribution of Information
  - The school office will not disclose any personal information without permission from the individual (or parent). Please note that this includes phone numbers or addresses of other families.
3. Access to Information
  - Students and parents/guardians are permitted to:
    - ⇒ Examine all student records kept by the school pertaining to that student, while accompanied by the principal or a person designated by the principal to interpret the records.
    - ⇒ Receive a copy of any student record.
  - In addition to parents/guardians and students, access to student records will only be granted, upon assurance of confidentiality (with parental consent) to:
    - ⇒ Professionals who are planning for, or delivering education, health, social or other support services to that student.
    - ⇒ School authority's insurer to defend any claim/potential claim
    - ⇒ Court when ordered to do so.

## Student Supervision Policy

1. A duty roster for supervision will be drawn up each year. It may be altered from time to time reflecting staffing, parent volunteers and/or timetable changes.
2. All students at CCS must be supervised either in class by their classroom teacher or on the playground by an adult assigned to duty.
3. Students may not be in classrooms unsupervised except by the express permission of their homeroom teacher or the Principal.
4. Students outside must remain in areas where supervision is provided. Children are allowed on the south side of the school but not past the school entry door. They are allowed on the playground and on the field when there are at least two adults on duty and the field is deemed dry and safe by the supervisors.
5. The supervisors have the final say in what is out of bounds on any given day. Inclement weather may change boundaries.
6. Neighboring properties bordering along the south side of the school are out of bounds at all times to all students. Children should not climb on the retaining wall, bark mulch or neighboring fences beside the parking lot. Students must never go into the bush along the back of the playground and must stay within designated areas on the field. The retaining walls and fences along the southeast end of the property line in the back field are becoming old and may not be safe. The City of Abbotsford is aware of this and is monitoring the situation. They have also spoken to our neighbors and they are in the process of making necessary improvements. Children will be supervised and will not be allowed in the vicinity of this property line.
7. Students are not permitted in the creek area, at the front or the north side of the main building. Students are also not allowed to play in the 4-Plex parking lot.
8. The duty roster will include supervision before school, at recess, lunchtime and after school. Supervision begins at 8:15am and goes until 3:15pm.
9. If your child must be dropped off earlier than 8:15, please contact the office to make special arrangements.
10. Parents are required to collect their children from the school by 3:15 each day. Any students still at school at this time will be brought to the office. If you are stuck in traffic or know you are going to be late, please contact the office so we can give your child and their homeroom teacher a heads up.
11. After school activities — Please do not leave your younger children on campus unattended while your older child is playing a sport. The coaches are there to coach the team and will not be watching your children. This could be a potentially dangerous situation if young children are left unsupervised.
12. Parents are required to collect their children from the school by 3:15 each day. Any students still at school at this time will be brought to the office. If you are stuck in traffic or know you are going to be late, please contact the office so we can give your child and their homeroom teacher a heads up.
13. After school activities -Please do not leave your younger children on campus unattended while your older child is playing a sport. The coaches are there to coach the team and will not be watching your children. This could be a potentially dangerous situation if young children are left unsupervised.

## **Visitors & Closed Campus Policy**

This school has a "Closed Campus" policy. This means that students are expected to stay on the campus during the school day. Any student who needs to leave during school hours needs to sign out at the office, and must have written permission from parents/guardians each time.

A "Closed Campus" also means that non-students are not allowed on the campus during school hours. Any visitors (including alumni) need to obtain a "Visitor's Pass" from the office and are required to have obtained permission from the administration prior to their visit.

## **PAC (Parent Assistant Committee)**

We appreciate the assistance of our parents in helping activities and events in our school become a success. The commitment is not time consuming and the reward and the impact are great. Assistance is needed for hot lunch preparation, special events and fundraising. Please contact Jody Hood (jodyhood77@shaw.ca) if you are interested in helping make a difference in our school.

## **Hot Lunch Procedures**

Hot Lunch is available every Wednesday. A variety of meals are rotated weekly. Each meal is \$4.50 to \$5.00. The profits from hot lunch go towards student activities and/or items for the school.

## **Microwave Usage**

We cannot guarantee that a microwave is available to students, so we ask that all lunches are foods that do not need to be heated up.

## **Nut-Safe School Policy**

Cornerstone Christian School is Nut-safe school. Due to serious allergies that some of our student population have towards nuts and nut products, please ensure that you provide snacks and lunches that are nut free.

## **Water Testing Policy**

Cornerstone Christian School is committed to the health, safety and well-being of all staff, students and teachers. Therefore, we endeavor to have our drinking water tested in accordance with the policies set out by our local health authority and we will work with them to ensure the quality of our water for the safety of all who use our facilities.

As requested by the Ministry of Education, the drinking water for the main building and our four plex were tested on December 20, 2017 by EXOVA. The main building drinking water fully complies with Health Canada's requirements for acceptable drinking water. The four plex levels of lead were elevated at the water fountain but not in the bathroom or staff room sinks and we have since proceeded to test and re-test to determine where the problem lies. We have removed our drinking fountain and replaced it with a water cooler until the levels can be stabilized.

## Lost & Found Procedures

Articles of clothing and lunch boxes lost at school are turned in to the lost and found located just outside the school office or in the 4-plex. Lost and found is displayed the night of the Christmas concert and at the Awards night. Unclaimed lost and found items will be donated to charity. Please be sure to place your child's name on all clothing and personal items.

## Physical Education Procedures

Children gr. K-5 receive 4-5 periods of physical education per week. Grade 6-9 students receive 4 periods of physical education per week. If a child is not able to participate in these classes for an extended period of time, a doctor's written endorsement is required. Students in grades 4-9 must be in school PE strip. Also, students in grades 5-9 are expected to wear deodorant.

An organized extra-curricular sports program is offered to boys and girls grades four to nine. Participation is voluntary, but once signed up students must be faithful to their teams. Our focus in intramurals is on full participation by all involved.

Participants are expected to encourage teammates and members of the opposing team. No "Smack-Talk."

### Sports Teams

Cross Country Running (Gr. 4-9)	FALL
Volleyball—mixed (Gr. 4/5)	FALL
Volleyball—boys/girls	FALL
Basketball—mixed (Gr. 4/5)	WINTER
Basketball—boys/girls (Gr. 6/7)	WINTER
Badminton (Gr. 5-9)	SPRING
Track & Field (Gr. 4-7)	SPRING
Soccer Club	Throughout the school year

Athletics play an important role in developing healthy bodies, growth in wholesome interpersonal relationships, maturity in handling pressures and management of success and failure.

## Skateboards, Scooters & Bikes

Skateboards and scooters are not to be brought to school. If they are, they will be kept in the office till the end of the school day.

## Anti-Smoking Policy

Cornerstone Christian School is a Tobacco-free school. The use of any tobacco and vapor products is prohibited at all times on the school property.

## **International Homestay Family Policy**

It is our objective to provide a safe, understanding environment for the students in our homestay program. We spend a great deal of time and effort to ensure the best possible arrangements so that the student will enjoy their stay in Canada. All students are placed in caring English-speaking Christian homes of families within the student body.

### **Host Family Screening:**

Thank you for wanting to be part of our homestay program. In compliance with the Ministry of Education Homestay Guidelines the following requirements are part of our screening process:

- Be 25 years or older.
- Have no more than two international students in homestay at a time.
- Avoid hosting both adult and minor international students.
- Potential homestays will have a home inspection and interview
- Criminal records check must be done for all adult household members (18 years and older)
- Reference checks for host family parents where required (individuals are not known by CCS Staff)
- Application filled out
- Attend training for new host families.

### **Students:**

The first few weeks of living in a new country with a new family are, at times, difficult. Homesickness and frustration with a new environment and language is natural. To make the best of this experience here in Canada, come prepared to participate in family activities and school life. Remember to allow time to adjust.

Being in homestay is an important part of the overall experience of studying in Canada. It is a unique opportunity to be a part of a diverse culture. Often problems arise with misunderstandings and can be resolved by communicating. If difficulties arise, we encourage open and honest discussion of problems or concerns with the family or program director. Families and students are expected to make every effort to make the homestay a success; however, the homestay experience will mostly depend on a Christ-like attitude and an open mind.

Students should know that there is a BC Children's Helpline (310-1234) if the student feels he/she is being mistreated or unsafe in the home or school.

### **Parents/Guardians:**

- Accurately complete the application forms and include relevant information medical information.
- Stay in touch with the student to monitor how the student is coping in a new country.
- Report any significant concerns about you student to the International Coordinator.

## General Expectations:

**Students** must understand that homestay parents are not landlords. Students are expected to **respect the rules** of the family and to contribute to daily activities.

Always **ask permission** before making plans. If plans change, always inform your host family immediately or by phone. Your host family may not permit you to participate in some activities. The reason for refusal may be concern for your safety and well being, or conflict with family plans. Please respect their concerns.

To encourage excellent communication and understanding between the **student and the host family**, the following guidelines have been established:

1. The fee for each homestay student is \$850.00 per month. A cheque will be made out to the host family for the full amount of the month and will be available at the school office on the 15<sup>th</sup> of each month, after the beginning date of the student.
2. The homestay fee provides food (3 meals a day plus snacks); accommodations, laundry provision, and transportation to and from school including all school related activities. All other expenses are the student's responsibility (i.e. long-distance telephone charges, Internet, entertainment, etc...).
3. All reasonable attempts should be made to accommodate transportation needs for the students, but the homestay parents are under no obligation to pick up or take students on personal errands.
4. Each student will have his or her own sleeping arrangement. Students may share accommodations. They are expected to keep their rooms or personal area tidy. Perishable food items should not be eaten or contained in the bedroom.
5. Homestay families should be specific and thoughtful regarding their family "Code of Conduct". Please communicate clearly with your student regarding bed times, internet use, church attendance etc. Reviewing this in the first few days will elevate any confusion about family expectations.
6. Students are expected to take part in daily activities of the host family and to participate in some general chores shared by the family (tidy up after themselves; clean up after meals, etc...). If students choose to participate in family activities, the costs involved are the student's responsibility.
7. If students do not have their own telephone, they may use the homestay's phone. Students must be considerate and observe all rules that the homestay has for phone use.
8. Students shall respect the privacy and belongings of the host family. If any student causes damage to the property of the homestay in any way, they must pay for the repair if it is beyond reasonable wear and tear.
9. The school expects students to attend Sunday church services with their homestay parents.
10. Any behavior issues at the home or in school should be brought to the attention of the Principal and/or International Coordinator so that they can be mediated with the Agent. If there is no change in the student's behavior, Cornerstone Christian School may choose to have the student change their plane ticket to return back to Korea immediately.
11. Cornerstone Christian School has the right to change homestay arrangements within the month(s) of stay if there are complaints from homestay and/or student that cannot be resolved. Proper mediation between Agent, school, and homestay will occur in order to resolve the complaints. If it is decided that homestay arrangements are to be changed, one week notice may be given.
12. If a homestay family crisis occurs during the student(s)' stay, Cornerstone Christian School will find an alternative living arrangement for the student(s).



## Tuition Agreement Policy with ACS

Abbotsford Christian School recently met with members of the CCS Administration Staff to make amendments to the current tuition arrangement. This agreement offers a significant discount (between \$2000-\$4500 off ACS regular tuition) to our families who are cross-enrolled with students in both schools. Both ACS and CCS take a loss in tuition to provide this service for our families and we feel very blessed that they have agreed to continue this agreement.

If you wish to be part of this shared tuition with ACS, several qualifications must be adhered to:

- You must be paying full tuition at CCS for the year prior to the agreement and be in good standing
- If you are a new family and wish to be part of the agreement, we will ask that the full amount of the fees owed ACS be paid before Sept 1 so fees can be guaranteed.
- Families who are in good standing must pay tuition on a monthly basis to Cornerstone so we can honor the ACS agreement and pay them their fees regularly and on time.
- For this year (2016/17), the first half of the school year should be paid in full by February 15, 2017 with the remainder of the tuition received by June 15, 2017. Only families in good standing will be considered for shared tuition for the following year.
- ACS requires CCS give 30 days' notice if a family chooses to withdraw a child(ren) mid-way through the school year. Please notify us in due time so we can inform ACS.
- Starting in 2017/2018, any new CCS parents wanting to enroll their students in the ACS high school under this shared tuition agreement will **pay a one-time \$1500.00 family entrance fee** as a partial token contribution towards the capital costs incurred by ACS over the years. Payments for this can be made on a monthly basis and will be set up with ACS by their finance department.
- CCS has agreed to allow ACS to make an annual presentation to their grade 9 students which may include a tour of the ACS high school facilities.