

Cornerstone Christian Academy

Located at

320 Bridge Street, West,
Napanea, ON
K7R 3S7

(in the Education Wing of Evangel Temple)

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This Handbook is provided to assist parents in making decisions about the education of their children. Final interpretation and implementation of school policy shall rest with the Board of Trustees who also reserves the right to make such changes as they deem necessary from time to time.

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Introducing Cornerstone

Cornerstone Christian Academy is an Interdenominational, Evangelical Christian School serving the Lord in the Lennox and Addington area. Cornerstone is a member of the *Association of Christian Schools International (ACSI)*, and was founded in September 1994. Cornerstone is housed in the Education Wing of Evangel Temple in Napanee. The school has use of classrooms, a gymnasium, kitchen, the sanctuary, and a large yard for play.

Cornerstone has programs for children from Kindergarten-Readiness to Grade Eight.

Cornerstone is registered with the Ontario Ministry of Education. It is also recognized as a not-for-profit corporation. A Board of Trustees oversees the operations of the school.

Mission Statement

The mission of Cornerstone Christian Academy is to serve the Lord in the Christian community of Lennox and Addington County, by providing for their children a biblically-based curriculum in a Christ-centered learning environment where high academic standards and spiritual maturity can be realized.

Statement of Faith

The following statements are the basic Christian convictions of our school. They represent the personal beliefs of all our staff and board members and will be the basis of our teaching:

- We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe the Bible to be the only authoritative, inspired, infallible and inerrant Word of God.
- We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death for the sins of the world, His bodily resurrection, and His ascension to the right hand of the Father, and in His future personal return to the world in power and glory.
- We believe in the regenerative power of the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved.
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of all believers in the Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit who enables the Christian to live a Godly life.



Core Family Values

All members of the board, administration and staff of Cornerstone believe that the Bible is the written Word of God and without error in all its teachings. Because of our understanding of the Old and New Testaments, our school teaches these Core Family Values:

- That it is unacceptable for Christians to teach hatred against any group or individual.
- That human life begins at conception and that an unborn child at any stage of development is a human being and should be treated as such.
- That sexual intimacy is only morally acceptable within a marriage relationship.
- That marriage is an exclusively heterosexual institution; and that marriage is between one man and one woman.
- That premarital or extramarital sexual intimacy, heterosexual or homosexual, including but not limited to intercourse, is morally wrong.
- That God created people to be male and female, in His image. An effort to change or reject that part of oneself is a rejection of God's creation and design. We do not condone any mistreatment, abuse or disparagement of individuals who are experiencing gender dysphoria. At the same time, we will encourage those who are experiencing gender dysphoria to accept and respect God's plan for them. The condition of being male or female will be based on biological and chromosomal sex at birth. (Genesis 1:26-27)

Lifestyle Policy for Parent Sponsor(s)

Due to the family-oriented educational philosophy of the school and its Christian foundation, a lifestyle reflecting the example of Jesus Christ is expected. This will include, but not be limited to:

- adherence to the laws of the land (Titus 3:1)
- affiliation with a local congregation (Hebrews 10:25)
- exhibiting spiritual fruit (Galations 5)
- following the Matthew 18 principle in all relationships
- maintaining a Christian example in home and community (Phil.1:27, IITim.2:15, I Thes.4:1-12)
- adherence to the Biblical definition of marriage which is the union of one man and one woman.(Eph. 5:31)

Parents are expected to teach these lifestyle policies to their children and students are expected to adhere to them. The school reserves the right to expel any family who exhibits an attitude and/or behaviour that, in the opinion of the principal, staff and school is harmful to the physical, educational or emotional well-being of the staff or students, or is damaging to the reputation of the school.

Biblical Instruction

There will be no direct teaching on subjects that raise denominational controversy among Evangelical Christians. Students will be advised to consult their parents and pastors if these issues arise.



At Cornerstone We Offer... (General Overview)

- a unified educational philosophy developing the whole child physically, intellectually and spiritually in an Evangelical Christian setting.
- a full time program for all grades from JK to Grade 8.
- a part time Kindergarten Readiness program.
- Biblical Studies.
- Scripture memorization.
- a reading program which is taught phonetically, beginning in Junior Kindergarten, using the ABeka program.
- an English program which includes reading and comprehension, grammar, creative writing, penmanship (manuscript and cursive), and spelling.
- an advanced ‘back to the basics’ approach to mathematics which includes the streams recommended by the Ministry of Education, in addition to life application skills (ex. banking, insurance, budgeting, mortgages)
- history, geography, science/health, French, physical education, computer technology, problem solving, music, visual arts and drama.
- chapel services held weekly with local pastors.
- a low student/teacher ratio with qualified staff.
- iPads, Apple TV and Smartboard technology to enhance the learning experience.
- sports with other Christian schools.
- the opportunity to participate in musical productions.
- firm loving discipline with clear standards of good behaviour.
- community and leadership involvement.
- a challenge for each student to achieve his/her utmost according to his/her abilities.
- close parent/teacher contact.

Goals

#1 To guide our students to Bible knowledge, which will contribute to spiritual growth and maturity.

#2 To teach a balanced curriculum, which reflects the Ontario Ministry of Education requirements, but provides a Biblically based Christian framework and focus, while pursuing academic excellence.

#3 To develop current and future church members who are committed Christians equipped for service and actively participating in various ministry areas at home or abroad.

#4 To develop the whole child physically, emotionally, intellectually, and spiritually in a Christ-centred environment.

#5 To provide a safe, secure, affirming learning environment, enriched with acceptable social interactions, based on common Christian Biblical principles, to contribute to developing spiritual maturity.

#6 To extend the application of Biblical principles of child rearing from home through the ten years of elementary school experience, in order to reinforce Christian values in the child's world view while supporting our Christian families.

#7 To communicate on an ongoing basis with Evangel Temple, pastor and congregation.

#8 To communicate on an ongoing basis with all Cornerstone representatives and supporting churches.

Kindergarten Readiness Program



Mission Statement

...To promote a love for learning in a Biblically-based setting while presenting young children with activities to enhance intellectual, emotional, physical, social and spiritual development

Kindergarten Readiness Program Components

Activities will include, but not limited to:

- circle time with stories, songs, Bible lessons, drama, etc.
- fine motor development (ex. painting)
- gross motor development (ex. playing with balls in the gym)
- listening Skills
- cooperative play
- free play activity centres (ex. puzzles, play market)
- early phonics, math and social studies activities
- out of doors play
- rest/quiet time

Eligibility

- The minimum age is three years by December 31.
- The child must be toilet trained.
- Cornerstone is not equipped to meet the needs of all children and admittance or continuation may be denied if it is deemed by Cornerstone staff/trustees that needs are not serviceable or the safety and wellbeing of others is being affected.
- Applications are reviewed on a “first-come-first-serve” basis.
- Enrolment is limited.

Times/Days for Kindergarten Readiness Students

- Tuesdays and/or Thursdays as per schedule
- Program #1 Mornings 9:00 to 12:00
- Program #2 Afternoon 12:00 – 3:00
- School will be closed for 2 weeks for Christmas, 1 week for March break, and for the summer months
- Parents/Guardians should escort their child directly to the classroom and pick up their child from the classroom.

Items to Leave at the School for the Duration of the Year

(please label items)

- indoor shoes
- small blanket or towel for rest time
- a complete change of clothes

Items to Bring Daily

- lunch
- drink
- a healthy snack for morning and afternoon

Note: parents are encouraged to use plastic, re-usable containers.

Communication with Parents

- A schedule of daily activities will be posted in the classroom for parents.
- A communications book, to be used by both parents and teacher, will be provided and should be sent back and forth daily with the child.
- A weekly school newsletter will be sent via email and paper copy.
- A report card will be issued at the conclusion of the year.

Discipline

“Time-outs” or loss of privileges can be expected for continued inappropriate behaviour.

Grades JK-8

Classroom Hours

The school day begins at 8:50 a.m. and classes end at 3:10 p.m. The school's responsibility for students while on school property is limited to the stated classroom hours.



Except in the event of school-sponsored activities, a parent or appointed guardian is expected to be responsible for the student prior to commencement of the school day and again once the classes are dismissed.

All students must be accompanied off the property by a parent or delegate with parental consent. Should a child require early dismissal or a short-term absence due to illness or professional appointment, a parent or delegate with parental consent may sign them out of the school.

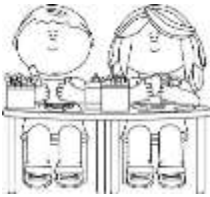
Parents are required to notify the school by 8:45 am if their child will be absent. The school will attempt to contact parents by 9:15 am if a child is absent and a phone call has not been received.

The school reserves the right to detain any child to complete unfinished or unsatisfactory work, provide extra help, or to administer discipline. In such cases, the teacher will do his/her best to notify parents by phone.

The School Year

The School Year is divided into 3 terms:

1. Fall Term (September-November)
2. Winter Term (December-Mid March)
3. Spring Term (Mid March-June)



Kindergarten Level

Students are introduced to a ‘structured classroom setting’. Areas of study will include: Biblical Studies, Scripture Memorization, Phonics/Reading, Mathematics, Penmanship, Computer

Technology, Social Studies, Art, Gym and Music. The Kindergarten students complete ABeka workbooks in addition to teacher created ‘hands-on’ activities. Students will have both structured and free play times within the classroom.

Candidates for JK ordinarily must be 4 years of age by December 31. Candidates for SK ordinarily must be 5 years of age by December 31.

Homework

All parents are encouraged to read with their children on a regular basis. All students can expect to have Bible Memorization on a weekly basis. Beginning in Grade 1, all students will generally have homework 4 nights a week. In most cases, homework is not given on weekends or religious holidays. In addition, unfinished class work may need to be completed at home. Some Kindergarten homework can be expected.

Standardized Testing

All students, except JK, will be given regular classroom testing in most subject areas. In addition, Grades 1-8 will write “*The Canadian Achievement Tests*” every second year. These tests will compare the levels of academic achievement for each of our students with those of students from public and private schools across Canada. Results will be shared with parents.

Passing, Acceleration & Failure

Kindergarten students who throughout the year show themselves to be socially and intellectually capable of advancement will proceed to the next grade level.



From Grade 1 -8, students are expected to achieve a mark of 65% in Arithmetic and English and a mark of 60% in all other subject areas. Non-academic subjects will receive a non-numerical evaluation.

In the event students are in danger of not meeting or do not meet these standards, a conference between parents and teacher will be required to discuss and implement strategies for reaching promotion standards prior to the first day of the next school year. Final decision on a student’s promotion lies with the administration team.

Accelerations will only occur where the student clearly shows academic excellence and adequate spiritual and emotional maturity to cope with older classmates.

Special Education Resource

Enrichment: A programme designed to challenge the student who is functioning at well above his/her grade level. Parent volunteers could be utilized to assist/monitor the student's progress.



Remedial: A programme designed to assist the student who is experiencing a moderate degree of difficulty in core subject areas eg. Math, Language. The remedial programme would be designed by the classroom teacher to breakdown the skills into smaller units in order to lead the student into a more basic understanding. Extra practice would reinforce the learning at each step. The programme could be carried out by parent volunteers in the school, and the child's parents at home, with ongoing monitoring and adjustments, as needed, by the teacher.

Special Needs: Other problems may include speech, severe learning disabilities, behavior etc. which cannot be managed by the school due to limited resources. However, the child's family doctor and agencies such as the County Health Unit and Child Development Centres can be accessed by the parents directly or through their family doctor. Any costs associated with obtaining these services would be the responsibility of the parents. Parents need to be aware that the earlier the intervention, the more successful will be the remediation. Pre-school intervention is ideal.

Cornerstone may not be able to meet the needs of all children. Final decision lies with the principal and board.

Communication with Parents

It is the policy of Cornerstone to have harmonious working relationships with its parents. Newsletters are provide weekly via email and a paper copy is sent home with the youngest family member.

In addition, teachers will:

- encourage daily agenda use.
- issue 3 report cards yearly.
- host parent conferences at the end of 1st term and offer conferences at the end of second term.
- make prompt telephone contact with parents, if concerns arise.
- meet with parents at a mutually agreeable time.

Parents may contact teachers at the school between 8:30 a.m. and 4 p.m. Monday to Friday, excluding holidays.

Protect All

In addition to staff, parents and volunteers who wish to assist in the building and/or supervise field trips are required to participate in a *Protect All* workshop each year. This workshop provides training to help protect students and workers. A list of yearly participants is kept in the office.

Staff and volunteers are also required to submit a 'Police Vulnerable Sector Check'

Should parents wish to drive for field trips, a safe driving record and statement of insurance is required.

Anti-bullying Policy

It is our desire that all of our students feel safe. We have an Anti-bullying Policy in place. A copy may be picked up in the school office

Discipline

Children, like adults, are not perfect and on occasion make poor judgment calls and require discipline. Disciplinary actions for non-compliance will be at the school's discretion. At Cornerstone, most disciplinary action involves 3 steps:

- Restitution for the act (i.e. letter of apology, cleaning)
- Punishment (i.e. recess detention, time-out, in-school suspension, exclusion from activities)
- Prayer and Spiritual guidance relating to the behavior.

Code of Conduct

In order to ensure spiritual and educational benefits for all students, each student will be required to conform to and obey all rules and regulations of the school. Our primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. Students will be courteous and respectful to teachers, aides, secretaries, volunteers and visitors at all times.

All students are subject to the authority of any staff member at any time on the school grounds during the school day or during school functions. Cornerstone reserves the right to search lockers, gym bags, briefcases, etc. of students without prior notice, for fire safety, health concerns, or whenever a violation of school rules is suspected.

A. Minor Infractions

The following infractions constitute examples of unacceptable conduct and will not be ignored:

- chewing gum
- excessive talking
- running in the building
- tardiness
- littering in the building or in the yard
- misbehaviour during assemblies, chapel or school sponsored activities
- dress code violations
- failure to complete homework

B. Major Infractions

The following infractions constitute examples of unacceptable behavior and will be handled in a firm and earnest manner:

- truancy

- profanity, obscene or suggestive language or gesture
- willful destruction of property
- cheating or lying
- fighting
- disrespect for staff members or other adults
- rebellious or irreligious attitudes
- use or possession of illegal drugs
- sexual misconduct
- theft or vandalism
- possession or consumption of alcoholic beverages or tobacco products
- improper use of internet
- leaving the school grounds without permission
- possession of knives or other dangerous objects
- bullying (physical, relational, emotional)

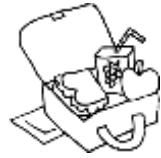
C. Suspension & Expulsion

The school reserves the right to suspend or expel any student who exhibits an attitude and/or behavior that, in the opinion of the principal, staff and school is harmful to the physical, educational or emotional well-being of the staff or students, or is damaging to the reputation of the school.

Violation of the laws of the land, whether at school or in the community may be grounds for a recommendation of expulsion to the board.

Lunch

The lunch break is 50 minutes in duration. Students may bring a bag lunch or return home for lunch. Occasionally, hot lunches are sold and should be ordered in advance.



Garbage

In order to reduce garbage expenses, CCA aims for “litter-less lunches”. All uneaten food, wrappers, etc. which are not readily recyclable, will be returned home. Parents are encouraged to use plastic, reusable containers.

Supplies

Limited supplies are purchased by Cornerstone. Any assistance parents may choose to give is appreciated. From time to time, a list may be included in the weekly newsletter of items needed for the school.



Dress Code

Attire is to be modest, neat, clean and in a good state of repair. General appearance, apparel and adornments should be consistent with Christian values and ideals in what they say, suggest or promote. On the one day of the week where the entire school meets for Chapel Service, the students are expected to dress in: collared shirts and ties (boys) and skirts (girls). Indoor shoes, with non-marking soles, suitable for physical education classes should be at school daily.



Electronic Devices

Electronic devices which permit communication between individuals or with the web, are to remain at home or be turned into the teacher upon arrival at school. CCA will not be responsible for lost or damaged devices brought to school.

Students are expected to abide by all internet rules established by staff. Failure to do so will result in loss of internet privileges.

Music

It is expected that all music that students bring to school be consistent with Christian values.



Medication



In the event that a student requires medication during the day, the parent is to give the exact amount of medication to the teacher, along with a signed note which gives details regarding administration.

Head Lice

In the event that nits or lice are suspected, CCA reserves the right to inspect heads and, at the school's discretion, send children home. Before a child returns to school, the child's head must be nit free. Due to the family oriented nature of the school, it is expected that families will contact the school and give full disclosure of an outbreak of lice.

Weather Policy

Should bus transportation to area Limestone District School Board schools be cancelled due to weather conditions, then C.C.A. will remain open as do L.D.S.B.'s schools. If L.D.S.B. closes their schools, then C.C.A. will do the same. Please listen to the local station 88.7 F.M. or Kingston radio stations for information regarding L.D.S.B. schools. Information is usually given prior to 7:00am. A message will be placed on the school phone, as well.

Online Photo Publication



School events captured on film should not be published online without parental consent. This includes class photos. The school tries to monitor and follow parental wishes with regards to this matter, but cannot guarantee results.

Transportation

Cornerstone does not provide bussing for the students. Parents are responsible for transporting their children to and from school. Car-pooling is encouraged, however, Cornerstone shall not be held responsible.

Extra-Curricular Activities

Occasionally, out-of-school trips are offered. Participation is optional and parents pay the expenses. In the case of a trip in which the entire school is invited to participate, the school will be closed and no supervision will be available at the school.

School Finances

- Financial needs are met through donations, fund-raising, and registration/tuition fees paid by parents.
- Our financial records are available for public viewing.
- Income tax receipts are issued for donations.
- Canadian laws permit Cornerstone to issue income tax receipts to parents/grandparents for a portion of JK-8 tuition fees
- Kindergarten Readiness payment is received in full.

Registration Fees

The registration fee is due at the time of application and will become non-refundable when the student's application is accepted for enrolment.

Tuition

- Tuition payment may be made in total at the beginning of the academic year, and a 2% discount will be allowed.
- Tuition payments may be paid monthly in 10 equal installments paid on, or before the first of each month, beginning September 1st and continuing through June 1st.
- Post-dated cheques will be accepted.
- E-transfer payments are accepted. Identify the reason for the giving (tuition, donation, hot lunch, etc).
- All payments must be made by the parents/guardians to the registrar. Do not send it with your child.
- If tuition cannot be paid by the first of each month, an extension may be granted if a request is made to the administration prior to the first.



- If payment is not received by and dated for the first, and an extension has not been granted, a \$20.00 fee will be automatically applied.
- Any cheques returned by the bank will be assessed a fee of \$20.00. After a history of NSF cheques it will be at the discretion of the trustees to require any future payments be cash, certified cheque, or money order.
- For accounts which fall more than 2 months behind, parents must submit a signed plan of payment within 2 weeks of notification. This plan must be approved by the trustees to enable continued attendance.
- If outstanding accounts are not paid in full by the beginning of the following school year, the student will be denied services.
- If a student is expelled during the school year, tuition fees will be refunded on a prorated basis.
- If a student withdraws voluntarily, the parent is responsible for full tuition payment for the month in which the withdrawal occurs.
- Outstanding accounts may be sent to a lawyer, a collection agency and/or garnishing of wages if warranted.
- In the case of an anticipated, extended absence, parents may apply in writing to the Trustees for tuition relief, provided sufficient notice is given and the student will be absent for at least three full months.
- We will attempt to keep tuition increases as low as possible, but because future economic conditions cannot be projected, an increase may be required
- Tuition may increase up to 10% during the school year if it can be demonstrated that there is the financial need to warrant it.
- If JK-8 parents are on the 'Plan A' Fee Structure, they are required to sign the 'Plan A' Attendance Log each

week to verify the completion of hours. If missed hours are not made up or if a signature is not completed, parents will be required to pay a fee in lieu of time.

- All Jk-8 families are expected to participate in fundraising events. Goals will be set by the committee and it is the duty of each family to fulfill those goals. The committee may choose to offer ‘opt-out’ amounts for some events.

Entrance Criteria

We reserve the right to reject any applicant on the grounds that he/she does not meet our entrance criteria.

1. Parent sponsor(s) must:

- Pay the registration fee.
- Sign the Statement of Faith.
- Agree to their role in Christian Education (see article “Whose Responsibility is Christian Education”).
- Display a willingness to participate in school functions as per handbook.
- Read the Handbook and agree to support its content.
- Be in agreement with the grade placement for each child, selected by the Lennox & Addington Cornerstone Christian Academy staff.
- Adhere to the Lifestyle Policy.
- Agree to a pastoral reference and/or police check, as requested by the Interview Team.
- Be affiliated with a local congregation.

2. All students must:

- Possess needs which are serviceable by Cornerstone staff. Cornerstone Christian Academy does not have the staff nor facilities to meet the needs of all children.

3. Students at the Senior Level must:

- Read the Handbook and indicate an intention to comply with its content
- Display a positive attitude toward attending Lennox & Addington Cornerstone Christian Academy
- Adhere to the Lifestyle Policy

Application Policy

Applications will be processed on a first-come, first-served basis, within the following guidelines:

1. Current students will have the first opportunity to reapply, by submitting a *Notice of Intention to Reapply*, prior to a specified deadline.
2. Siblings of current students may then be considered.
3. Applications from new families will be considered.

Application Procedures include the following:

- Written application by parent(s)/legal guardian(s)
- Signatures of agreement
- Interview of parents and testing of child(ren), to determine grade placement (may be waived for returning families and Kindergarten Readiness)

Cornerstone Christian Academy

- Registration Fee
- A photocopy of the *Birth Certificate and Immunization Card*, if the child has not previously attended school

Upon approval by the Administration Team, confirmation will be sent to the parent(s)/legal guardian(s). Registration fees will be returned in full should admittance be denied.

Whose Responsibility is Christian Education?

Children are entrusted to parents by God (Psalm 127:3). They belong to God and He has given them into our care, thus creating specific stewardship responsibilities. It is the primary duty of the parent to take dominion over their lives for the purposes of God, and to raise them as He would have them raised (Deuteronomy 4:9, 6:7; Proverbs 6:20-23, 13:1; Ephesians 6:4). God has made the family His basic training institution. Therefore, it is God's intention for the parents to accept the responsibility for the teaching and training of children.

We, in the Christian School Movement, correctly understand that it is impossible to "train up a child in the way he should go" and at the same time turn him over to a humanistic, secularized, governmental education. We understand that children are not "to hear instruction that causeth to err from the words of knowledge" (Proverbs 19:27).

Therefore, Christian parents are increasingly choosing the Christian school as an alternative to public education. Although this choice may be wise, this decision in and of itself, does not guarantee that God's pattern for educating children will be met. Christian parents cannot ignore the divinely ordained process and order by surrendering both their authority and responsibility to surrogate parents - the Christian school teacher and administrator. This action forces a departure from the ordered pattern of parental responsibility. We fear that many of us in Christian school education are guilty of letting this happen.

The Christian school can offer technical assistance in the subject areas and even reinforce Christian principles in a child's life, but the parents *must* do the training, for without it

the child is unable to reduce to practice in his own heart and life the lessons which he receives. While Christian school can teach the child, the moral training and ultimate responsibility for education still belongs to the parent.

It is feared that we in Christian school education sometimes hold ourselves up as the final answer to the ills which surround us, when in fact, we should never take on more than a supporting role to the home. As we go forward with our task of teaching children, we should also reconsider and perhaps redefine our primary role of assisting and supporting parents relative to their responsibility before God.

It is our Christian privilege and duty to explain the ways of God to men. Some parents will not heed the exhortation of God's Word. However, we may motivate many parents to accept the Biblical responsibility for the training of their children. We can then reach the ultimate goal for Christian education -- a return to God and His ways.

Is Cornerstone the Right School for Every Family?

The obvious answer is no. The beliefs, standards and programmes outlined in this booklet give the school a distinctive character that will not appeal to everyone.

We respect those with differing views, and we encourage parents who oppose the beliefs and values which are taught at Cornerstone to seek a form of education which is in keeping with their own convictions.

Cornerstone is a Christian School, and it is also a school that places greater academic demands upon students that almost invariably bring superior scholastic achievement.

Cornerstone Christian Academy

We believe that parents who value the distinctives outlined in this book will find Cornerstone to be a great blessing for their children and themselves.

