

CORNERSTONE



Parent/Student Handbook

2018/2019

“Building into your child’s future.”

Updated August 2018

3970 Gladwin Road, P.O. Box 520, Abbotsford, BC V2T 6Z7

Phone 604-859-7867 • Fax 604-859-7860

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

DeBoer, Leina	Administrative Assistant	admin@cornerstoneschool.ca
Richard, Cori	Principal	principal@cornerstoneschool.ca
Thiessen, Heather	Vice-Principal Special Education CCS Online	hthiessen@cornerstoneschool.ca
Hansen, Debbie	Accounting	debbie@hillcity.ca

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.

Index to Policies & Procedures

Absentee Policy	12
Abuse Reporting for Children	22
Accident Procedures	19
Admissions Policy	10
Behaviour Policy	14
Computer/iPad Use Policy	23
Conflict Resolution Policy	17
Cornerstone's Social Media Accounts	23
Discipline Procedures	15
Discrimination and Protection Policy	14
Electronic Device Policy	23
Emergency Preparedness Procedures	18-19
Field Trips	25
First Aid Training	19-21
Grading Policy	13
Harassment/Bullying Policy	16
Homework Procedures	13
Honor Roll Policy	13
Hot Lunch Procedures	30
Lateness	12
Library Philosophy and Procedures	27
Lost & Found Procedures	31
Microwave Usage	30
Nut Safe School Policy	30
Parent Assistant Committee	30
Physical Education Procedures	31
Privacy Policy	28
Re-Enrollment Policy	12
Safety Evacuation Plan (from bus)	25-26
School Closure Procedures	12
School Hours	11
School Office Telephone	23
Skateboard, Scooters & Bikes Policy	31
Social Networking Policy	24
Student Record Keeping Policy	27
Supervision Policy	29
Textbooks and Property Policy	27
Tobacco Free School Policy	31
Uniform & Appearance Expectation	11
Visitor and Closed Campus Policy	30
Water Testing Policy	30
Website	23

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: 3:00am

Lunch is supervised for all children. The school office door opens at 8:15 a.m., but students should not arrive before 8:15 as 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) 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 6 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.

Discipline Procedures

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 Policy

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.

Conflict Resolution

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 Preparedness Procedure

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.

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Statement of First Aid Provision

The School's arrangements for providing First Aid will:-

- Place a duty on the Principal and School Board to approve, implement and review the First Aid policy;
- Place individual duties on employees
- Report and record accidents
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review as necessary
- Provide information to employees on the arrangements for First Aid
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:

- *The office*
- *the gymnasium equipment room*
- *staff room kitchen*
- *4Plex*
- *main hallway*

A standard First Aid Kit will contain the following items:

Leaflet giving general advice on First Aid

- 20** individually wrapped sterile adhesive dressings assorted sizes
- 4** triangular bandages
- 2** sterile eye pads
- 6** safety pins
- 6** medium wound dressings
- 2** large wound dressings
- 3** extra large wound dressings
- 1** pair of disposable gloves

The contents of the Kits will be checked on a regular basis by *Sandy Quinlan*

The School First Aider(s) is/are: *Skye Sealey, Graeme Dueck, James Forliti, Leina DeBoer, Sandy Quinlan*

Before undertaking any off site activities the level of first aid provision will be assessed by the Principal and at least one First Aid Kit will be taken along.

Information on First Aid Arrangements

The Principal will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents
- The arrangements for First Aid
- Those employees who are qualified First Aiders
- The location of the First Aid Kits

In addition the Principal will ensure that signs are displayed providing the following information:

- The names of employees with First Aid qualifications placed within the first aid kits
- Their room number or extension number
- Location of the First Aid kits

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required parents will be notified of the accident to ensure follow up is provided if necessary after school hours.

Transport to hospital or home

The Principal will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Principal or staff designate may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Abuse Reporting Policy for Children

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 or by phone 604-859-2345

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

Electronic Device Policy

Students are expected to leave all iPods, CD's, 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.

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.

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, 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.

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.

Field Trips

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.

Safety Evacuation Plan from School Bus

As students prepare to go on a field trip in our 24 passenger mini-bus, they will be instructed in evacuation procedures as follows:

The driver will show students or designated personnel the location of all emergency equipment:

- First aid kit
- Fire extinguisher
- Location of all emergency exits
- Operation of door latches
- Manual operation of front door release
- Shut down of engine compartment in case of driver incapacitation

THE FRONT DOOR EVACUATION DRILL

- a. Assign a designated monitor
- b. Students leave in the order they are sitting
- c. Students should not panic
- d. Students should leave personal items on the bus
- e. The bus driver will open the front door and evacuate the students

- f. Students follow the monitor to the pre-designated landmark.
- g. The bus driver carefully inspects the bus to be certain all students have left
- h. Call dispatch/school office with the location and condition of the bus.
- i. When the driver rejoins the students, a final head count is taken to be sure all students are accounted for
- j. The driver will critique the drill with the students to ensure they understand the procedures

THE REAR DOOR EVACUATION DRILL

- a. The drill begins with the driver positioned at the rear of the bus.
- b. The student nearest to the door leave first.
- c. During the drill the bus driver will point out proper techniques for safely jumping out the rear of the bus. Injuries can be avoided when jumping out of the bus by following these simple rules:
 - Begin by making sure to bend your knees.
 - Jump straight out, not straight up or you will hit your head.

When using palm to palm, do not grab fingers. This could result in broken fingers.

- Palm to fist technique: Monitor makes a fist and the student leverages their jump off of the fist. This technique lessens the chance of broken fingers.

Scooting out the rear of the bus: Students sit at the rear of the bus and using the same palm to palm technique, they scoot forward by using the monitor's palm to leverage themselves out of the bus.

Once the students have been evacuated, the monitors will lead the students to a safe area away from the bus. The bus driver will repeat the same procedure of checking the bus for any students who may have been left behind.

The bus driver will critique the rear door evacuation with the students.

SPLIT DOOR EVACUATION DRILLS

Front and rear doors are used to evacuate at the same time.

1. Two students or staff members seated at the front and rear doors will lead the students off the bus.
2. The bus driver declares an emergency. .

*This drill is likely to be used in severe emergencies only

WHAT TO DO WHEN A DRIVER BECOMES INCAPACITATED

Students and/or staff should be trained how to respond to secure the drivers compartment, turn off the bus and call for help. Once the driver's compartment has been secured, a student should immediately call 911 or the school and let them know the driver is incapacitated. Give the location and let personnel know the students are okay.

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.

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)

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.

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. The following scripture is a reminder to all students of how they should conduct themselves both inside and outside school.

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.

Tobacco-Free School 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.

