

CORNERSTONE



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CCS STUDENT & FAMILY HANDBOOK

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A Ministry of LifeSpring Church

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Admissions Policy

The Admissions Policy of Cornerstone Christian School serves as a guide for school administration in determining the admission of new students and families who wish to enroll in the school.

A. Basic Admission Considerations - Priority will be given to students:

- Who turn five on or before December 31 of the year of entry into Kindergarten*
- Whose parents/guardians agree to support and uphold the CCS Statement of School Philosophy.
- Whose parents/guardians have submitted all required registration documents and agree to pay designated school fees
- Whose parents/guardians agree to comply with the CCS Uniform Dress Code

**In exceptional circumstances, students born after the December 31 Kindergarten entry date may be considered for admission. In such cases, the Inclusive Education Coordinator will review available documentation and assess the student and will make a recommendation to the Principal. The Principal's decision is final. If accepted, parents will be responsible for a higher tuition rate due to ineligibility for government funding.*

B. Admissions Procedures - The CCS admissions process **may** include, but is not limited to:

- An interview with the Principal and prospective family
- Completion of all registration forms, including proof of age (e.g., birth certificate)

C. Grounds for Non-Admission - Admission may be denied for reasons including, but not limited to:

- Class size limitations
- Failure to meet admission requirements
- Inability of the school to meet the student's identified learning or support needs (including facility or resource limitations)
- Parent/guardian disagreement with the CCS Doctrinal Statement or Statement of Philosophy.

D. Additional Policies

- Parents/guardians are required to fully disclose any learning, behavioural, medical, or other needs that may impact the student's learning or participation. Failure to do so may result in withdrawal of admission or dismissal from the school.
- All new students are admitted on a probationary basis until the completion of the first reporting period. Extensions to the probation period may be made at the discretion of the Principal, with notification to parents.
- CCS reserves the right to withdraw a student whose conduct consistently conflicts with the school's Christian Character Standards. In such cases, school discipline and appeal procedures will be followed.
- The Principal, in consultation with the classroom teacher and Learning Assistance Coordinator, may request academic assessments to support appropriate placement.
- Final grade placement is determined by the Principal in consultation with parents and relevant staff, including the Learning Resource Coordinator.

School Hours

8:20-8:30	Devotions & Daily Prep
8:30-8:45	
8:45-9:25	Block A
9:25-10:05	Block B
10:05-10:20	K-3 Recess / Gr. 4-9 Silent Reading
10:20-10:40	Gr. 4-9 Recess / K-3 Silent Reading
10:40-11:20	Block C
11:20-12:00	Block D
12:00-12:25	Gr. 4-9 Outside / K-3 Eating
12:25-12:50	K-3 Outside / Gr. 4-9 Eating
12:50-1:30	Block E
1:30-2:10	Block F
2:10-2:50	Block G
2:50-3:00	End of the Day & Final Bell

Dress Code Expectations

The CCS dress code is designed to promote modesty, school pride, safety, and a respectful learning environment. Students are expected to wear their uniform neatly and appropriately each school day.

Boys Uniform Options - Navy pants or shorts (<i>cargo pants, chinos, or dress-style pants/shorts are permitted</i>) - Grey, burgundy, or navy crested polo shirt - Grey or navy crested hoodie	Girls Uniform Options - Navy dress pants, shorts, skirts, jumpers, or crested dresses - Tartan skirt - Grey, burgundy, or navy crested polo shirt - Black, grey, or navy leggings/tights worn under skirts or dresses - Grey or navy crested hoodie	PE Uniform (Grades 5–9) - Crested grey PE shirt — \$10 - PE shorts — \$15 - Non-marking runners are required
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Modesty and Appearance

- Uniforms should fit appropriately and be worn in a respectful and modest manner.
- Undergarments should not be visible.
- Clothing, accessories, and hairstyles should reflect a school-appropriate appearance.

Hygiene Expectations

- Families are encouraged to discuss the importance of hygiene and body odor management with their child.
- Deodorant should be used when appropriate.
- Due to scent sensitivities and allergies, students should avoid excessive perfumes, colognes, or body sprays.

Wash Wednesday or Non-Uniform Days - students may wear casual clothing that:

- Is modest and appropriate for a school environment
- Reflects Christian values
- Does not include inappropriate language, graphics, or messaging

Administration reserves the right to determine whether clothing is appropriate for the school setting.

General Policies & Procedures

Absenteeism	For funding purposes, the Ministry of Education only recognizes absences due to medical or emergency reasons. CCS does not receive funding for unexcused absences. We ask that families make every effort to ensure students attend school daily unless they are ill. If a student is excused (at the teacher's discretion), they will be given reasonable time to complete missed assignments or assessments without penalty. If your child will be absent for any reason, please contact the school office with the reason for the absence. The office will notify teachers. If a student is absent for more than two consecutive days, a written note must be sent to the homeroom teacher upon return.
Anti-Smoking Policy	Cornerstone Christian School is a tobacco and vape free environment. The use of tobacco products, vaping devices, or related substances is strictly prohibited on school property at all times (24 hours a day, 7 days a week).
Extra-Curricular Activities	Students who participate in extracurricular activities (including sports) are expected to maintain good academic standing and a positive attitude towards school. To be eligible, students must: • Have homework completed • Be passing their courses • Demonstrate cooperative and respectful behaviour • Have all required service hours up to date Failure to meet these expectations may result in suspension or removal from extracurricular activities until requirements are met. <i>*some exceptions may apply on a case-to-case basis</i>
Academic Responsibility for Sports and Extracurricular Activities	Students who participate in school sports, tournaments, and other extracurricular activities are expected to remain responsible for keeping up with their academic work. When a student misses class time due to participation in a school activity, it is the student's responsibility to check with their teachers in advance, whenever possible, to determine what work, assignments, or assessments may be missed. Students are expected to make appropriate arrangements with their teachers and complete missed work within the agreed-upon timeframe. Students who fall behind in their academic work or fail to complete assignments may be temporarily ineligible to participate in practices, games, tournaments, or other extracurricular activities until their work is brought up to date. Eligibility may be reviewed on a weekly basis. Participation in extracurricular activities is a privilege, and students are expected to demonstrate responsibility by maintaining their academic commitments while representing the school.
Hot Lunch	CCS uses the Munch-A-Lunch online ordering system for Wednesday hot lunches. • Orders must be placed by the Sunday prior to the lunch date • Website: https://munchalunch.com/schools/Cornerstone/
Lateness	Students are expected to be in class and ready to learn by the second bell (8:30am). Students arriving after 8:30am are considered late and must report to the office to sign in. Punctuality is an important habit that supports learning, consistency, and classroom routines. Late arrivals are disruptive to instruction and will be documented and may be reflected in report cards.

Lost & Found	Lost items are collected and placed in the designated lost and found areas (upper landing near the gym stairs or the 4-plex). Items are displayed periodically throughout the year, and families are encouraged to check regularly or watch school communication channels for reminders. Unclaimed items are donated to charity at the end of each month. Please ensure all personal belongings are clearly labelled with your child's name.
Microwave Usage	Microwaves are not available for student use. Families are asked to send lunches that do not require heating or to use a thermos when necessary.
Nut-Aware School Policy	Cornerstone Christian School is a nut-aware school. Families of students with serious allergies are asked to inform the school office immediately so appropriate precautions can be taken.
Parent Assistant Committee (PAC)	We value and appreciate parent involvement in supporting school events and activities. Opportunities for involvement may include: • Hot lunch support • Special events • Fundraising initiatives Participation is flexible and greatly appreciated. Interested parents may contact the school office for more information.
Re-Enrollment	Re-enrollment takes place each January. Current families are given priority for placement. Please return re-enrollment forms promptly. If your family will not be returning, we ask that you notify the office as early as possible to assist with planning and new admissions.
School Closures	In the event of school closures or delays due to weather or unforeseen circumstances, families will be notified through: • School Facebook page • Instagram • School website (www.cornerstoneschool.ca)
School Office Telephone	The office phone is intended for emergency use or sickness-related needs. Students may be permitted to call home during recess or lunch for occasional needs (e.g., forgotten lunch), but this should not become a regular practice. Please coordinate playdates/after-school care at home – not at school using the phone.
Skateboards, Scooters & Bikes	Skateboards, scooters, and bicycles may only be used as transportation to and from school. • They must be stored in designated areas during the school day • Bikes must be locked at the bike rack • Items brought to school may be held at the office during the school day
Visitors & Closed Campus Policy	CCS operates a Closed Campus policy. • Students are expected to remain on campus during school hours • Students leaving campus must have parent permission and sign out through the office • All visitors (including former students) must report to the office, obtain a visitor pass, and receive prior approval from administration
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 is tested yearly to ensure that lead levels meet and exceed provincial and national standards for health and safety.

Illness Policy

To help maintain a healthy school environment for all students and staff, please keep your child at home if they are experiencing any of the following symptoms:

- Persistent runny nose
- Persistent coughing
- Fever
- Diarrhea
- Vomiting
- An unexplained widespread rash that has not been confirmed by a doctor as non-contagious

Students must remain home until symptoms have resolved for at least 24 hours without the use of fever-reducing or symptom-masking medication.

As a general guideline, if your child is unable to manage their bodily fluids independently or is too fatigued to participate fully in the school day, they should remain at home.

If your child becomes unwell during the school day, parents/guardians will be contacted and may be asked to pick up their child. Please ensure the school always has current emergency contact information, including an alternate contact person.

The decision to send a student home due to illness will be made by school staff or administration based on the student's condition and ability to participate safely and effectively in the school day.

Medication Administration

School staff may administer medication to students only with **written authorization from a parent/guardian** and, when required, appropriate medical direction. This includes over-the-counter medications such as children's Tylenol/acetaminophen.

Medication must be provided to the school office in its **original, labelled container** and must not be sent to school with the student. Parents/guardians are responsible for providing clear instructions regarding the medication, dosage, and timing.

Students are not permitted to carry or self-administer medication at school unless specific arrangements have been approved by the school.

 I Need to Stay Home if... 						
I have a Fever	I am Vomiting	I have Diarrhea	I have a Rash	I have Head Lice	I have an Eye Infection	I have been in the Hospital
						
Temperature of 100°F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" discharge from eyes	Hospital stay and/or ER visit
I am Ready to Go Back to School When I am...						
Fever free for 24 hours without the use of fever reducing medication.	Free from vomiting for at least 2 solid meals without the use of medications.	Free from diarrhea for at least 24 hours without the use of medications.	Free from rash itching or fever and evaluated by doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Eye has returned to normal or have a note from doctor to return to school.	Released by my medical provider to return to school.

Harassment & Bullying Prevention Policy

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

Harassment	The intentional and 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	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.) • Online bullying
Abusive Behaviour	A behavior that can harm another person. These behaviours can be verbal, physical or sexual abuse or assault.
Sexual Harassment	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 or online behaviour • 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 EA. 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. <i>Refer to the Student Discipline Policy for more details.</i>
Racism	Students of all races, ethnicities, cultures, and backgrounds are welcome at Cornerstone Christian School. We believe that every person is created in the image of God and is worthy of dignity, respect, and love. CCS is a multicultural school community, and we are committed to fostering an environment where all students feel safe, valued, included, and supported. Any form of racism, racial discrimination, prejudice, stereotyping, mocking, exclusion, or derogatory comments related to race, skin colour, ethnicity, nationality, language, or cultural background will not be tolerated. This includes both direct and indirect actions, whether in person, online, or through social interactions between students. Students are expected to treat one another with kindness, compassion, and Christ-like respect, celebrating the diversity within our school community. <i>Refer to the Discrimination Protection Policy for more details.</i>

Behavior Policy: Christian Character Standards

At CCS, we desire that students grow in faith, character, and respect for others. Our expectations are rooted in Christian teaching and a commitment to creating a safe, respectful, and supportive school community.

Students are encouraged to:

- Participate in chapel, worship classes, Bible classes, and other faith-based activities.
- Demonstrate a willingness to grow in knowledge and understanding of God.
- Show respect toward parents, staff, and fellow students.
- Strive to live in accordance with Christian values and conduct.
- Follow all school policies outlined in the student handbook.

Student Conduct Expectations

To support a healthy school environment, students are expected to avoid the following behaviours:

1. Illicit Behaviour (Hebrews 12:1)

Students are expected to care for their bodies and make responsible choices by avoiding:

- *Alcohol*: Consumption of alcoholic beverages.
- *Tobacco and illicit drugs*: Including tobacco, vaping products, marijuana, illegal drugs, and non-prescribed or harmful substances.
- *Sexual morality*: This includes sexual activity outside of marriage, pornography use, and situations that compromise personal integrity or safety.

2. Respectful Communication (Ephesians 4:29)

Students are expected to use language and communication that is respectful, encouraging, truthful, and appropriate at all times. Communication should reflect kindness, self-control, and consideration for others, both in person and online.

The following behaviours are not acceptable and may result in disciplinary action:

- Swearing, profanity, or crude language
- Insults, teasing, mocking, or degrading comments
- Gossip, spreading rumours, or intentionally excluding others
- Racist, discriminatory, sexist, or hateful remarks
- Disrespectful communication toward students, staff, parents, or visitors
- Inappropriate online or social media communication connected to the school community

3. Respect for Personal Space and Physical Boundaries

CCS is committed to maintaining a safe and respectful environment for all students.

- Students are expected to respect personal space at all times.
- The general expectation is “hands off” in student interactions. We call this our “6-inch Rule”.
- Physical contact such as holding hands, kissing, embracing, wrestling, hitting, or any form of unwanted physical interaction is not permitted.
- Appropriate physical boundaries must be maintained at all times.

Repeated or serious violations will be addressed according to the *Student Discipline Policy*.

Academic Integrity & Artificial Intelligence (AI) Usage Policy

Cornerstone Christian School values honesty, integrity, and personal responsibility in all areas of learning. Students are expected to complete their work truthfully and to demonstrate their own understanding, effort, and thinking.

Academic Integrity

Cheating, plagiarism, or dishonesty in any form is not acceptable. This includes, but is not limited to:

- Copying another student's work
- Allowing another student to copy your work
- Using unauthorized notes, answers, or resources during assessments
- Submitting work completed by another person
- Claiming another person's ideas, writing, or work as your own

Use of Artificial Intelligence (AI)

Artificial intelligence tools (such as ChatGPT or other AI-generated resources) may only be used with teacher permission and for approved educational purposes.

Unless specifically authorized by the teacher, students may not:

- Submit AI-generated work as their own
- Use AI tools to complete assignments, essays, projects, or responses independently
- Copy and paste AI-generated content without acknowledgment
- Use AI during quizzes, tests, or assessments

When permitted, AI should be used as a support tool to assist learning rather than replace student thinking, creativity, or effort.

Teacher Discretion

Teachers may:

- Require students to complete work in class
- Ask students to explain or defend submitted work orally
- Use plagiarism or AI-detection tools when appropriate
- Require assignments to be redone if authenticity is questioned

Consequences

Consequences for academic dishonesty will vary depending on the age of the student, the severity of the incident, and whether the behaviour is repeated. Consequences may include:

- Redoing the assignment
- Loss of marks or a mark of zero
- Parent communication
- Loss of privileges
- Further disciplinary action as determined by administration (*refer to our Student Discipline Policy*)

Our goal is to help students grow in honesty, responsibility, and Christ-like character while developing strong academic habits and personal integrity.

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 are behaviours that disrupt learning, interfere with the school environment, or demonstrate a lack of responsibility, but do not typically threaten the safety or well-being of others. Minor offences may include, but are not limited to: ○ Horseplay or unsafe play ○ Talking out of turn or excessive classroom disruption ○ Disturbing or distracting others from learning ○ Incomplete, missing, or consistently late work ○ Misuse of classroom materials or equipment ○ Running or inappropriate behaviour in hallways or common areas ○ Inappropriate language not directed at others ○ Failure to follow classroom or school routines and expectations ○ Dress code violations ○ Accidental damage caused through carelessness or misuse of property ○ Minor technology misuse (off-task use of devices, inappropriate gaming, etc.) <i>Repeated minor offences may result in the behaviour being treated as a serious offence.</i>	Serious offences are behaviours that significantly disrupt the learning environment, threaten the safety or dignity of others, violate school or legal expectations, or demonstrate repeated disregard for school rules. Serious offences may include, but are not limited to: ○ Bullying, harassment, intimidation, or threats ○ Physical fighting or assault ○ Serious insubordination, including repeated refusal to follow reasonable staff directions or confrontational behaviour toward staff ○ Disrespectful, abusive, discriminatory, or hateful language or behavior toward staff or students ○ Academic dishonesty, including cheating, plagiarism, or forgery ○ Stealing or possession of stolen property ○ Vandalism or deliberate destruction of property ○ Possession, use, or distribution of tobacco, vaping products, alcohol, cannabis, illegal drugs, or drug paraphernalia ○ Possession or use of weapons, replicas, or dangerous objects ○ Possession, sharing, or accessing pornographic or inappropriate material ○ Sexual harassment, sexual misconduct, or inappropriate physical contact ○ Cyberbullying or serious misuse of technology/social media ○ Leaving school grounds without permission
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	○ Conduct that endangers the safety of self or others ○ Repeated minor offences despite prior interventions
Consequences for minor offences may include, but are not limited to: ○ Verbal reminders or warnings ○ Reflection activities or restorative conversations ○ Loss of privileges ○ Parent/guardian contact ○ Behaviour tracking or documentation ○ Detentions or assigned school service ○ Temporary removal from class ○ Restitution for damaged property ○ Behaviour contracts or support plans	Serious offences will result in formal documentation, parent/guardian contact, and may include one or more of the following consequences: ○ Any of the “minor” consequences ○ Detention or in-school suspension ○ Out-of-school suspension ○ Restorative meetings or mediation (with principal, parents or others) ○ Behaviour or safety contracts ○ Restitution for damages or theft ○ Loss of school privileges or extracurricular participation ○ Referral to counselling or outside support services ○ Police involvement when required by law or safety concerns ○ Recommendation for transfer, suspension, or expulsion in severe cases

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.

Discrimination 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 BC and the municipality or regional district in which the facilities are located, and
- c) The authority complies with this Act and regulations.

Respect for Culture

At CCS, we respect and value the diverse cultures represented in our school community. We are committed to treating all students and families with dignity and respect and will not discriminate on the basis of cultural background.

Appeals Policy

Conflict Resolution

At CCS, we believe conflicts and disagreements should be handled in a Christ-centered manner, guided by the principles found in Matthew 18. We encourage respectful communication, reconciliation, humility, and restoration in all relationships within our school community.

Conflict Resolution Process

- 1. Direct Communication** – If a student, parent, or staff member is offended or concerned by the words or actions of another person, they are encouraged to first speak directly with the individual involved in a respectful and honest manner. The goal of this conversation should be mutual understanding, reconciliation, and resolution whenever possible.
- 2. Principal Involvement** – If the matter cannot be resolved through direct communication, the parties involved should seek assistance from the Principal. The Principal may:
 - Facilitate further discussion
 - Provide mediation and guidance
 - Assist in seeking a fair and restorative resolution
- 3. Conflict Resolution Committee** – If the issue remains unresolved, or if either party wishes to appeal the Principal's decision, the matter may be brought before a Conflict Resolution Committee. To ensure fairness and impartiality, the Principal and/or the Chairperson of the School Board will not serve on the committee. The committee will review the matter prayerfully, fairly, and confidentially to bring resolution and restoration.

The committee will consist of:

- Two members of the School Board
(Bryan Davis, Herman Heukelman, Jody Hood, Heather Thiessen)
 - One member of the Church Board (as recommended by the board chairman)
- 4. External Arbitration** – If further arbitration is necessary, an independent representative from the Association of Christian Schools International (ACSI) may be invited to assist in reviewing and resolving the matter.

Board Involvement in Conflict Resolution

When a matter requires School Board involvement, the objective remains restoration, reconciliation, and the strengthening of relationships within the school community. In such situations, the school leadership and board will seek to:

- Humbly acknowledge and apologize for any ways the school may have contributed to the issue
- Assist in restoring healthy relationships between the parties involved
- Take appropriate action to ensure the school does not contribute to, encourage, or overlook harmful behaviour
- Work toward preventing similar situations from occurring in the future

Throughout every stage of the process, all parties are expected to demonstrate respect, honesty, humility, grace, and Christ-like conduct.

Grading, Homework & Honor Roll Policies

Assessment is an important part of the learning process and provides meaningful information about student growth, progress, and achievement. In alignment with the British Columbia Ministry of Education and Child Care curriculum and reporting guidelines, CCS uses performance indicators to communicate students learning. Grades 7-9 will also provide a percentage and letter grade for the Core 5 Subjects.

Report Cards & Progress Reports Core subjects and competencies are assessed using the following performance indicators: • Emerging — Beginning to demonstrate understanding and skills • Developing — Demonstrating partial understanding and progressing toward expectations • Proficient — Consistently meeting grade-level expectations • Extending — Demonstrating understanding and application beyond grade-level expectations <i>*These performance indicators do not equate to a percentage or letter grade.</i>	Honor Roll recognition is based on student achievement in the five core academic subjects: • Language Arts • Mathematics • Science • Social Studies • Bible To qualify: • Students must achieve a minimum of <i>73% in each core subject</i> to receive B Honor Roll • Students must achieve a minimum of <i>86% in each core subject</i> to receive A Honor Roll
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Letter Grade Scale (Gr. 7-9) A – 86-100% B – 73-85% C+ - 67-72% C – 60-66% C- – 50-59% F – 0-49%	Honor Roll recognizes consistent academic effort, achievement, and responsibility.
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Homework Expectations – CCS values the partnership between school and home in supporting student learning and success. Families are encouraged to help establish healthy homework habits and routines.

Helpful ways to support your child include:

- Encouraging consistent completion of homework
- Establishing a regular homework routine
- Providing a quiet and organized study space
- Minimizing distractions during homework time
- Ensuring students have the necessary supplies and resources
- Offering guidance and support when needed
- Reviewing completed assignments with your child

Students in Kindergarten through Grade 9 will regularly receive scripture memory, spelling practice, and reading assignments. Students are also encouraged to read for at least 20 minutes each day to strengthen literacy and lifelong learning habits.

Please see our *Academic Integrity & Artificial Intelligence (AI) Usage Policy* for academic expectations.

Weekly Academics

Classroom teachers provide a weekly academic update to help families stay informed about classroom learning and upcoming events. This update may come through email, Student Center (website) or Bloomz. It will include:

- Weekly learning goals and classroom focus areas
- Spelling lists
- Scripture memory verses

- Homework reminders
- Important dates and upcoming activities (for the classroom and the entire school).

Parents and guardians are encouraged to review weekly updates regularly to help support their child's learning and school involvement.

Educational Resources

CCS maintains a library that supports student learning through a balanced collection of course-related materials, Christian and secular literature, and reference resources. Materials are carefully selected to encourage strong reading habits, thoughtful discernment, and a biblical perspective on ideas and culture.

Library Use and Procedures

- K-7 classes are scheduled for a weekly library period.
- Is available to students for research and study when not reserved.
- All library materials must be signed out at the circulation desk before being removed.
- Materials may be returned to the circulation desk or placed in the designated drop box outside the library.

Loan Period and Fines

- Library books are loaned for a period of two weeks.
- Late, lost or damaged materials may result in a fine.

Library Hours - open Tuesday and Wednesday from 8:00am to 3:00pm.

Textbooks

- Textbooks are the property of the school.
- Students must clearly write their name inside the cover upon issuance, as recorded by the teacher.
- Students are expected to keep textbooks clean and free from any writing or damage.
- Damage or defacement of textbooks may result in fines or replacement costs.

School Property

Students are expected to respect all school facilities and property, including desks, walls, lockers, and washrooms. Vandalism or intentional damage may result in:

- Restorative or custodial duties
- Financial responsibility for repairs
- *Disciplinary action according to the Student Discipline Policy.*

Resources are selected based on the following criteria:

- Alignment with curricular outcomes and subject area needs
- Consistency with the school's Christian values and worldview
- Educational value and contribution to meaningful learning
- Accuracy, reliability, and current relevance
- Compatibility with a biblical worldview, or ability to be critically engaged through that lens

Resources may be reviewed and removed from circulation when they are no longer accurate, relevant, or appropriate for instructional use.

Process for Appealing Educational Resources

If a parent takes issue with a classroom resource, or believes that a classroom resource is inappropriate, there is a formal process for review and appeal.

Step 1: Initial Communication

- Parents are encouraged to first address the concern directly with the classroom teacher.

- If the concern is not resolved, the parent should submit a written request to the Principal. This request should include:
 - The name of the resource
 - The grade and subject in which it is being used
 - A clear explanation of the concern(s)

Step 2: Review of the Resource

- The Principal and/or classroom teacher will review the resource in light of the written concern and determine its appropriateness for instructional use.

Step 3: Follow-Up Meeting and Decision

- Once the review is complete, the Principal will meet with the parent to discuss the findings.
- At this time, a decision will be communicated. The resource may be:
 - Continued in use
 - Modified for instructional purposes
 - Removed from use if deemed inappropriate

Commitment to Partnership

Cornerstone Christian School values the insight and partnership of parents. We welcome constructive communication and seek to work together in maintaining high standards for the educational resources used in our school.

We are committed to ensuring that all materials used in instruction are carefully selected, appropriate, and aligned with our Christian worldview.

Social Networking Policy

Social media, such as, Tik-Tok, 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 always forbidden 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.

Failure to comply with these rules will result in disciplinary measures. See *the Student Discipline Policy*.

Technology

Electronic Devices	To support focused learning and a distraction-free environment, students are expected not to bring *personal electronic devices to school: • Personal electronic devices should be left at home. • Devices that are brought to school may be required to be turned in and stored at the office. • Electronic devices are not to be used or visible during the school day unless specifically approved by a staff member for an educational purpose. Unauthorized use of electronic devices may result in disciplinary action in accordance with the school’s discipline procedures.
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Computer Lap & Laptop Use	The computer room is a shared learning space intended to support student learning and technology integration across all grade levels. Staff and students are expected to use the space/equipment responsibly & respectfully. Supervision - Students are not permitted in the computer room without direct supervision by a teacher or Education Assistant. This includes picking up or returning laptops. Laptop Assignment & Care - Students are assigned a numbered laptop according to their class list (1–25). - Laptops are stored in the grey laptop cart and must be returned to their numbered slot after use. - Students are responsible for: - Carefully unplugging and removing their assigned laptop - Using the laptop appropriately under staff supervision - Returning the laptop to the correct location in the cart - Plugging the charger back in properly after use Appropriate Use - Laptops are to be used for school-related educational purposes only. - Students are not permitted to: - Access non-school-related websites or games - Download programs or files - Change computer settings, backgrounds, passwords, or system preferences - Use devices inappropriately or disrespectfully Any misuse, damage, or failure to follow procedures may result in loss of computer privileges and/or disciplinary action according to the <i>Student Discipline Policy</i>.
CCS Social Media	Cornerstone Christian School maintains official Facebook and Instagram accounts to share school news, events, and highlights from classroom activities and field trips. These platforms are used to keep families informed and to celebrate student learning and school life. - Students are not identified by name in posts without permission. - No personal or sensitive information is shared. - Photos may also be featured on the school website from time to time. If you do not wish for your child to appear in school media, please contact the school office. Our Cornerstone Community Parent page is private and accessible by invitation only.
Website	Families are encouraged to visit our school website at www.cornerstoneschool.ca for updates, events, and important information. Current families also have access to the password-protected Student Centre. Please contact the school office for login information.

***Personal Electronic Devices** include any privately owned device capable of communication, internet access, entertainment, or data storage. This includes, but is not limited to, cell phones, smartphones/watches, tablets, laptops, e-readers, wireless earbuds/headphones, gaming devices, smart glasses or similar wearable recording/communication devices), and any other comparable digital or network-enabled technology not issued by the school.

Physical Education Procedures

Athletics play an important role in developing healthy bodies, building positive interpersonal relationships, and supporting student growth in areas such as perseverance, teamwork, and the appropriate handling of both success and failure.

Physical Education Program

- Students in Kindergarten to Grade 5 participate in Physical Education four to five times per week.
- Students in Grades 6 to 9 participate in Physical Education three to four times per week.

If a student is unable to participate in Physical Education for an extended period, a written medical note from a doctor is required.

Students in Grades 5 to 9 are required to wear the school PE uniform (PE strip) and are expected to maintain appropriate personal hygiene, including the use of deodorant.

Extracurricular Athletics

Cornerstone Christian School offers an organized extracurricular sports program for students in Grades 4 to 9. Participation is voluntary; however, once a student commits to a team, they are expected to demonstrate consistency, responsibility, and commitment to their team.

Our intramural and team sports programs emphasize full participation, teamwork, and positive sportsmanship. Students are expected to encourage both teammates and opponents in a respectful manner. Negative behaviour such as “trash talk” or unsportsmanlike conduct is not permitted.

Please refer to the *Extracurricular Participation Policy* for further details.

<u>FALL</u>	Cross Country Running (Gr. 4-9) Volleyball (Gr. 4-9)
<u>WINTER</u>	Basketball (Gr. 4-9)
<u>SPRING</u>	Badminton (Gr. 5-9) Track & Field (Gr. 4-7)
Soccer Club is throughout the year based on coach availability.	

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. Neighbouring properties bordering along the south side of the school are always out of bounds 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 if possible.
10. Parents are required to collect their children from 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 let your child and their teacher know.
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.

Accidents	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 always have a minimum of 4 trained first aid staff on campus 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.

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 always carrying the EpiPen on their body.
- Teach their child:
 - about their allergen and the substances that trigger it.
 - to recognize the first symptoms of an anaphylactic reaction.
 - to know where medication is kept, and who can inject it.
 - to communicate clearly when he or she feels that a reaction is starting.
 - to carry his/her own auto-injector in a body pouch or fanny pack.
 - not to share snacks, lunches or drinks and to politely explain why he/she is not sharing.
 - to understand the importance of hand-washing.
 - and to take as much responsibility as possible for his/her own safety.

Child Abuse Reporting

For parental reference

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 concerning 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.

The Appointed School Official (ASO) is Cori Richard, Principal. She can be reached by email at principal@cornerstoneschool.ca or phone at (604) 859 7867.

The Alternate Appointed School Official (AASO) is Heather Thiessen, and she can be contacted via email at hthiessen@cornerstoneschool.ca or by phone at (604) 859-7867.

Our School Board representative is Bryan Davis. He can be reached at bryan@mylifespring.ca.

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

Field Trip Permission Waiver

For parent/guardian reference – this is the permission waiver that you will see on all field trip permission forms.

Participation in school activities may involve certain risks, including accidents or injuries that can occur despite reasonable precautions and supervision. These risks may arise from the nature of the activity itself, transportation to and from the event, the conduct of participants, or unforeseen circumstances.

By signing this form, you acknowledge and accept the risks associated with participation in this activity and agree that the activity is appropriate for your child/homestay student/legal ward.

Potential risks may include, but are not limited to:

- Transportation-related risks
- Failure of participants to follow safety instructions or guidelines
- Actions of other students, participants, or supervisors
- Accidental injury occurring during the activity

I understand that reasonable precautions will be taken by Cornerstone Christian School staff and volunteers to help ensure student safety. In consideration of my child/homestay student/legal ward being permitted to participate, I release and hold harmless Cornerstone Christian School, its employees, volunteers, and representatives from liability for injury, loss, or damage that may occur during participation, except where caused by negligence.

Field Trip Transportation & Safety Policy (updated)

Purpose

The purpose of this policy is to ensure the safety, accountability, and supervision of students during all school-sponsored field trips, whether transportation is provided by school-owned vehicles or private vehicles driven by approved parents/guardians.

Approved Transportation

a) School-Owned Bus/Minibus

- The school's 24-passenger bus or minibus is the preferred mode of transportation for field trips whenever possible.
- The minibus will undergo a full vehicular inspection by a professional every six months.
- Only authorized and approved drivers may operate school-owned vehicles.
- Drivers must hold the appropriate valid driver's license and meet school and insurance requirements.
- All students must remain seated and follow safety instructions while the vehicle is in motion.

b) Parent/Volunteer Drivers

- When parents or approved volunteers transport students the following expectations must be met:
 - Drivers must be pre-approved by the school and be at least 21 years of age
 - Drivers must provide:
 - A valid class 5 driver's license
 - Proof of current vehicle registration
 - Proof of automobile insurance with a minimum of \$2,000,000 liability coverage
 - Volunteers may be required to provide a current Criminal Record search for the office.
 - Students under the height of 4'9 and the age of 9 must use a booster seat.
 - Documentation must be submitted to the school office prior to the field trip and kept on file
 - Drivers must comply with all traffic laws and school expectations
 - No additional passengers beyond assigns students may be transported

Required Documentation (School Office)

For every field trip, the school office will maintain:

- Signed parent/guardian permission forms

- A master list of participating students
- Emergency contact information for each student
- Assigned vehicle and driver lists
- Proof of insurance and licensing for all parent/volunteer drivers (when applicable)

Emergency Information Envelope

In case of an emergency off campus, each vehicle on a field trip will be given an emergency envelope that contains:

- Names of all students in the classroom
- Emergency contact information
- Medical/allergy/legal alerts (if applicable)

The envelope will only be opened in the event of an emergency, and after the field trip, will be returned, unopened, to the school office and securely stored or properly disposed of according to school procedures.

In the event of an emergency during a field trip, the teacher will contact the principal or designate immediately and follow the school's emergency procedures and directions.

Student Transportation Safety Training

At the start of each school year in September, students and staff who may ride the school bus or minibus will receive instructions on:

- Proper behavior while riding
- Emergency evacuation procedures
- The location and use of emergency equipment (e.g., exits, fire extinguishers)

These instructions may be reinforced prior to specific field trips as needed.

Supervision & Conduct

- Adequate adult supervision must be provided on all field trips.
- Students are expected to follow all school rules and instructions from staff and drivers.
- Failure to comply with safety expectations may result in disciplinary action or loss of future field trip privileges.

Compliance

Failure to comply with this policy may result in:

- Denial of transportation privileges
- Cancellation of participation in a field trip
- Additional administrative review as necessary

Safety Evacuation of School Bus

As students prepare to go on a field trip in our 24-passenger minibus, 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

1. Assign a designated monitor
2. Students leave in the order they are sitting
3. Students should not panic
4. Students should leave personal items on the bus
5. The bus driver will open the front door and evacuate the students
6. Students follow the monitor to the pre-designated landmark.
7. The bus driver carefully inspects the bus to be certain all students have left
8. Call dispatch/school office with the location and condition of the bus.
9. When the driver rejoins the students, a final head count is taken to be sure all students are accounted for
10. The driver will critique the drill with the students to ensure they understand the procedures

Split Door Evacuation Drill

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

- a) The two students or staff members seated at the front and rear doors will lead the students off the bus.
- b) The bus driver declares an emergency.

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

Incapacitated Driver

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.

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 reorganize 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. We have water and non-perishable food stored in case of an emergency. 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.

Debrief and Revision Protocols

- After an emergency, we would meet as a core team and as a staff to debrief on 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.

Emergency Drill Procedures

Fire

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 through the nearest exit.
5. Walk...DO NOT RUN! Shut doors behind you. Go along corridors and stairways in an orderly manner. Upon 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

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.

If Outdoors:

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

Lockdown

1. PULL all students in the vicinity of your classroom into your room.
2. LOCK your door and PULL down the window blind to cover the window on your door.
3. SIT down on the floor, away from the direct view from your windows/doors.
4. BE QUIET!
5. DON'T allow anyone to leave the room, for ANY reason. DON'T open the door for ANY reason
6. Create a CALM environment within your room. Wait for an “ALL CLEAR” announcement from Mrs. Richard/Mrs. DeBoer/Mrs. Kube, which will come over the loudspeaker, NOT a knock on your door. The office staff may dismiss one class at a time (ie. “Mr. Dueck’s class please proceed to the field” or if safe to do so, the whole school to the safe zone.)
7. Take your class to the FIELD, as per fire drill procedure.
8. Teachers will CHECK that all students are accounted for.

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 fireproof cabinets. There are copies of both these documents in the school office if parents wish more information regarding record handling. Mrs. Leina DeBoer is our privacy officer. Her role as the privacy officer is as follows:

1. Policy Development and Implementation:

- The PIO develops and implements privacy policies that align with PIPA and other applicable regulations.
- Ensures that staff are informed and trained about privacy standards, including how personal information (staff, students, and parents) should be collected, used, and stored.

2. Monitoring Compliance:

- Regularly reviews the school’s practices to ensure compliance with PIPA.
- Conducts audits of data handling procedures and ensures all forms, systems, and practices involving personal information comply with privacy laws.

3. Managing Access Requests:

- Handles requests from individuals (e.g., parents, students, staff) seeking access to their personal information held by the school.
- Ensures that personal information is provided securely and within the legal timeframes set by PIPA.

4. Handling Privacy Breaches:

- Investigates any privacy breaches or complaints related to the handling of personal information.
- Reports significant breaches to the Office of the Information and Privacy Commissioner (OIPC) of BC and takes steps to mitigate any harm caused by the breach.

5. Liaison with the OIPC:

- Acts as the point of contact between the school and the OIPC, managing communications regarding privacy matters or inquiries.
- Keeps the school updated on legislative changes or new guidelines issued by the OIPC.

6. Advising Leadership and School Community:

- Provides advice to school administration and board members regarding privacy impacts of new initiatives (e.g., technology use in the classroom, social media).

- Educates the broader school community (parents, students) about their privacy rights and responsibilities.

Privacy Protection 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: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03063_01). Mrs. Leina DeBoer is our privacy information officer (see previous page for details on her role). 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.

Role of the Privacy Information Officer

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- Provides advice to school administration and board members regarding privacy impacts of new initiatives (e.g., technology use in the classroom, social media).

- Educates the broader school community (parents, students) about their privacy rights and responsibilities.

The PIO may also be mindful of the alignment of privacy practices with the school's faith-based values, ensuring that the principles of respect, confidentiality, and integrity are upheld.

Tuition & Fees

To simplify tuition payments, Cornerstone has partnered with TUIO - a secure and parent-friendly platform that makes managing school payments easier than ever. With TUIO, you will be able to view and pay invoices online - anytime, from anywhere.

Once you are officially accepted, please look for an invitation from TUIO to set up online payments.

Please contact Jackie Mitton at finance@cornerstoneschool.ca if you have any questions or concerns.

Kindergarten to Grade 9*	Junior Kindergarten
1 Student - \$4840/year 2 Students - \$6600/year 3 Students - \$7620/year Additional Students - \$210/year	3 days per week - \$206/month 2 days per week - \$155/month

**Overnight camps and grade 5-9 school supplies are NOT included in this fee.*

**ACS Harmonization/Tuition Sharing rates apply and are NOT included in the rates above.*

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 to 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. **Only families in good standing** will be considered for shared tuition for the following year.
- 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 1st so fees can be guaranteed.
- Families who are in good standing must pay tuition monthly to Cornerstone so we can honor the ACS agreement and pay them their fees regularly and on time.
- 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.
- Any new CCS parents wanting to enroll their students in the ACS high school under this shared tuition agreement will pay a one-time entrance fee as a partial token contribution

towards the capital costs incurred by ACS over the years. Payments for this must be made directly to the ACS finance department before September 1st. *(subject to change)*

- 1 student @ ACS - \$1750
- 2 students @ ACS - \$2500
- 3 students @ ACS x \$1000 per child
- 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.

International Homestay Family Policy

Presently unavailable due to lack of space

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)
- Application filled out
- Attend training for new host families.

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.

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.

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 be respectful.

To promote clear communication and a positive relationship between students and host families, the following guidelines have been established:

1. The homestay fee for each student is \$950.00 per month. Payment is issued to host families by cheque and will be available at the school office on the 15th of each month following the student's arrival.
2. The homestay fee includes:
 - Three meals per day plus snacks
 - Accommodation
 - Laundry services
 - Transportation to and from school, including school-related activities

All other expenses are the responsibility of the student (e.g., long-distance phone charges, internet usage, entertainment, etc.).
3. Reasonable efforts will be made to accommodate student transportation needs; however, host families are not obligated to provide transportation for personal errands or non-school-related activities.
4. Each student will be provided with their own sleeping arrangement where possible. Students may share accommodations in approved situations. Students are expected to keep their personal space clean and tidy. Food items must not be stored or consumed in bedrooms.
5. Host families are expected to clearly communicate their household "Code of Conduct," including expectations related to bedtime, internet use, church attendance, and other family routines. These expectations should be reviewed early in the student's stay to ensure clarity and understanding.
6. Students are expected to participate respectfully in daily family life and may be asked to contribute to general household responsibilities (e.g., tidying up after themselves, cleaning up after meals). Participation in optional family activities may involve additional costs, which are the responsibility of the student.
7. If students do not have their own phone, they may use the host family's phone. Students must follow all household rules regarding phone use and demonstrate respect and consideration at all times.

8. Students are expected to respect the privacy and property of the host family. Any damage beyond normal wear and tear will be the responsibility of the student to repair or replace.
9. Students are expected to attend Sunday church services with their host family unless otherwise approved by the school.
10. Any behavioural concerns at home or school should be reported to the Principal and/or International Coordinator for mediation with the agent as needed. Continued or serious behavioural concerns may result in further intervention, including possible program withdrawal or travel arrangements being adjusted.
11. CCS reserves the right to modify homestay placements during the student's stay if concerns arise that cannot be resolved. In such cases, appropriate mediation will occur between the school, host family, and student to support a fair resolution. Where necessary, one week's notice may be provided for placement changes.
12. In the event of a homestay family emergency or crisis, CCS will arrange alternative accommodation for the student as required.

Communicable Disease Policy

Purpose

This policy outlines the procedures and protocols to ensure the health and safety of our students, staff, and families in the event of a communicable disease. As a Christian school, we are committed to fostering a safe, loving, and healthy environment that reflects our values of caring for one another, stewardship of God's gifts, and protecting the vulnerable.

Scope

This policy applies to all students, staff, and visitors at Cornerstone Christian School. It includes guidelines for preventing, identifying, and responding to communicable diseases as defined by local health authorities such as Fraser Health and the Centers for Disease Control and Prevention (CDC).

1. Prevention

- i. Education - We will educate staff, students, and families on the prevention of communicable diseases through regular health lessons and communication. This includes:
 - Proper hand hygiene and respiratory etiquette.
 - Importance of vaccinations as per provincial and national health guidelines.
 - Recognizing symptoms of common communicable diseases (e.g., flu, chickenpox, COVID-19).
- ii. Hygiene Practices
 - Handwashing stations will be readily available throughout the school.
 - Regular cleaning and disinfecting of classrooms, common areas, and shared equipment will occur.
 - The school will provide training to staff on cleaning protocols and the proper use of personal protective equipment (PPE), if needed.

- iii. Vaccinations - The school encourages vaccinations in alignment with public health recommendations and requires documentation of vaccination status for students and staff unless religious or medical exemptions are applicable.

2. Identification

i. Monitoring Symptoms

- Parents are encouraged to monitor their children for symptoms of communicable diseases before sending them to school.
- Staff should also self-monitor and stay home if they exhibit symptoms such as fever, cough, rash, vomiting, diarrhea, or other signs of illness.
- Daily screening (such as temperature checks) may be implemented if recommended by public health authorities during an outbreak.

ii. Reporting

- Any staff member or student who is diagnosed with or suspected of having a communicable disease must inform the school administration immediately.
- The school administration team will work with local health authorities to track and manage confirmed cases.

3. Response

i. Exclusion from School

- Students and staff diagnosed with a communicable disease will be required to stay home for the duration of their illness and until cleared by a healthcare provider.
- In the case of an outbreak, individuals who have been in close contact with a confirmed case may also be asked to stay home as a precaution.
- The school will follow state and local health guidelines regarding quarantine and isolation periods.

ii. Communication with Families

- In the event of a confirmed case of a communicable disease, the school will notify affected families promptly while maintaining confidentiality in compliance with privacy laws.
- Information will include steps being taken by the school to mitigate further spread, as well as any actions required by students and families (e.g., self-monitoring for symptoms, obtaining medical clearance).

iii. Re-Entry to School

- Students or staff recovering from a communicable disease must provide a doctor's note or clearance from a healthcare professional before returning to school if asked for one by administration.
- In some cases, the school may require a negative test result or the completion of the recommended isolation period as per public health guidelines.

4. Faith & Community Support - As a Christian community, we are called to support each other through times of illness. This may include:

- Prayer for those affected by illness.
- Support services for families in quarantine, such as meal delivery or spiritual care.

- Promoting an atmosphere of understanding and love, ensuring that no individual is stigmatized for being ill.
5. Policy Review & Updates - This policy will be reviewed annually or as needed based on new information from public health authorities or changes in the school's needs. The school leadership team will work closely with medical professionals and local health officials to ensure that the policy remains current and effective.

Conclusion

At Cornerstone Christian School, we believe in the dignity and care of every individual, following Jesus' example of compassion. This communicable disease policy reflects our commitment to loving and serving one another while maintaining a safe and healthy school environment.

Cash Payment Policy

Effective Date: September 29, 2020-Updated September 17, 2026

Purpose of this Policy

The purpose of this policy is to mitigate the risks associated with accepting cash as payment for tuition and other related fees, goods, and services, and to align with anti-money laundering requirements under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

The School is committed to detecting and preventing any money laundering activities and to ensuring that it does not become involved in any arrangements involving criminal or terrorist property.

In order to fulfil this commitment, the School has established procedures for assessing the risk of financial crime, for internal reporting of suspicious activities and for making suspicious transaction reports to the relevant agencies if necessary.

Scope of this Policy

This Policy applies to all employees of **Cornerstone Christian School**.

The Policy

The School will ensure that adequate cash handling and record keeping practices are followed. Where risk factors are identified, the School will ensure that the identities of parents, guardians or other persons making any substantial cash payment to the School are satisfactorily verified.

Procedures

The School will accept the following payment types for tuition payments, deposits, and fees:

- cheque
- pre-authorized debit
- wire transfer
- money order or bank draft

- cash (up to a maximum amount of \$5,000.00).

The School will accept payment from the following financial institutions:

- The Bank of Montreal (BMO)
- Canadian Imperial Bank of Commerce (CIBC)
- The Bank of Nova Scotia (Scotiabank)
- Royal Bank of Canada (RBC)
- TD Canada Trust (TD)
- All cooperative credit societies, savings and credit unions incorporated under the British Columbia *Credit Union Incorporation Act*
- All banks incorporated, formed, or authorized under the *Bank Act* of Canada.

Receiving Cash Payments

The School will not accept cash payments in excess of \$5,000.00 in a single transaction¹ for any purpose. Additionally, any cash payment in excess of \$3,000.00 will require the School to verify the identity of the individual making the payment and the source of the payment. All parents and guardians should be encouraged to pay tuition, deposits, and supplemental fees through an alternative payment method such as wire transfer or bank draft.

If any employee is offered funds that he or she knows or suspects are criminal property or may represent terrorist finance, or if he or she receives any unusual request to receive or transfer money, it will be reported immediately, in accordance with the Reporting section of this Policy, to the Principal who will, if appropriate, contact the Financial Transactions and Reports Analysis Centre of Canada (“FINTRAC”), police or other relevant agency.

Verification Steps

Before entering into any transaction with a person which involves the payment of cash in excess of \$3,000.00, the School needs to take reasonable steps to ascertain and verify the identity of that person and the source of the cash.

In the case of individuals, the following information will be collected:

- Full legal name
- Residential address
- Date of birth
- Nature of principal business or occupation
- Contact information
- Relationship to the student
- Amount and currency of funds received.

The School will also seek independent verification of identity, for example by requiring production of originals of official documents confirming identity. Suitable documents will include passports, driver’s

license, birth certificate, health insurance card or other similar record. An employee of the School will verify the individual's identity in the individual's physical presence, while viewing the original identification. When checking such documents, employees will ensure that the documents are current

¹ For the purposes of this Policy, a single transaction includes multiple payments within a 24-hour period. and be alert to any signs that they might have been forged or stolen. A copy of the identification will be taken, and the date of verification recorded.

The School will also seek to verify the source of the cash. The payer will provide independent confirmation of the full name and address of all financial institutions or other entities through which the payer processed the cash, such as a withdrawal receipt from financial institutions. An employee will record the date on which the money was received by the School from the payer and the date the verification was completed.

Refund procedures

Refunds will be issued only in accordance with the School's refund policy.

Cash payments will be refunded by cheque made payable to the parent or guardian of the student. All other refunds will be made to the original form of payment unless otherwise approved by Cori Richard, Principal.

All requests for a refund in cash following a payment by credit card, wire transfer, cheque, etc., will be reported to the Reporting Officer.

Suspicious Transactions

Employees will evaluate the source of funds that are paid to the School and be alert to unusual patterns of behaviour or activities that may indicate the possibility of money laundering or other terrorist financial crimes. It is not possible to produce an exhaustive list of the matters that might give rise to a suspicion of money laundering or other terrorist financial crime. It is therefore important that employees use their own judgment when looking at any business relationship or transaction. Facts, context and money laundering/terrorist financing indicators need to be assessed to determine whether there are reasonable grounds to suspect that the transaction is related to the commission or attempted commission of a money laundering/terrorist financing offence.

The following are some possible money laundering/terrorist financing indicators:

- **Transactions:** The parent, guardian or payer engages in multiple transactions conducted below the reporting threshold within a short time period, makes inquiries that would indicate a desire to avoid reporting, or exhibits knowledge of reporting thresholds.
- **Structures:** Payments involving complex or illogical arrangements that make it unclear who is making the payment or appear to be structured to avoid identification or reporting thresholds.
- **Third parties:** Payment of school fees or involvement by companies, trusts, off-shore entities or other third parties with no obvious relationship to student. The parent, guardian or payer appears to be collaborating with others to avoid client identification or reporting thresholds.
- **Assets:** There are reasons to doubt the ability of a person to have a legitimate source for the funds.

- **Identity:** The parent, guardian or payer has taken steps to hide their identity or is difficult to identify. The parent, guardian or payer uses a post office box or general delivery address where other options are available. There are doubts about the honesty, integrity, identity or location of the parent, guardian or payer.
- **Behaviour:** The parent, guardian or payer seems unusually anxious to complete a transaction, is unable to justify why they need to make a payment quickly, requests a cancellation, reversal or refunds of earlier transaction or makes overpayment for no good reason.
- **Documents:** Information or documentation is withheld by the parent, guardian or their representative or appears falsified. Cash payments are made using old, smelly or extremely dirty bills.

Reporting

Employees of the School will make a report to the Reporting Officer, as soon as reasonably possible, where they have knowledge or suspicion, or where there are reasonable grounds for having knowledge or suspicion, that another person is engaged in money laundering, or that terrorist property exists ("Suspicious Transaction Report").

Your report should include as much detail as possible including:

- Full available details of the people, and organizations involved including yourself and other members of staff if relevant.
- Full details of transaction and nature of each person's involvement in the transaction.
- Suspected type of money laundering activity or use of proceeds of crime with reasons for your suspicion.
- The dates of any transactions, where they were undertaken, how they were undertaken, and the likely amount of money or assets involved.
- Information on any investigation undertaken to date, including whether the suspicions have been discussed with anyone and if so on what basis.
- Whether any aspect of the transaction(s) is outstanding and requires action to progress.
- Any other information that may help the Reporting Officer judge the case for knowledge or suspicion of money laundering and to facilitate any external report.

Once you have reported your suspicions to the Reporting Officer, you will follow any instructions provided. You will not make any further enquiries unless instructed to do so by the Reporting Officer. Any further transactions or activity in respect of the person in question, whether or not it is related to the matter that gave rise to the original suspicion, should be reported to the Reporting Officer as they happen, unless and until the Reporting Officer has confirmed that no report to the FINTRAC is to be made.

The Reporting Officer will consider all Suspicious Transaction Reports and will make an external report to the FINTRAC (who will undertake any necessary investigation) as soon as is practicable if he/she considers that there is knowledge, suspicion or reasonable grounds for knowledge or suspicion, that another person is engaged in money laundering, or that terrorist property exists, even if no transaction takes place ("FINTRAC Report"). All FINTRAC Reports will comply with FINTRAC reporting requirements.

Record Keeping Practices

All Suspicious Transaction Reports will be documented, either on paper or electronically. All enquiries that are made within the School in relation to any Suspicious Transaction Report should also be recorded. The School will keep details of actions taken in respect of Suspicious Transaction Reports, including details of information considered by the Reporting Officer in respect of a Suspicious Transaction Report where no external FINTRAC report is made. The School will also keep a copy of any FINTRAC Reports and associated evidence and documentation.

The School will retain copies of the information the employee obtained regarding the identification and verification of individuals from whom it received cash payments in excess of \$3,000.00, together with details of all transactions including relevant dates.

All information, evidence and reports with respect to Suspicious Transaction Reports, FINTRAC Reports, and identification and verification of individuals will be kept by the School for a minimum of five years.

Cash Handling

The School will establish responsibility and describe the minimum requirements for cash handling.

The following procedures will be followed by employees when handling cash:

- Cash will be stored in a locked and secure location until the funds are deposited.
- Cash should be deposited on a weekly basis. If it is over \$3000.00, it will be stored in the safe in the accounting office until it can be taken to the bank.
- Collection of cash, deposit preparation, and reconciliation duties will be performed by separate individuals to the extent possible, to ensure the safeguarding of cash. At minimum, deposit preparation and reconciliations are to be completed by separate individuals.
- Cash receipts will be given a hand written receipt in the office. Each cash payment will be stored in an envelope which is sealed and details of payment will be written on the outside of the envelope. If the money is for International Fees, a photocopy of the payment should be put in the international student's file.
- Cash shortages or other discrepancies should be reported immediately to **Cori Richard (Principal) or Jackie Mitton (accounting officer)**

This Policy will be reviewed and updated as needed, but at least annually.