



School Handbook

2020-2021

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Accreditation

Cornerstone Christian School is owned and operated by the Upper Columbia Conference of the Seventh-day Adventist Church, and is governed by a Local School Board of representatives of the Bonners Ferry Seventh-day Adventist Church. We are under supervision of the UCC Department of Education and accredited by the Adventist Accrediting Association of the North American Division of the Seventh-day Adventist Church.

This is an ongoing Handbook, additions and changes can be implemented at any time.

Board Members

Ed Sample: Chair – (208) 267-9264, cell (208) 610-8042

Jason Worf – Pastor (208) 283-8811

Esther Holley: Head Teacher – (909) 747-5845

Pam Reoch: Treasurer – (208) 267-7442

Jessica Kaufman: Home and School leader

Claudia Moots

Joel McIntosh

Dan Meidinger: UCC Department of Education Representative – (408) 598-0808

PHILOSOPHY

Seventh-day Adventist Christian education is dedicated “to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind and soul, that the divine purpose of His creation might be realized” (White, Education p. 15).

Knowledge of God, His plan for our redemption, and the kind of individual a man or woman may become is of first importance throughout the total school experience. Students are given opportunities to accept Jesus as their personal Savior. Each student is challenged to develop a personal sense of mission for giving the gospel message to the entire world in preparation for the soon return of Jesus.

Seventh-day Adventist Christian education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. Academic excellence is promoted by challenging students to fully use their intellectual capacities. Physical and health education reflect the belief that the body is God’s temple. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural differences and scientific advances of the age, and to develop positive attitudes toward all peoples.

Mission Statement

Cornerstone Christian School values each student as a child of God, and therefore is committed to providing eternal values with excellent academic preparation for service to others and opportunities for a growing relationship with Jesus Christ.

Spiritual Goals

Motto: “The Word of God should have a place – the first place – in every system of education. As an education power, it is of more value than the writings of all philosophers of all ages” (White, Education p. 542).

1. To teach the Bible as the living Word of God and, thus, developing attitudes of love and respect towards it.
2. To teach students how to study God’s word.
3. To help students develop a Christian philosophy based on sound Biblical principles that will direct their lives for eternity.
4. To assist students in the recognition that the life of Christ is the perfect example to follow.
5. To help students realize that cooperation with God’s plan for their lives will bring the greatest satisfaction.
6. To acquaint students with the specific doctrines of the Seventh-day Adventist Church and their unique contribution to the realm of Christianity.
7. To assist students in developing qualities for church leadership, discipleship, and love for service.
8. To provide an atmosphere where each student can meet Jesus Christ and make a life-long commitment to follow Him.
9. To provide opportunities for students to confess Jesus Christ as Friend, Savior, and Lord.

Intellectual Goals

Motto: "God opens the understanding of men in marked manner if His words are brought into the practical life of the student" (White, Education p. 377).

1. To assist students in developing a strong scholastic foundation that will prepare them for the life work of their choice.
2. To assist every student in developing strong skills in: math, science, history, language arts, computers, nutrition, physical education, art, mission service, and other courses deemed necessary by the teaching staff.
3. To teach students critical and creative thinking.
4. To teach students how to research and reason logically.
5. To help students develop recognition that God is the great Creator of the universe and that all true knowledge comes from Him.

Social Goals

Motto: "God has given us intellectual and moral power, but to a great extent everyone is the architect of his/her own character" (White, Messages to Young People p. 412).

1. To develop the students' taste for Christian social graces regarding dress, language, and deportment.
2. To encourage students to develop acceptable social behavior in society.
3. To assist students to become citizens who have an active interest in their community and country.
4. To help students to develop personal concern for all people, recognizing the value of every individual.

Admission Policies

Statement of Non-Discrimination

It is the policy of Seventh-day Adventist Church operated schools, including Cornerstone Christian School, to admit students of any race to all rights, programs, and activities generally accorded or made available to students at its schools, and to make no discrimination on the basis of race in administration of educational policies, application for admission, scholarships or loan programs, and athletic or extra-curricular programs.

Who May Attend

Cornerstone Christian School welcomes applications from young people whose principles and interests are in harmony with the ideals and standards of the school as expressed in this handbook. Only those should apply for admittance who are in full sympathy with the standards of Christian education and who will cheerfully endeavor to live in harmony with the principles of the school. Such students will have the opportunity of enjoying advantages for their own development spiritually, intellectually, socially, and physically. Membership of the Seventh-day Adventist church is not required, but it is understood that everyone who presents himself/herself for admission thereby pledges to observe the regulations of the school. The families of students are encouraged to regularly attend the worship services of the Seventh-day Adventist Church, but this is not required. If this is not fitting with your lifestyle, you are encouraged to attend enough times so that you are acquainted with the system of worship and functions of the church.

Age Requirements

Children entering first grade must be six years old on or before the first day of school. Parents are requested to bring birth certificates and immunization records at the time of enrollment.

Grade Placement

The school reserves the right, after testing a child and counseling with the parents, to change the grade placement of the child.

Application

The Admission Committee will consider students for school membership after applications have been placed on file in the school office. The following items are required:

1. The Application form – completed and signed by student and parents.
2. A copy of Immunization records.
3. Medical examination for all 1st graders and all students entering upon formal education.
4. Consent to Treat form – completed and signed.
5. Transcripts and record transfer form completed.
6. Financial Agreement – completed and signed.
7. Photo consent form – signed
8. School Handbook – Parents signature that they have received a copy of the 2020-2021 Cornerstone Christian School Handbook.

Christian Standards

Seventh-day Adventists accept the Bible principle of modesty. The dress of boys and girls in our Christian schools must conform to certain standards. We would prefer to allow each individual to decide for himself/herself what is in good taste and what is not. When there is a question of proper attire, the school teacher/principal will make the final decision.

Standards of Conduct

Experience has shown there are some practices that cannot be tolerated in Seventh-day Adventist Christian schools. The first offense on any of the following fundamental points leaves the student liable to discipline or dismissal:

1. Disseminating atheistic ideas or undermining the religious ideals of faith upheld by Cornerstone Christian School.
2. Using profane or indecent language, indulging in lewd conduct or suggestions, or possessing or displaying obscene literature.
3. Using tobacco, alcohol, non-prescribed drugs and narcotics in any form, having it in one's possession, or furnishing it to others.
4. Gambling, betting, or possessing any gambling device including face cards.
5. Dishonesty, including theft, willful deception regarding violation of school regulations, or cheating.
6. Defiance, disrespect, or disobedience by any student toward any staff member.
7. No items of gothic or occult nature will be brought to school.
8. All student cell phones and other electronic devices will be turned off and kept in the electronic box in the school office until the end of the school day.

Note: (Periodic checks of student lockers may happen with the student present when the locker is being checked.)

Students Pledge

It is distinctly understood that every student who presents himself/herself for admission to Cornerstone Christian School thereby pledges to observe all of its regulations and to uphold the Christian principles upon which the school is operated. It is also a part of the student's contract that he/she will, to the best of their ability, perform all duties assigned to them in connection with the school.

Closed Campus

Students will be permitted to leave the school during school hours only for organized class functions or when the parents have made previous arrangements. Students will secure the consent of their teacher at least one day in advance before bringing visitors to school. Visitors must be dressed in accordance with recognized standards of Cornerstone Christian School.

Weapons

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school building or on a School Location except as provided in this policy. Independent School District Number 14 (District 14) will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

“Weapon” definition

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Any weapon will be immediately confiscated by a teacher or administrator and the person possessing the weapon may be referred to the school board to determine the appropriate action.

Property Damage

School property damaged or destroyed by student misuse will be charged to the student who is responsible.

Telephone

The school telephone is provided for business only and is not to be used except by permission from a teacher. Parents finding it necessary to call the school for either child or teacher should call before or after school hours whenever possible.

School Closures

In the event of emergency or extreme weather conditions that may necessitate closing school: Information may be obtained by calling the school hotline number at 1-208-267-8934. For extreme weather conditions, Cornerstone Christian School follows the same schedule as the Bonners Ferry Public Schools.

Grievance and Discipline

Our discipline procedures are built on the belief that all people need to be shown kindness, respect, and encouragement. We also believe that like any learning, discipline is an on-going process. Just as each individual is unique, the way in which we take action to teach social behavior varies according to the child, the situation, and the behavior. Our emphasis is on how we can best learn from mistakes. Listed below are the steps taken to help children learn appropriate social behavior:

- Step 1: Have a conference with the student discussing alternative responses. Parents will be informed of continued difficulties a child may be experiencing at school.
- Step 2: Have a conference with the student, parent(s), and teacher.
- Step 3: There may be times when the use of outside professional resources may need to be sought to evaluate and offer additional suggestions regarding unresolved problems. The purpose of this recourse would be to foster cooperation between home and school functions.
- Step 4: If serious problems arise or the above measures fail to correct persistent behavior problems, a student may be subject to school probation and/or loss of enrollment. Should the latter occur and if the student account is paid in advance, beyond the month in which loss of attendance privileges takes place, reimbursement for the unused portion, beginning with the next month, will be made.

Parent-Teacher-Student Relationships

The following paragraphs describe parent, teacher, and student relationships aiding in the mission of Christian education: (These references are all from publications by the author Ellen G. White.)

“In the formation of character no other influence counts so much as the influence in the home. The teacher’s work should supplement that of the parents, but is not to take its place. In all that concerns the well-being of the child, it should be the effort of the parents and teachers cooperation” (Education p. 283).

“One reason why it was necessary to establish institutions of our own was the fact that parents were not able to counteract the influence of the teaching their children were receiving in the public schools” (Fundamentals of Christian Education p. 285).

“The teachers in the home and the teachers in the school should have a sympathetic understanding of one another’s work. They should labor together harmoniously, imbued with the same missionary spirit, striving together to benefit the children physically, mentally and spiritually and to develop characters that will stand the test of temptation” (Signs of the Times p. 88, 89).

Personal Electronic Devices Policy

Personal electronic devices such as cell phones, tablets, and personal computers are best left at home. Realizing they are sometimes needed after leaving the school campus, when school is dismissed for the day, the following policy will apply:

All cell phones, tablets, personal computers, and any other electronic device will be turned in to the teacher when the student arrives at school. The devices will be locked in the school office until the end of the day and then be given back to the student. The devices are not to be used until they are off campus. No electronic device will be allowed to be kept in a student locker. This policy includes school field trips unless special arrangements have been made by the parent with the school teacher. The students can always be reached by calling the teacher or another field trip adult/driver.

Possibilities for Parent/Church Involvement

- Share your expertise with the class as a talk/demonstration.
- Sort and file materials.
- Supervise at recess/physical education and/or lunch.
- Volunteer to read to and/or with a student or group of students.
- Tutor student/s in a subject.
- Help plan for the Christmas/Spring concerts and/or Church programs.
- Volunteer in the classroom in any capacity:
 - Make copies
 - Work on math facts
 - Etc.
- Organize community service for the students to participate in.
- Help organize 8th grade graduation and celebration.
- Coordinate and plan for a class party (holiday, birthday, game nights etc.)
- Write encouraging notes/letters to students.
- Design/create bulletin boards.
- Supervision/Drive on field trips.
- Organize materials (books in library, etc.)
- Take pictures of events.
- Help with hot lunches.
- Help with art projects.
- Help with fundraisers.

Attendance Policy

1. School begins promptly at 8:00 am and closes at 3:00 pm Monday through Thursday, and 8:00 am through 12:00 pm on Fridays.
2. Students may arrive no earlier than 15 minutes before school begins and must be picked up promptly after school.
3. If a student leaves without permission, Cornerstone Christian School will notify appropriate authorities.
4. Teachers will be at the school ½ hour before school and ½ hour after school.
5. Parents wishing to speak with the teacher must make an appointment for after school. (3:00 PM Monday-Thursday and 12:00 PM Fridays)
6. Clearance from a physician is required before a student with a communicable disease is permitted to return to school.

Arrival & Departure

Students may arrive no more than 15 minutes prior to the beginning of the school day and must be picked up promptly after school.

Parents or drivers are responsible for supervising their children when they arrive at school to pick up their children. We are asking that the children stay with the parent or driver, or in their car.

Dress Code

At Cornerstone Christian School, our goal is to develop God-given talents and character. We have implemented a simple uniform dress code for the following reasons:

1. Uniforms provide consistent modesty and suitability.
2. Uniforms promote a sense of unity, harmony, and belonging without the effects of socio-economic influences.
3. Uniforms encourage a positive learning environment that is free from the influences and distractions of apparel.

Students are expected to follow the Cornerstone Christian School uniform dress code at all times during school hours and activities. Special activity days may be declared non-uniform days by the head teacher or other designated person. Field trips or other school related events or functions may require uniforms or other such attire as designated and specified by the school sponsor.

It is the responsibility of the parent to ensure that the child arrives at school or school event suitably dressed. Appropriateness and suitability is at the discretion of Cornerstone Christian School staff.

Uniform Guidelines

- Clothing must be clean and in good condition.
- Hair must be clean and well groomed. Hair color must be natural in color.
- The use of jewelry and noticeable makeup (including nail polish) is inappropriate.
- Skirts, jumpers, and skorts must approach the knee, and skirts and jumpers must be worn with solid in color and nontransparent tights, leggings, or fitted knee-length shorts.
- Tennis shoes or other comfortable shoes are encouraged. Open toed shoes are allowed, but no flip flops will be permitted.
- Undergarments must be covered at all times.
- Hats are not permitted.
- Students may accessorize their outfits with socks, nontransparent tights, scarves, headbands, etc. in keeping with the policies of Cornerstone Christian School.

Pants, Shorts, Skirts, Skorts

- These uniform items are to be plain and solid color in black or khaki.
- Jeans, denim, and tight fitting pants are not permitted.
- Shorts, skirts, skorts, and jumpers must approach the knee.

Shirts, Sweaters, Vests, Sweatshirts, Jumpers, Dresses

- Long or short-sleeved, collared, plain, and solid in color polo, oxford, or dress shirts in forest green, black, white, or navy blue may be worn.
- Plain and solid in color cardigan, crew-neck, V-neck, and sweater vests are allowed over polo, oxford, or dress shirts and may be forest green, black, white, or navy blue.
- Plain and solid in color sweatshirts are allowed over polo, oxford, or dress shirts and may be forest green, black, white, or navy blue.
- Long-sleeved or short-sleeved, plain, and solid in color collared dresses may be worn. They may be forest green, black, white, or navy blue.
- Logos and insignias are not allowed.

Financial Information

Tuition

Tuition is billed on a nine (9) month basis from September to May.

Current monthly tuition payments are due by the seventh (7th) of each month. Payments can be mailed or put under the door to the office at the top of the stairs.

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If payment cannot be arranged by the seventh (7th) of each month please contact the school treasurer. It is the responsibility of the parent to contact the school treasurer regarding their delinquency. Any difficult financial situations are looked at by the school board and possible worthy student funds made available on a case by case basis.

Students whose accounts are over 30 calendar days delinquent will be suspended from classes until the account is brought up to date. Consistent delinquency may result in expulsion from Cornerstone Christian School. Consequently, if a student is withdrawn or expelled partially through a month, a full month's tuition will be charged for that month.

Report cards and student transcripts will be handled as per North Pacific Union Conference policy until all accounts are settled.

The school is supported in part by tuition; however, the set tuition does not nearly cover the expenses incurred by the school. For example: In the school year 2016-2017, the expense per student was \$6171.46. Great efforts are being made to avoid exclusions due to finances. We rely on the generous gifts of parents, the Community Thrift Store, Seventh-day Adventist Church, and Upper Columbia Conference along with others concerned for Christian Education. Opportunities will present themselves throughout the school year for parents to help meet the costs of educating your children. Please make gift giving a matter of prayer. All gifts to the school are tax deductible, although tuition is not deductible.

Harassment Policy

It is the policy of the Cornerstone Christian School to strive for a learning environment for students that is free from sexual, racial, and religious harassment. This policy will be enforced before, during, and after school hours on all school property, including school functions and events held at other locations. Any action toward or by a student of this school to harass through conduct or communication of a sexual, racial, and religious nature shall be a violation of this policy. The staff of Cornerstone Christian School will be guaranteed the same environment free of sexual, racial, or religious harassment as due the student body. In carrying out this policy, the Cornerstone Christian School Board recognizes that sexual, racial, and religious harassment are subject to the General Conference of Seventh-day Adventist policies and applicable state and federal statutes.

The Cornerstone Christian School Board will act to investigate all complaints, formal or informal, verbal or written of sexual, racial, or religious harassment and take appropriate action against any person who is found to have violated this policy.

Definitions

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly of an individual's obtaining or retaining employment or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.
2. Other types of harassment could be physical intimidation, racial degradation, or teasing regarding an individual's personal characteristics. Some examples of such unwelcome conduct include the following:
 - a. Referring to another student as –gay/or synonyms thereof
 - b. Derogatory comments implying ability or lack thereof being related to gender, race, or religion
 - c. Derogatory notes, comments, epithets or jokes toward another gender, race, or religion
 - d. Comments about male or female body parts in a crude context

- e. Visually leering
- f. Displaying sexually suggestive objects, pictures or cartoons
- g. Physically touching another in a sexually suggestive way or in a private area
- h. Obscene gestures or hand signals
- i. Threatening to cause harm to another or to the property of another

These other areas of behavior are considered harassment when the conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
- b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. Otherwise adversely affects an individual's employment or academic opportunities.
- d. Harassment includes but is not limited to the following: subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race, ethnicity, or gender.

Procedures

Any student who believes he or she has experienced any sexual, racial, or religious harassment by a student or an employee of Cornerstone Christian School or any unpaid instructor or volunteer, or any third person with knowledge or belief or conduct that may constitute harassment, should report the alleged acts immediately to the principal, a teacher, school board member, or pastor.

A verbal report in the presence of two authority figures will be required of a student reporting harassment.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support, and/or advocacy from school staff, including administrators, counselors, teachers, or other staff.

The privacy and data privacy rights of all persons involved will be respected in accordance with the appropriate statutes. Upon completion of the investigation, a representative of the Education Board of the Upper Columbia Conference will meet with the complainant and discuss the outcome. The outcome will include disciplinary action when discipline is appropriate.

Students who engage in any activity of a sexual nature are subject to expulsion. There will be no retaliation against any person who reports harassment or participated in an investigation. The willful filing of a false report will be considered a violation of the Student Responsibility Policy.

Note to Parents

The success of the school depends largely upon the full cooperation between parents and teacher. It sometimes happens that students make complaints to their parents concerning school matters, especially when measures for discipline are involved. In such cases, parents are urged to withhold judgment until the teacher is contacted and an investigation of the matter is made. Following this plan can prevent unhappy consequences.

Parents should discuss policies, problems, or complaints with the teacher rather than with other parents or members of the community.

A parent who has a question regarding something at school should contact the teacher or school principal. If the issue is still not resolved it should be taken to the School Board Chairperson.

Handbook Revised on 07/03/2020, pending board approval on August 3.