



CORNERSTONE
COLLEGE
Christ our Firm Foundation

FAMILY HANDBOOK

2021





Family Handbook 2021

Mission Statement

We are a caring Christian community nurturing within students a growing relationship with Christ which promotes individual excellence, learning and responsibility for life.

This handbook is designed to give information concerning the College and its operation. It is intended that the information herein will be of assistance to parents and students.

2021 Student Term Dates		
Term 1	25 January - 9 April	11 week period + 2 week holiday period follows
Term 2	27 April – 25 June	9 week period + 3 week holiday period follows (Years 7 – 10)
	28 June – 2 July	Year 11 Workplace Learning
		Year 12 Exams (internal)
		Staff Professional Development Week
Term 3	19 July - 24 September	10 week period + 2 week holiday period follows
Term 4	11 October – 3 December	8 week period + 7 week holiday period follows

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College Background

The original vision for the College began in 1984 with a group of dedicated Christians from various denominations who saw the need for a Christian Secondary School in the Hills. The vision culminated in the joining of the original group with the Lutheran Church, to establish Cornerstone College.

Built on this dream, the College commenced in 1990 with 49 students and a collection of temporary buildings on a magnificent site of 16 hectares of land at the gateway to Mount Barker

The name Cornerstone is derived from the description in Scripture of Christ as the Cornerstone on which all Christian faith rests (Ephesians 2:20). Cornerstone's chosen motto is 'Christ our Firm Foundation'. Education at Cornerstone is based on this 'firm foundation'.

The governance of the College includes delegates from member congregations of The Cornerstone College Association and Christian denominations in the Adelaide Hills.

Staff members, students, families and supporters are encouraged to see themselves as vital parts of the Cornerstone community where the gift of love, given to us through Christ, can be shown through the care that we show to each other.

Cornerstone College is a systemic Lutheran School, and is closely associated with four Lutheran primary schools in the Adelaide Hills; St Marks - Mount Barker, St Michael's – Hahndorf, Trinity - Spring Head and Lobethal.

These schools, along with the College, form an association called LEAH - Lutheran Education Adelaide Hills.

Our Aims

As a caring Christian community, we aim to equip young people for time and eternity, by nurturing within them a growing relationship with Christ, and by developing the individual gifts and abilities God has given them.

More specifically, the College aims to;

- provide opportunities for the development of faith in Christ in each student;
- equip young Christians for a useful and dedicated life of service in their congregation, Church and community;
- help students develop values, attitudes and relationships that flow from their Christian faith;
- provide a balanced College program which caters for the needs, abilities and interests of all students;
- encourage students to strive for excellence in learning according to individual ability;
- serve the State by providing it with responsible citizens equipped to contribute positively to its well-being; and
- be open to all members of the local community, provided that parents support the Christian aims and objectives of the College.

'With Us...'

'...the welcome is warm, the direction is clear, and the spirit within is discovered.'

Reflecting the culture of Cornerstone College, these words are part of the introduction that new families have to the College Community. We take time to invest in the people we're entrusted with and respect our responsibilities in nurturing young lives.

As a Community that draws its strength and confidence from our respective personal relationships with Jesus Christ, our goal is to ensure that our students;

- grow in grace through the heart of the College - the Ministry and Care Program;
- link into a vibrant community and share fun and enriching times together;
- are stretched to discover their potential, being excited and challenged by endless possibilities for learning;
- are enriched as they meet challenges outside the classroom and in service to others; and
- shine and grow in confidence through rich relationships with others.

Opportunities abound for students to develop healthy and meaningful relationships with a diverse range of people in a friendly environment. Students learn to relate in respectful ways to staff and each other in class, on the playing field, in music groups, on camps and during the numerous activities which occur on campus each day.

Multi-age Home Groups allow interaction between students from every year level. An increased understanding of the needs of others builds harmony, tolerance and connectedness. The structure and approach to subject classes in Middle School also creates a supportive friendship and peer group, and smooths the transition into College life. Peer Mentors work closely with younger students, making them feel cared for and special.

Cornerstone College Crest and Logo

Cornerstone College Crest



The Cornerstone

Christ as the CORNERSTONE (Ephesians 2:20) is represented by the three-dimensional block which, as the focal point of the Logo, is comprised of four elements - the open Bible, the Alpha, the Omega and the Lamp.

Our faith is built upon Christ, who is revealed to us by the Holy Spirit through the Holy Scriptures (**open Bible**). The **Alpha** and **Omega** on the cover of the Bible reminds us that Christ is the beginning and the end, he is eternal.

All our spiritual knowledge (**Lamp**) centres on Christ, who brings light into darkness. The Lamp not only symbolises Christian knowledge but also symbolises the ever presence of God.

Radiating from the Cornerstone, the **Rays** indicate;

- that our **faith** and lives emanate from Christ;
- the **hope** that we have in the risen Christ; and
- the **glory** that is revealed to us through Christ

The lettering is placed on top of the Logo echoing that our faith is built on Christ who is our firm foundation (Ephesians 2:20).

Cornerstone College Logo



Rationale

The College motto, "*Christ our firm foundation*" is the basis upon which everything the College undertakes and stands for.

This foundation is also symbolised by the cross which reminds us that the special revelation of God's love for us is revealed through Jesus Christ.

The leaves flowing from the cross symbolise the fact that all of creation flows from God and as such, is worthy of our study through the lens of Christ.

They also represent the general revelation of God's creation in the form of:

- the natural leafy environment of the College grounds;
- our students' learning journey and growth through the changing colours of the leaves.

Governance of Cornerstone College

The control, administration and government of the College, including the management and control of funds and other property of the College, shall be vested in the Committee of Management known as the Board, which in addition to its responsibilities listed below, shall be ultimately responsible to the Lutheran Schools Association (LSA).

- The College accepts the Constitution and By-laws of the Church and District and shall act in accordance with their requirements.
- The College, as an agency for Christian education within the Church and the District shall co-operate with the relevant boards and committees of the Church, the District and the LSA, and report as required.
- As a member of the LSA, the College is accountable to and under the supervision of the LSA for the proper administration and use of its resources and assets.
- The College, as a college within the State of South Australia shall satisfy the legislative and statutory requirements of the State and of the Commonwealth of Australia, in so far as they are not contrary to the Confessional Basis and the religious principles of the Church.

The elected voting membership of the Board comprises a maximum of eight Board members, of which:

- At least six (6) shall be Lutheran (one being a Lutheran Pastor)
- Up to two (2) may be practicing Christians from the College or wider community ratified by the LSA;
- The Consultants to the Board shall comprise the Principal, Business Manager and other consultants as the Board may from time to time invite to meetings of the Board.

College Board
Mr Lucas Marsh
Mrs Justine Lockwood
Mrs Sue Kupke
Pastor Fin Klein
Mr Martin Borgas
Mr Phil Zanker
Mr Anthony Klatt

Staff at Cornerstone

People to Contact

Pastoral care of the individual is a high priority at Cornerstone, and we encourage contact with staff members on the following basis:

1. Subject Teacher

For specific subject matters.

2. Home Group Teacher

First point of contact for matters of student wellbeing and enquiries about routine matters.

3. House Leaders

Act as back-up to the Home Group teacher and are responsible for organisational and student wellbeing matters across their respective House.

4. Middle School and Senior School Wellbeing Leaders

Have a sub-school focus with a responsibility for restorative practices in the College.

5. Wellbeing Director

Has a particular responsibility for student wellbeing across the whole College.

6. Middle School and Senior School Learning Leaders

Have a sub-school focus on learning including curriculum and innovation in teaching.

7. Learning Director

Particular responsibility for whole College learning including oversight of curriculum and SACE.

Senior Leadership Team

Staff Member	College Role
Mr Craig Fielke	Principal
Mr Shane Schoff	Deputy Principal
Pastor Albert Gast	College Pastor
Mrs Julie Sampson	Learning Director
Mr Dale Hoffmann	Wellbeing Director
Mrs Kerry Simpfordorfer	Business Manager
Mrs Jayne Symons	Communications and Engagement Director

Pastoral Care

At Cornerstone, Pastoral Care is the expression of the caring partnership between members of the College community (students, staff and parents). It integrates the academic, social and spiritual dimensions so that an atmosphere of care pervades the whole College.

College 'Houses'

The College uses a system of House groupings to further enhance student wellbeing and connectedness and College spirit. The colours of the Houses were chosen in the foundation year of the College. The names, which are Aboriginal words, relate to the original colours chosen and elements of the environment in our wider locality. In summary, the meanings are as follows:

AROONA	Blue	A name to describe running water.
BATTUNGA	Green	A place of large trees.
MOORAK	Red	Meaning mountains.
NATURI	Yellow	Used to describe sandy soil.

Home Groups

The basic unit of the Pastoral Care System offered at Cornerstone is the vertical Home Group. Each of our Home Groups consists of approximately 18-20 students; Years 7-9 (Middle School) and Years 10-12 (Senior School). A student remains in their Middle School Home Group for 3 years then progresses to their paired Senior School Home Group throughout their time at Cornerstone, eg. Aroona 1 Middle (AR1M) to Aroona 1 Senior (AR1S). Each Home Group belongs to a House which has 6 Middle School and 6 Senior School Home Groups which is led by 2 staff House Leaders.

House Leaders

House Leaders act as a back-up to the Home Group Teacher and are responsible for organisational and student welfare matters across their respective House.

House	House Leaders 2021
Aroona	Caleb Blesing
	Ashleigh Collins
Battunga	Eric McDonald
	Deanne Bovingdon
Moorak	Emily Bartholomew
	Nathan Gray
Naturi	Jane Bennett Thompson
	Morgan Brookes

Student Attendance / Absence

We remind parents/caregivers that students are expected to attend school regularly. Each day missed means work and progress is hampered. Hence, students should only be away from the College when it is absolutely necessary.

Attendance / Arrival at the College

Students are expected to be at the College by 8.40am each morning so that they can organise themselves and be in Home Group by 8.45am.

Late Arrival

If a student arrives after 8.45am, they must report to their respective Student Reception to sign in, read the Student Morning Notices, and then attend the remainder of Home Group or move to Lesson 1.

Late arrivals must be explained by the parent/caregiver by:

- A signed note from the parent/caregiver, in the student's diary; or
- Phone message to the Student Absence Line (08 8398 6080); or
- Late arrival notification sent via the Absentee Tile in the Cornerstone College App.

If a student does present late without a valid explanation, they may be given a Lunchtime Detention, as a consequence.

Early Departure

If a student leaves the College campus prior to the end of the day (illness, medical appointment, driving lesson, etc.), they must report to their respective Student Reception so that this fact, and the time of departure, can be recorded. Where the event is planned, a note of explanation from the parent/caregiver in the student diary, must be shown at Student Reception at the time of departure, and also to the Home Group Teacher in the morning, or a late arrival notification must be sent via the Absentee Tile in the Cornerstone College App.

Illness During the Day

A student who is ill during the day must go to their respective Student Reception for medical attention. Reception staff will then contact the parent/caregiver if a child is too ill to remain in the Care Room. Students are not to contact parents to arrange to be collected.

Absence

Parents/caregivers are asked to inform the College when their child is absent. This can be done by either sending an absence notification via the Absentee Tile in the Cornerstone College App or leaving a voice message on the Student Absence Line (phone 8398 6080). If the absence is for more than one day, phone communication is essential so that any follow-up can be put into operation.

Any unexplained absence or failure of a student to register their presence at the College will result in a request to parents/caregivers to verify a reason for the absence.

Verification of the unexplained absence will remain outstanding until actioned by parents/caregivers.

Planned Absences

If there is some known reason which requires a student to miss school for an extended time, being one week or longer (eg. operation, overseas trip, etc.) or on a regular basis, parents are asked to inform the Principal's Assistant in writing, for Student Exemption to be granted.

We urge parents to use the College holiday periods for their family holidays, if at all possible, and to avoid having their children miss classes immediately before and after scheduled holidays. See '*Provision of Work for Absent Students*'.

Work Missed

When a student misses lessons, whether this is due to illness, excursions, music tuition, VET courses or any other reason, it is the student's responsibility to find out what class work has been missed and make arrangements to catch up, if this is required by the subject teacher.

Student Behaviour - Responsibilities

We are all equal in God's eyes and he has given each of us unique talents. We are therefore all responsible for:

- Helping to make the College a safe and supportive place.
- Learning to the best of our ability.
- Participating in College activities.
- Enjoying and caring for the facilities offered by the College.

Code of Behaviour

- Treat everyone with respect and consideration.
- Speak politely to each other and to teachers.
- Attend each day and be on time.
- Follow instructions given by teachers.
- Respect the property and ideas of others.
- Wear your uniform correctly and neatly.

Doing the Right Thing in Class

- Arrive on time with everything you need for class.
- Follow instructions given by the teacher.
- Speak and listen respectfully to everyone.
- Work productively on all tasks.
- Leave your work area clean and tidy.

Share the Right Thing

Social Media

The College recognises the importance of social media tools to engage and share information with others. It is expected that students will uphold the ethos of the College within and outside of the College and in all social media interactions.

It is our policy that all students will:

- Use social media in a respectful and responsible manner;
- Refrain from acting in such a way that brings the College into disrepute or in a way that harms members of the College community;
- Not insult, present offensive or inappropriate content;
- Not misrepresent the College or any member of the College community;
- Respect the rights and confidentiality of others;
- Not impersonate or falsely represent another person;
- Not use avatars or other means of hiding or misrepresenting their identity;
- Not bully, intimidate, abuse, harass or threaten others;
- Not make defamatory comments;
- Not post content that is hateful, threatening, pornographic or incites violence against others;
- Not film, photograph or record members of the College community without express permission of the College or use film, photographs or recordings without express permission of the other parties.

A failure to abide by the above expectations may constitute bullying

Student Behaviour – Responsibilities (cont'd)

A Restorative Approach to Behaviour Management

A restorative approach is a range of processes that advocates that the people most effective at finding a solution to a problem are the people who are most directly impacted by the problem, creating opportunities, for those involved in a conflict to work together to understand, clarify, resolve the incident and work together towards repairing the harm caused. (Centre for Restorative Justice, 2008)

The consequences for not doing the right thing may be the following:

- Teacher requests compliance (2 verbal requests to the student).
- Isolation - in or short time out of the classroom.
- Re-entry restorative chat with teacher.
- Commitment to re-entry terms, student re-enters during lesson.
- Further incident - teacher relocates student to complete 'Think Sheet' in nearby isolation.
- Hand in 'Think Sheet' at end of lesson, restorative chat with teacher.
- If resolved - student re-enters the next lesson.
- If unresolved - a facilitated mini-conference between student and teacher which is logged on the student file.
- Subject teacher (or facilitator) contacts parents.
- Further incident - student withdrawn from lesson and/or community.
- Group conference includes student, parents, subject teacher, HGT and HL, group sign an agreement.
- Expectation clarification logged on student file.
- Re-entry to subject or alternative arrangement.

Movement Around the College in Lesson Time

Lockers should be accessed only during break times or by students coming to or from PE or instrumental music lessons.

Appropriate Student Relations

The College recognises that some of its students may develop affection for each other in the course of their years at the College. Like most workplaces, it expects that physical expressions of affection will not be in evidence during the College day, either on campus, or going to or from the College.

Travel

Students are reminded that when travelling to and from the College, it is important that behaviour is sensible and consistent with safety and the wellbeing of others. Courtesy and consideration are essential for bus travellers.

Parents/caregivers are asked to comply with the College's request to park for student delivery and collection in the designated pick-up and drop-off zones. Please refer to "Traffic Arrangements" (Page 85)

Cyclists are urged to exercise extreme care at all times, they are to use the road crossings on the College grounds and be mindful of pedestrians sharing the paths. Bicycles are to be parked in the bicycle racks during the day. It is recommended that bikes are locked and are not left on the College grounds overnight. Cyclists are required to wear an Australian Standards approved helmet.

Cyclists are encouraged to complete a Bike Passport to record all details of their bike, including the serial number. Bike Passports are available at your respective Student Reception

Student Behaviour – Responsibilities (cont'd)

Student Drivers

Student drivers and passengers of student drivers require approval from the Senior School Wellbeing Leader and written permission from the parents/caregivers of both driver and passengers. Conditions attached to this agreement, must be met by the student. Student Driver Permission forms are available at Senior School Student Reception.

At Cornerstone, we have a student car parking area that includes the upper carpark (north of *inbarendi*) and the lower carpark (above Morella Oval). These parking areas are **not** designated as either a Year 12 or a Year 11 car park. When a Student Driver Form is completed and returned to SSSR, both of these parking spaces are available to either Year 11 or Year 12 student drivers. If you prefer a particular parking space within these areas, ensure you arrive early enough to access this. Overflow parking for students is around the gravel edge of Morella Oval.

Care of Property

All items belonging to a student must be clearly and permanently named in an obvious position. This is particularly crucial with items of uniform clothing and could eliminate our 'Lost Property' collection. Please include calculators, spell checkers and USB memory sticks in this naming process. At the beginning of the year the Maths and Adaptive Ed faculty offer engraving facilities to students.

Students must take good care of items which are in their possession and show respect for and responsibility towards the belongings of others. Students are asked not to mark in any way hire books they receive from the College.

Money should not be left in College bags or in unattended clothing. Large sums of money must be handed in at the Finance Department in Administration for safekeeping and collected at the end of the day.

Musical instruments can be taken to the designated storage areas provided in Atelier for storage during the day.

Students should check for Lost Property with their respective Student Receptionist. A 'Missing Belongings' form can be collected and filled in so follow up can occur by the House Leaders or Middle & Senior School Wellbeing Leaders.

Appearance of Student Possessions

(Books, Folders, Pencil Cases, College Bags, Sports Bags etc.)

It is important that students show proper care and attention to the above, so that their appearance reflects and complements the College's total approach to education. The following guidelines have been established:

- Each of the above items should have the owner's name neatly and clearly written on them for identification purposes.
- There should be nothing else on pencil cases, College bags, Student Diaries or sports bags.
- Any pictures etc. on exercise books or folders should be minimal and should not be offensive in any way.

Restrictions - Substances / Items / Activities

Prohibited Substances

Students are not permitted to smoke tobacco, consume or use alcohol or illegal, non-prescribed drugs whilst at the College, in College uniform, engaged in College activities or in association with any College functions.

The possession of any of these substances and/or associated equipment at the College or College-organised activities is also an offence.

Students who do not comply with these expectations will be responded to according to our Substance Abuse/Drug Policy.

Students who are aware of the use and/or possession of such substances and associated equipment at the College or at a College function, and who ignore their responsibility to report such matters; may be included in this follow up procedure.

Use of Energy Drinks

Energy drinks are not to be brought on to the College campus. It is felt that students can hydrate adequately by drinking water or juices, available in *cibo bello*, if desired.

The College encourages the drinking of fluids which will not cause any health issues due to the risky consumption of excess caffeine, guarana etc.

Valuable Items

Valuable items should not be brought to the College unless with the approval of a teacher (for educational purposes) and then it is strongly recommended that these be handed to the teacher concerned or to the respective Student Reception for safe keeping.

Damage Resulting from Item Misuse

Chewing gum, liquid paper, sharp dangerous objects, knives, matches and cigarette lighters are not to be in the possession of students at the College. This includes items which when misused can cause damage to buildings and furniture or be used as weapons. Students who accidentally or wilfully damage College property will be asked to pay for the damage and in some circumstances perform community service as a consequence of their actions.

Sale of Items Between Students

Students who wish to sell personal items to another student are asked to conduct these transactions outside of College hours - as a private arrangement under the supervision of their parents/caregivers.

Substance Abuse / Drug Education

The College has a Substance Abuse / Drug Education Policy based on a whole College approach. A summary of the policy is outlined here. If you wish to see the policy in full, please contact the Wellbeing Director.

This policy is consistent with DECD Intervention matters: A policy statement and procedural framework for the management of suspected drug-related incidents in schools. It was developed by our Drug Strategy Core Team in consultation with students, staff, parents and community partners, and endorsed by the staff and College Council.

Overarching Policy Statement

The College is committed to maintaining a safe, secure and supportive environment for its community. This policy is part of our whole College drug strategy that includes a range of curriculum, policies and procedures, and positive College environment initiatives. The College takes action to prevent drug use by students, and to intervene if it occurs by taking a whole College approach. The use, possession and/or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs, are not accepted.

Links to Other College Initiatives

Drug education is taught as part of a sequential and developmentally appropriate curriculum. Partnerships are sought with parents/caregivers and community agencies to assist the college to address drug issues. We will continue to work with community services eg. CAMHS, SAPOL, Community Health Centre and counselling services.

Principles & Rationale

The principles of natural justice and procedural fairness will apply in the management of suspected drug-related incidents. If suspected drug-related incidents occur and drug issues arise, they will be managed and responded to in ways that:

- minimise the harm to all members of the College community;
- ensure the wellbeing, educational careers and ongoing support for the students involved; and
- are both firm and fair.

Procedures for a Suspected Drug-Related Incident

Involvement with drugs, including illicit and unsanctioned drugs, means that staff have reason to believe that;

- drugs have been or are being used;
- students are in possession of drugs or instruments used with drugs; and
- students are present when drugs are being used by others.

In such instances, the following will be attended to:

- The safety and wellbeing of students will be considered paramount; they may need to be treated as unwell in accordance with the College's health plan and/or emergency procedures.
- Parents will be contacted in instances of possession, use or distribution of illicit drugs and/or possession, use or distribution of unsanctioned drugs.
- Police will be informed in instances of possession, use or distribution of illicit drugs and/or the distribution of unsanctioned drugs.
- Consequences may vary and will depend on the nature of the situation, its potential for harm and the circumstances of the individual students involved. Consequences could involve suspension or exclusion.

Follow-up support for student wellbeing will be implemented by the Wellbeing Director in the first instance. Follow-up could involve referral to a College Counsellor or to an outside agency.

Transport Protocol

Rationale

Students and drivers in all modes of transport have the right to be able to travel to and from their destination safely. Cornerstone College students are therefore required to adhere to the following rules at all times.

Buses

Safety Rules

- Students must wait until the bus is stationary and the driver is present before boarding.
- Bags must not be carried on the student's shoulder or on their back on or near the bus.
- All students must be seated, unless otherwise directed by the driver or staff member.
- No part of the body must protrude from the windows.
- Nothing is to pass in or out of the windows at any time.
- Students must comply with the driver's requests at all times.
- Students must not alight from the bus until it is stationary.
- All non-regular travellers on DECD bus services must have temporary permission from the College.
- Students are to refrain from any behaviour that may distract the driver from his/her job.

Courtesy and Common-sense

- Students' behaviour must be quiet and orderly at all times. No shouting or abusive language.
- Students must exercise good manners and show respect for others and their property.
- Any damage to the bus or the property of others must be paid for by the responsible persons.
- Feet must not be placed on the seats.
- Bags are to be placed near the student under the seat (not in the aisle), or in a suitably safe position as directed by the bus driver or staff member.
- College rules apply at bus stops as well as on buses.

Consequences

Failure to comply with this Transport Protocol will result in disciplinary action:

- First offences will result in a warning to the student and/or a lunchtime Focus meeting
- Subsequent offences will result in a 1 week suspension from the bus, then 2 weeks, then 4 weeks etc.
- A student may be placed on suspension while a particular bus issue is dealt with at the College.
- Suspension from the College will be necessary if a student's behaviour on the bus continues to pose a concern to the safety and wellbeing of the driver and/or others and/or their property, or if an extremely serious incident occurs on any occasion.

Student Drivers

Student drivers must seek and obtain permission from the Senior School Wellbeing Leader before using vehicles for transport to and from the College. Intending passengers of student drivers must gain written permission from the parents of both driver and passenger, before becoming a passenger in a student's car. The College encourages parents to carefully consider the risk of allowing passengers to travel with a newly licensed driver. Under South Australian Law, effective 28 July 2014, P1 Licence Holders may only transport one passenger, aged between 16-20 (unless, passengers are immediate family members, or drivers have a qualified supervising driver seated beside them or they meet one of the other exemption criteria). Visit website www.myllicence.sa.gov.au for more information on this law.

This permission is a privilege extended to senior students as recognition of their growing independence. With privileges come responsibilities and any abuse of this privilege will be considered a serious matter. Consequences for a breach of responsibilities will be in line with the College's Behavioural Management Procedure.

SunSmart

A summary of the SunSmart Policy is provided here. If you wish to see the policy in full, please contact the Wellbeing Director.

Rationale

This SunSmart Policy has been developed to reduce the risk to students and staff of over-exposure to UV radiation from the sun. Our aim is to:

- Increase student and community awareness of skin cancer and other skin damage caused by exposure to UV radiation.
- Assist students to develop strategies that protect their skin from the sun.
- Work towards a safe College environment that provides shade and other sun protective measures for students and staff.
- Encourage all members of the College community to protect their skin from UV at all times, but particularly at high risk times such as break times, sport, excursions and camps.
- Ensure that parents are informed of the College's SunSmart Policy.
- Conduct an ongoing education program for the College community.

Implementation

Students are:

- Required to wear hats at break times during Terms 1 and 4.
- Required to wear hats for all outdoor lessons.
- Encouraged to use shaded areas while waiting to participate during sports and Physical Education lessons.
- Required to wear hats throughout all day College events, except when inappropriate, during competition.
- Encouraged to use sunscreen and protective clothing.

Student Protection

The safety of students enrolled at Cornerstone College is of paramount importance to the College. Only in a safe learning environment can students reach their full potential.

Our Mission Statement informs this policy:

We are a caring Christian community nurturing within students a growing relationship with Christ which promotes individual excellence, learning and responsibility, for life.

In recognition of Cornerstone College's duty of care to its students while they attend the College or take part in activities authorised by the College, we aim to;

- take all reasonable care to provide suitable and safe premises.
- take all reasonable care to provide procedures to ensure that no student is exposed to inappropriate risk of harm.
- take steps to be inclusive of and respectful to all students.

The student protection system is comprised of this policy and a number of student protection procedures which address potential areas of risk to students within the College and other appropriate safety measures. Student protection procedures outline the approach the College takes to minimise risk of harm to students, including abuse. This risk has been addressed in the student protection procedures.

All education and care workers are to act in a positive way to develop a safe environment for children in their care and take the action required to fulfil their duty of care. They are required to fulfil the following key responsibilities:

- Exercise a duty of care to protect children and keep them safe.
- Be aware of the definitions of abuse and neglect as contained in the Children's Protection Act.
- Report suspicion of child abuse and neglect as required by the Children's Protection Act.
- Provide children with child protection and abuse prevention programs.

To fulfil these responsibilities the College will undertake the following essential activities:

- Provide access to ongoing training and development for staff to enable them to fulfil their key responsibilities.
- Inform and consult with parents/caregivers and encourage the participation of families in child protection issues.
- Establish supportive procedures for fulfilling mandatory reporting obligations.
- Provide ongoing child protection and abuse prevention programs.
- Monitor, evaluate and review their child protection and abuse prevention programs.

It is important that there be a total community effort towards the protection of children from abuse. The College will, at all levels, operate in a spirit of cooperation and consultation with other relevant agencies and with government, school and children's services communities in matters concerning child protection.

Relationships Management

Cornerstone College uses a *Restorative Practices* approach towards Relationships Management.

Rationale

Cornerstone College Mission Statement:

We are a caring Christian community nurturing within students a growing relationship with Christ which promotes individual excellence, learning and responsibility, for life.

Links to other College initiatives:

- These guidelines relate to our Pastoral Care Program which pervades all aspects of our college life and promotes student resiliency and wellbeing.
- Our College is committed to maintaining a safe, secure and supportive environment for its community.

What does a Restorative Practices approach mean?

- It is a way of viewing conflict and wrongdoing that focuses on the harm these cause to people and to relationships, and the obligation to repair that harm.
- It is an approach to behaviour management and discipline that emphasises the importance of relationships.
- It is a way for students to develop better understanding of, and empathy with, others.
- It is creating opportunities for those involved in a conflict to work together to understand, clarify, resolve the incident and work towards repairing the harm caused.

Why have a Restorative Practices approach to Relationships Management at Cornerstone?

- The Christian ethos of Cornerstone College is supported by the principles of a Restorative Practices approach to resolving conflict and building positive behaviours and relationships.
- The Restorative Practices approach reflects the central value the College community places on relationships.
- The 2020 Charter for the Future of Lutheran Education envisions that each Lutheran school will work “WITH A HEART - Caring for the inner needs of students in their struggles with social, psychological and emotional challenges.”
- Pastoral Care reflects both an attitude and a process.
- Restorative Practices are a process that advocates that the people most effective at finding a solution to a problem are the people who are most directly impacted by the problem.
- A Restorative Practices approach to managing conflict empowers the victim and aims to strengthen student connectedness to the school.
- A Restorative Practices approach encourages empathy for others and promotes a desire to make amends where a relationship has broken down.
- A Restorative Practices approach can be shown to reduce suspension, exclusions and expulsions, and reduce teacher stress.

“It is not small people who ask for forgiveness. It is large hearted, magnanimous, courageous people who are ready to say what are some of the most difficult words in any language: ‘I am sorry’. But once uttered, they open the way to a new opportunity, the possibility of a new beginning, the chance to start again, having learnt a lesson from the past.” Archbishop Desmond Tutu

Aims

A Restorative Practices approach and process will be implemented for all members of the community to:

- promote, nurture and protect healthy relationships among members of the community.
- educate individuals towards self-directed right behaviour and model restoring relationships.
- expect all members of the community to be accountable for the real consequences of any wrongdoing.
- have high expectations and insist upon high standards of behaviour.
- provide high levels of support and care for individuals.

Acceptable Language

Rationale

We are a Christian and a Health Promoting College and believe that positive communication will enhance the building of a happy and healthy environment. (Ephesians 4:29) Everyone in our community is encouraged to maintain an acceptable standard of language that reflects the ethos of the College community and respect for each individual.

What is Acceptable Language?

Acceptable language is judged according to the standards and expectation of the College. Speech and language are gifts of God, to be used properly in praise of Him and for the benefit of society. The most offensive language to God and to a Christian is using God's or Christ's name in vain - whether intentional or not. (Exodus 20:7)

Using disrespectful and crude language in our interactions with others is not tolerated or accepted in our community.

Implementation

- Use acceptable language when speaking with other students and teachers.
- Respond to correction or an appeal to stop using unacceptable language.
- Follow the guidelines concerning verbal harassment under "Anti-Harassment".

Harassment

At Cornerstone College we believe that we are all equal in the eyes of God, no matter what differences may exist between us, and we should therefore be equal in the eyes of others. It also means that all members of our college community have an equal right to feel valued, accepted and cared for as unique individuals.

In South Australia it is law that every workplace and school must have a policy to protect all people. Our policy includes all members of our staff, students and anyone else who visits our college.

What is Harassment?

When someone treats you in a way that makes you feel embarrassed, uncomfortable, upset or unsafe because of whom you are or what you do, and you have already asked them to stop – this is harassment.

Remember, it is your right to ask for harassment to stop. Types of behaviour become harassment when you have said that it is unwelcome or unwanted, and it doesn't stop immediately.

Types of Harassment

Physical

Any deliberate physical action which:

- invades personal space.
- physically harms or makes a person feel threatened or offended.

Visual

Making a person feel uncomfortable by exposing them to such things as:

- offensive notes or materials.
- graffiti or damage to others' possessions or property.

Verbal

Using any words to an individual or group that are unwanted and repeated and which a person(s) finds offensive:

- name calling.
- offensive language.
- slander (putting people down behind their back).
- picking on people because of their race, sex or religious creed.

Intellectual

This type of harassment can be verbal or non-verbal and directed at you:

- because you are good at your work.
- because you are having problems with your school work.

Victimisation

This occurs when a person becomes a victim and is threatened more than once by such actions as:

- bullying or gang domination.
- stand-over tactics.
- picking on others, 'paying' people out.
- threats to 'get' people.

Sexual

Behaviour of a sexual nature which is unwanted and which a person finds offensive. This type of harassment can be verbal or non-verbal:

- touching or brushing against a person in a sexual manner.
- sexually-oriented jokes, drawings and literature.
- commenting on the size and shape of one's body.
- calling a person rude names or making comments about their morals.
- invitations of a sexual nature which are unwelcome.
- asking questions about a person's private life which are unwanted.

Emotional

This can be a result of one or more of the above by such actions as:

- excluding others.
- making someone feel bad.
- threatening someone.
- making others feel insecure.

Electronic

This can be a result of one or more of the above actions as:

- cyber bullying.
- unwanted contact via texts, emails, online conversations, voicemails etc.
- accessing computers: e-security and personal information.
- inappropriate content.

Harassment (cont'd)

Procedures to Follow if You are Aware of Harassment

You Can Act Against Harassment

If you are behaving in a manner which has been described as harassment in this policy – STOP NOW!

If you witness harassment you can take action and thereby protect others.

- Talk to the harasser and urge them to stop.
- If the harassment continues, you should report it.
- If you are being harassed - take action.

Solve it by Yourself

Tell the person, or people, who are harassing you that you don't like it, and want them to stop it and leave you alone.

Solve with the Advice from Friends

Listen to the advice of your friends and again tell the harasser to stop.

Solve with the Help from a Contact Person

Talk to your Home Group teacher (or any other teacher), College Pastor, Counsellor, Wellbeing Director, Wellbeing Assistant Director, House Leader, parents/caregivers, Principal or anyone else with whom you feel comfortable.

- You may simply wish to discuss the situation with one of the people listed above. If you wish, they will help you consider appropriate action.
- You may approach the harasser with one of these people, OR they will approach the harasser on your behalf.

For Cyber Bullying:

- Ignore it – Don't respond to the bully. If they don't get a response they may get bored and go away.
- Block the person – This will stop you seeing messages or texts from a particular person.
- Tell someone – Tell an adult you can trust. You may want to talk to your mum, dad, brother or sister
- You can also contact the Cybersmart Online Helpline service, call Kids Helpline on 1800 551 1800 or visit their websites: www.esafety.gov.au or www.kidshelp.com.au
- Keep the evidence – This can be useful in tracking the bully down. Save texts, emails, online conversations or voicemails as evidence. Report it to a staff member at the College or the police (000) if there is a threat to your safety, and they will help you.

- Or call Crime Stoppers on 1800 333 000.

If Not Resolved

If the problem cannot be solved by any of these steps, or you do not wish to discuss the situation within the school, you may lodge a complaint with outside agencies such as:

- Kids Help Line 1800 551 800.
- Police 131 444.
- Equal Opportunity Commission 8207 1977.

Remember

- Talking to someone is not 'dobbing'. You do have the right to talk it over in confidence and ask that it not be reported further.
- In serious cases, however, teachers are required by law to report instances, or suspected instances of child abuse to Family & Youth Services Department. In these cases, we cannot fully respect your wishes for confidence.
- You may stop or start at any point in the process of acting against harassment.
- It is best if the harassment can be stopped by working it out through discussion and resolving the matter in a positive way. This involves one person being genuinely sorry for their actions, and the other person accepting their apology and forgiving them, so that a fresh start can be made.
- The Lutheran Church of Australia (LCA) is committed to making all organisations and ministries of the Church safe places for members, visitors, children, students, workers and volunteers.

If you feel that you have been sexually harassed or abused within the LCA phone 1800 644 628 or write to The Supervisor, PO Box 519, Marden SA 5070.

LCA Sexual Abuse Statement

The Lutheran Church of Australia (LCA) has a policy statement and procedure to respond to any claims of sexual abuse by people in positions of trust within the Lutheran Church of Australia. Cornerstone College, as an organisation of the Lutheran Church of Australia, fully endorses and supports this policy. Parents/caregivers and students are encouraged to familiarise themselves with this policy (see website at www.lca.org.au). Toll Free number 1800 644 628

Avenues of Communication

For communications between home and the College that are related to student welfare and academic progress, the first person to be contacted is either the Home Group Teacher or the relevant Subject Teacher. Issues can then be referred on if necessary. Contact points are indicated as listed below:

- Student Diary
- Cornerstone College website: www.cornerstone.sa.edu.au
- Teaching Staff listed in 'My Students' in Charis.
- Middle School or Senior School Student Receptionists for general student matters.

College Calendar

The College calendar is posted on Charis and can be accessed via the Parent Portal.

College Newsletter

Editions of Connections will begin from Week 2 of Term 1, 2, 3 & 4 and sent out every three weeks.

In-between these editions, the Communications and Engagement Department will send out a Snapshot Edition to parents/caregivers. Our Snapshot editions are a "What you need to know right now" shortened issue, that details any special events, dates or items that parents/caregivers need to know in the immediate future.

Reporting & Parent-Teacher Interviews

Continuous Assessment

Student assessment results and feedback is communicated by the College's learning management system, Charis. Parents can access this on a laptop for detailed information. A more limited version of the information is available via the College App. This information is posted throughout the year by teachers.

Reports

Reports are issued at the end of each semester, ie. two reports for the year. End of semester reports are brief summaries of overall student achievement for the semester. Variations will be communicated to families. More detailed, ongoing assessment information is available throughout the year on Charis.

Formal Parent-Teacher interview evenings are scheduled twice a year. The major interview sessions are at the end of Term 1 and Term 3. Dates and times are on the College calendar in Charis. Interviews are organised via an on-line booking system, found on the Parent Portal, Charis. Other interviews may be arranged between individual staff, students and families, on a needs basis.

Parents are encouraged to contact the College through the Subject or Home Group Teacher at other times if there is any matter they wish to discuss concerning their child's education.

Parent Information Evenings

These information sessions are held at varying times throughout the year and for varying purposes. We encourage parents to attend these as the best means of gaining comprehensive information on matters that affect students. During Term 3, there are major Subject Information Evenings for students entering Years 9, 10, 11 and 12 the following year.

Messages from Parents to Students

The College does not have ready facilities for passing messages from parents to students during the College day. We ask that you avoid placing this expectation on office staff unless there is an emergency.

Excursion Information Line (8398 6080)

The information available on this line will be the most current update on the expected arrival time of students from excursions and camps. The line is available outside of normal College office hours.

General Information

ID Photos

Photographs of students for the purpose of ID cards and in-house purposes are taken in the early weeks of Term 1. Official group photographs are scheduled to be taken in Term 3. Students are required to wear formal uniform for such occasions (unless activity specific).

Insurance

A 24 hours per day, 7 days per week, 52 weeks per year accident/death cover is provided for all students as part of tuition fees. Cover applies only in respect to injuries happening:

- While the student is engaged in school activities and school-related extra-curricular activities (including Work Experience)
- While the student is engaged in organised school sporting activities
- While the student is engaged in organised non-school sporting activities
- Travel to and from school activities, organised school and non-school sporting activities.

Ambulance Cover

The College carries student ambulance cover, for accident and injury, whilst participating in College activities.

Sickness & Medical Emergencies

Middle School and Senior School Student Reception staff have current Senior First Aid qualifications and deal with the initial assessment of medical situations. In more serious cases parents will be contacted in order to make further arrangements for the care of the student. In the event of an accident or other medical emergency, an ambulance and/or local doctor will be called and the parents notified.

Parents/caregivers are asked to keep the College informed of any significant changes to the medical condition of their children. In cases of significant ill health, an individual Health Care Plan is required. Contact their respective Student Receptionist or Wellbeing Director in such cases.

Medication / Analgesic Management

Middle School and Senior School student reception staff have current First Aid qualifications and deal with the initial assessment of medical situations. In more serious cases parents will be contacted in order to make further arrangements for the care of the student. In the event of an accident or other medical emergency, an ambulance and/or local doctor will be called and the parents/caregivers notified.

Parents/caregivers are asked to complete a Medical Record form each year for each student and are asked to keep the College informed of any significant changes to the medical condition of their children. In cases of significant ill health, an individual Health Care Plan is required. Contact the respective Student Receptionist or Wellbeing Director in such cases.

Text Books

Cornerstone provides the majority of text books to students on an annual hire system, the cost of which is included in fees. Students are issued the relevant books through Anakalypsi (Library Resource Centre) and are required to treat them with care. Lost and/or damaged books will incur a cost to the student concerned. Students cannot borrow new text books or other materials for a subject if they have other overdue books.

General Information (cont'd)

Bookroom

There is no Bookroom or stationery facility at the College and students are asked to buy their stationery externally. Details will be advised regarding the College's preferred supplier.

Computers

The 1 to1 Initiative

Cornerstone's 1 to 1 Initiative is to ensure that every student has a Laptop computer to enhance and extend their learning in and beyond the classroom.

We call it the BYOD Program (Bring Your Own Device) for students. BYOD computers are bought by parents either from the nominated provider via an online portal in which the College selects a small range of computers with suitable specifications to meet the learning needs and the College requirements, or from another vendor.

Lockers

Cornerstone utilises a system of open lockers for the storage of student books and bags during the College day. This requires a level of responsibility from students where they must have a high level of respect for the property of others and a willingness to maintain the neatness and order of their own belongings. Student lockers are monitored by CCTV cameras.

Careers Information

Incoming information related to careers, and assistance with enquiries about such matters, is handled by the Pathways Coordinator and Careers Advisers. Regular information is included in each *connections@cornerstone* newsletter and in the *connections Snapshot*. At appropriate times, formal sessions are held to explain University and TAFE admission processes. Students and parents can access the Pathways Coordinator and the Careers Advisers through appointments made at Senior School Student Reception and well-timed casual contact.

Workplace Learning

Workplace Learning and/or Workplace Investigations are undertaken during Years 10 to 12 by all students. In Year 10, within the SACE subject, Workplace Practices, students will complete a 4 day Workplace Investigation. This is then followed in Year 11 by a 4 day, non-compulsory, Workplace Learning experience in Term 2.

Workplace Learning is an opportunity to review plans for the future and reconsider the experience along with subject choices that need to be made for Year 12. Specific dates for each activity are published early in Term 1 of each year.

Students involved in VET (Vocational Education and Training) may also undertake Structured Workplace Learning as a requirement of their training. This can vary from 1 to 4 weeks. Students are encouraged to complete some of this in school holiday time, to reduce loss of lessons.

Year 12 students undertaking the subject Workplace Practices will need to use their casual work, volunteer work or another Workplace Learning period to complete SACE requirements for their studies.

Cornerstone College also actively supports career transitions for all senior students through the Pathways/Careers team. They are available to students on an individual and/or family basis, as outlined above.

Academic and Sporting Achievement Honour Boards

Students that achieve outstanding results academically, or in sporting pursuits, are acknowledged on honour boards, in *inbarendi*, each year. To be on this board, students achieve prizes in activities such as state or Australian competitions, music exams, debating, academic pursuits such as chess, or be selected to represent the state or nation in sport.

Parents and staff are encouraged to pass nominations to the Learning Director and/or Health and PE Learning Area Leader if they become aware of outstanding achievements. The College will post student names if they meet the criteria for these Honour Boards.

General Information (cont'd)

Student Banking Facility

The College provides the facility for students to make deposits with LLL Australia, any day of the week. Students are asked to take their banking book and their money to Senior School Student Reception, and place in locked LLL Banking box. Parents and other family members can also make deposits in their LLL accounts at the College. Interest is gained on deposits and if the account is earmarked for Cornerstone College, the College is able to borrow at reduced interest rates for building programs. LLL online banking is also available. For further information regarding the LLL savings accounts, please go to https://www.lll.org.au/savings/interest_rate

The LLL is now an Authorised Deposit-taking Institution (ADI), It operates similarly to any bank, but with lower overheads, and the interest charged on loans to schools is 5%. Hence, we encourage all families to open accounts with this organisation. More information can be obtained from the College.

College Magazine

The College magazine, 'Cornerstone Collection' is produced and published each year. This is a record of College life for the year. Students are invited to be part of the production committee. Each student receives a copy of the College magazine as part of their tuition fees. Additional copies can be purchased from the office.

Visitors on College Premises

Visitors to the College during the day, including parents, must report to College Reception from where they will be directed for their particular purpose. When visiting the College, it is a requirement to sign in upon arrival and a Visitor's badge will be issued. Upon leaving the College, visitors are asked to sign out.

Adaptive Education

The College advocates a policy of inclusion in mainstream classes rather than full time withdrawal for students who experience learning difficulties or who have special needs. All staff therefore have a responsibility in this regard and the Adaptive Education specialists operate in a support and mentor capacity for the classroom teacher.

Student Support Plans (SSP) are developed in consultation with the student, their family and the College for students who require one.

Specified Staffing

To discuss learning issues, please contact Natasha Cass, our Adaptive Education Leader. Phone 8398 6000, or email ncass@cornerstone.sa.edu.au.

Identifying Student Needs

- For incoming Year 7 students through the enrolment interview and visits to feeder schools.
- For incoming students at other year levels through the enrolment interview.
- From observations and concerns of classroom teachers.

Role of Adaptive Education Teachers

Adaptive Education teachers support teaching staff by helping identify needs, assisting in modifying curriculum, providing expertise for some screening assessments, or making referrals to specialist agencies.

For senior students, the Adaptive Education staff provide advice and support on flexible ways to complete SACE, Community Studies subject offerings and Special Provisions administration, in consultation with the Learning Director. At senior level, assistance is also offered on transition to post-school pathways in conjunction with the Pathways Coordinator.

Teachers and Adaptive Education support staff may also provide short term help in the classroom (e.g. scribe for a test), support students in practical classes and support students working in the Adaptive Education Centre in Paideia.

The Adaptive Education Centre is staffed every lesson, and some focus classes are run there. At other times, students may use this facility for study lessons, where additional support and/or supervision is required.

After School Study Centre is another support service provided on Monday to Thursday afternoons, 3.30pm – 4.30pm, in Upper Paideia. Students may attend After School Study Centre to undertake homework or research in a supported and supervised environment. Families must enrol their student in this program, and students are expected to follow the Study Centre guidelines.

Access Card

Access cards are provided to students to show classroom teachers, as a means of identification of their need(s), without them having to go into lengthy explanations for each learning situation. Students can show these to their subject teacher to remind them of support they need (for example - extra time in a test).

Transition Coordinator

The Transition Coordinator oversees the transition of new students from Year 6 and 7 in their Primary School to Year 7 and 8 at Cornerstone. They have specific oversight of the Year 6 and 7 Induction visits, school visits, and collection of student information, pertinent to their learning needs. Throughout Term 1, they will continue to monitor students as they settle into high school. The Transition Coordinator will work with the teachers, particularly the Core Group teachers, during this term.

Contact Leanne Filmer on ph. 8398 6000 or filmer@cornerstone.sa.edu.au

Gifted & Talented Students

Definition

When we refer to giftedness in an educational sense, we are identifying a group of approximately 10% of our student population possessing exceptional natural abilities for who our educational provision needs to be uniquely different.

Identification

Identification of gifted students is an on-going process that should involve a range of different identification tools. The earlier gifted students are identified the sooner the appropriate provision of educational programs can be made.

Some students enter Cornerstone College with an assessment of giftedness; others will rely on their teachers to recognise their gifts. Assistance will be provided to identify high potential learners.

Identification tools appropriate for use include;

- Formal tests, such as MYAT, NAPLAN results and other testing information parents or former schools provide.
- Nomination Forms – teacher, parent, peer, self.
- Other observations and work samples.

Differentiated Curriculum

Teachers endeavour to differentiate curriculum to provide an environment where students can work from their strengths, have challenging activities, are provided with opportunities for creativity and student initiated activities and are encouraged to achieve excellence.

Adaptations may include:

- Enrichment, extension, acceleration.
- Varying rate, pace and complexity.
- Providing activities to develop higher order thinking skills, creative thinking, critical thinking, caring thinking.
- Flexible grouping.
- Real products for real audiences.
- Promoting development of self-directed learning skills.
- Using community resources and mentors.

Gifted and Talented at Cornerstone College

Assistance will be provided to identify high potential learners. All new students will complete the Middle Years Ability Test (MYAT). Identification checklists are available for teachers, parents and students.

Gifted and Talented students will be encouraged to involve themselves in a range of extra-curricular activities. Participation in subject specific competitions can also provide students with valuable enrichment.

While Cornerstone College's policy is one of inclusion in mainstream classes, some accelerated and extension classes exist, particularly in Mathematics.

Each Key Learning Area is responsible for differentiating their curriculum, and looking for opportunities for other extension activities.

STRETCH

Students may be invited to participate in a program aptly named STRETCH (**ST**udents **R**equiring **E**xtension **T**hrough **C**hallenge). Students are given opportunities to extend themselves and their range of knowledge through different means and modes. STRETCH is available to students in Years 7-10. Students can log onto STRETCH daily and receive links to articles, tutorials, lectures, photographs, interesting websites, quotes of the day, and much more. Teachers are encouraged to allow students to work on STRETCH if they have completed class tasks.

Gifted & Talented Students (cont'd)

Gifted and Talented at Cornerstone College (cont'd)

Gifted students at Cornerstone College may be extended by:

- In-class differentiation by the class teacher with assistance from Adaptive Education staff.
- STRETCH programme on Edmodo.
- Invitation to participate in extra-curricular activities.
- Special programmes run by the STRETCH Coordinator, with students withdrawn from class for certain meetings.
- Special personalised projects to meet an individual's needs.
- Accessing various external programmes as they arise, eg. university invitations to special programmes, gifted and talented programmes, subject specific clubs, etc.
- Acceleration – eg. participation in Extension Maths classes which accelerate students one year in their study.
- Linking with a mentor in a specific area of interest.

Please contact Julie Lindner for more information. Phone 8398 6000 or jlindner@cornerstone.sa.edu.au

Submission of Assessment Items

Introduction

- Assignments and other extended assessment items are an integral part of the course work of many subjects in the curriculum. These are often research-type activities involving work both in and out of the College.
- To prevent students from falling behind in their studies and to provide support where necessary, the College has developed a policy on Submission of Assessment items as stated below.
- This policy is intended to safeguard the interests of students who complete their work punctually, to assist in the development of good study habits and also to act as an early warning for students experiencing difficulty coping with their courses.
- This policy applies to all Senior School years.

Submission of Assessment Items - College Policy

- Consultation and collaboration is encouraged, particularly when doing research, but information gained from references is to be acknowledged, and work submitted is to be a student's own work.
- Work must be submitted to the subject teacher personally or by other pre-arranged methods on or before the due date. The deadline for submission is generally the beginning of the lesson which is scheduled on the due date.

Where a student is absent due to illness on the day of the deadline, the parent should contact the College on the day to explain the circumstances.

Where the absence is for more than one day, and this period includes the day the work is due, then a parent note explaining the absence or other relevant documentation will be required if an extension is being sought and the school should be contacted as above. Students should print the Extension Form from Charis and submit it with their work, with a medical certificate or parent note.

Where the absence is for a significant period of time, a student (particularly in senior years) may need to be considered for Special Provisions. This requires documented support from a medical practitioner. Therefore, it is recommended senior students obtain a medical certificate for absences of more than a couple of days. This procedure does not necessarily mean that the assessment item can be ignored but in some cases that alternative submission arrangements may be negotiated.

Tests

- If an absence occurs on the day of a test then there should be parent contact with the College and the student should expect to do the test during the next lesson, or as arranged with their teacher within a reasonable period of time, to catch up.
- If the absence is for an extended period of time, a medical certificate and/or other relevant documentation will be required. On return to College, the student may still be required to do a test, depending on the circumstance and SACE rules (for Year 11 and 12).

Incomplete Work

- Students who have only partially completed work by the due date can expect an Academic After School Consequence to complete 1 hour of work on the task. The work will be submitted at the end of the AASC.

Lunch Study and Academic After School Consequence (AASC)

For large assignments, staff are expected to set checkpoints to assist students in their organisation and planning (for example, due dates for draft submission, or due dates for completion of sections of the assignment).

Students not meeting a due date for a checkpoint need to complete a supervised Lunch Study in the Library. If a student misses a Lunch Study, or does not complete further work, they will need to do an Academic After School Consequence (AASC) to support them to complete the work.

Submission of Assessment Items (cont'd)

Late Submission of Work

- Students can expect an Academic After School Consequence (AASC) when work is not submitted. The work will be submitted at the end of the AASC, and whatever is submitted will be graded.
- If a student does not submit the set assignment, even after an AASC, and no valid reason has been provided, the work will receive zero (0) marks. This applies across all year levels.

Extension of Time

- Extensions will only be given if circumstances arise which are beyond the student's control. These grounds include illness, family bereavement and personal injury. Students will be expected to provide clear evidence of these circumstances (eg. parent contact, medical certificate).
- Extensions must be negotiated with the subject teacher (or Learning Area Leader if the subject teacher is absent) as soon as the reason is apparent and prior to the due date. Students are to complete the Extension Form, available on Charis.
- Teachers will ensure that other students are not disadvantaged by the granting of extensions.
- SACE have specific guidelines for Special Provisions, which the College follows.

Resubmission of Work

Any work that has been previously submitted for assessment in a given subject may not be re-submitted (reused) in the same subject or in any other subject once it has been through an assessment process. Students repeating a subject are not permitted to re-submit work which has been submitted and assessed in previous years. (This is a SACE rule as well.)

Special Circumstances

Any special circumstances outside these guidelines must be discussed with the relevant Learning Leader or Learning Director.

Computers, Assessments & Backups

Students are encouraged to regularly save work in progress on computers. It is recommended students make copies in two different locations in the case of computer or memory stick failure. Printouts of drafts are also a recommended way of backing up work.

It is the student's responsibility to keep a record of the development of their work, particularly for essays, assignments, field studies and investigations in the senior school.

Students should be able to provide evidence of drafts if a computer fails close to a due date. Students should print out drafts regularly. This is very important at Year 12. The SACE Board do not recognise failure of computer equipment as a suitable reason for Special Provisions.

Provision of Work for Absent Students

Middle School - Illness

- For an illness of 1-5 days, teachers will not provide work for students at home. It is felt that students should rest to regain their full health. If deemed necessary by the teacher, the student will be able to catch up on their return to the College. In most cases students would have ongoing assignments or reading material at home with them if they wish to pursue their studies. In many cases students will not be required to complete missed formative work. Teachers can make their own judgement on this, based on the particular student and circumstances
- If the illness is for longer than a week then parents may wish to contact the Home Group Teacher and request that work be gathered for collection by the parent at Student Reception. In this case a minimum of 48 hours turn-around time is needed to enable teachers to gather, copy and collate material. We advise parents to ring Middle School Student Reception to confirm that the work is available for collection.

Middle School - Holidays

- The College advises families that holidays are not recommended during term time.
- Families must contact the College ahead of time if holidays are planned in term time. Students under the age of 17 must attend school. For extended holidays, an exemption form must be completed. These are available from the Principal's PA. This is a government requirement.
- For a short family holiday of 1 or 2 weeks, during term time, teachers will not be required to prepare work for students. If the student is currently working on assignments, they would be expected to complete these and submit them upon their return to the College. In many cases, students will not be required to complete missed formative work.
- For an extended family holiday parents should contact the Home Group teacher to discuss the situation. Generally, we would recommend that the student keep a comprehensive travel diary and undertake an independent reading program. It is not possible for teachers to provide extensive work programs for students travelling.

Senior School - Illness

- For an absence of 1-3 days, students, if able, should continue with any ongoing assignments. If they are not able to comply with a due date, then they should obtain a doctor's certificate and parent contact should be made with the teacher. Alternative due dates can be negotiated with teachers on the student's return to the College. (See previous section, Extension of Time.)
- For an absence of more than three days the parent should contact the Home Group Teacher who will request that, where possible, teachers prepare work to be completed by students at home. This will be collated and available for pick up at Senior School Student Reception no sooner than 48 hours after initial contact, or made available on Charis. A doctor's certificate should be obtained for presentation to teachers upon return to the College.
- In most cases, SACE summative assignments will need to be completed by students at a later negotiated date. (Check section in this handbook titled Submission of Assessment Items Policy.) Teachers should discuss Special Provisions with the Senior School Learning Leader, particularly for Year 12 students.
- For absences during critical summative assessments, the Learning Director or SACE Coordinator should be consulted as to what is the appropriate procedure.

Senior School - Holidays

- We advise that families should avoid taking holidays during the College term. We strongly advise Year 12 students to not take holidays during term time.
- If a holiday cannot be avoided, then it is the responsibility of the student to negotiate beforehand with individual subject teachers regarding work that needs to be undertaken and/or completed during the holiday period. It is strongly recommended that this work be undertaken before and not after the period of absence.
- Parents and students are reminded that SACE Board do not provide Special Provisions for students that take holidays in term time during Year 12. This means, for example, that an extension cannot be granted for an assessment missed while on a family holiday. Students will need to meet all course due date requirements while on the holiday.
- Students under the age of 17 must attend school. For extended holidays, an exemption form must be completed. These are available from the Principal's PA. This is a government requirement.

Senior Student Study Arrangements

Study Lessons

Year 11

Students are expected to be at school full-time, regardless of the timing during the day of study lessons. Students have one supervised study lesson per week. Students are expected to attend these lessons, prepared with on-going work, homework or revision.

Year 11 students are not permitted to leave the College grounds during study lessons. For any variation to this for Year 11 students, families will be notified in advance.

Year 12

Students have several study lessons per week. Students are expected at school for morning study lessons. This encourages good study habits. On-going participation in Home Group and Chapel is important, as the Year 12 students are leaders in the College, and their involvement sets an example to younger students. Study lessons are held in the Senior School Hub in *Anakalypsi*.

Afternoon Study Lessons – Year 12 students with blocks of study, generally in Lesson 5 & 6, may sign-out at Senior School Student Reception, to go home to study. Students with study lessons in Lesson 3 – 6 on a given day can negotiate to sign out at recess. See the Senior School Learning Director for permission.

VET and Open Access College Students

Some Year 10, 11 and 12 students have extra Study Lessons due to alternative studies. The above and following guidelines still apply.

- Year 10 and 11 students are expected at school full-time, regardless of the timing of study lessons.
- All study lessons are in the Senior School Hub.
- Year 12 students may sign-out and study at home for extra afternoon blocks of study.

Any alternative arrangements for Year 10 or 11 students must be approved by the Senior School Learning Leader or Learning Director.

Senior School Hub

Students are to sign-in to the Hub by the roll provided. Quiet study is required at all times. Year 12 students may request permission from the Study Supervisor to work in alternative areas of the school (eg Technology, Art), with teacher permission. They must report to the Study Room first, to indicate to the Supervisor where they will be working.

Study Days

Due to our flexible timetabling, during Modified Timetable Days both Year 11 and 12 students will have one or two Study Days per semester. Students will know in advance, via their Modified Timetable, of the days. Students are permitted to study at home and notification of absence to the College is not required on these days.

Homework Policy

Homework is an integral part of the students' learning programs and teachers set meaningful activities to extend, enhance and/or provide practice to reinforce the learning at the College.

Homework provides students with an opportunity to learn to work at set tasks independently. It is also the time when students can spend extra time reading and reviewing work which has been covered in class, thus establishing good personal study habits. Prior to tests and exams, students will need to spend additional time studying work which has been covered in the relevant period, so that they are well prepared to answer questions.

We encourage students to not rely solely on set work by teachers, but to consider what further independent learning would enhance their understanding of current topics in class.

College Expectations

Middle School

Homework will be set in approximately 4 subjects each weeknight, according to a homework timetable that will be given to students during the first few weeks of each semester. Generally, homework will be less on the weekend. The suggested times for homework each night are as follows:

Year 7 : 1 hour

Year 8 : 1 hour (4 x 15 minutes)

Year 9 : 1 hour 20 minutes (4 x 20 minutes)

Senior School

As part of moving towards senior school, Year 10 students will be expected to take more responsibility for managing their homework. Students can expect more on-going assignment work with longer term deadlines, where students must arrange their own homework time.

Year 10: 1 – 2 hours

Year 11 and 12 students can expect to be given homework for each subject for which they have a lesson on the day. Average times they should expect to be spending each night are:

Year 11 : 2½ hours

Year 12 : 3 hours

A number of subject areas will have on-going assignments which need to be worked at regularly to enable their completion by due dates.

It is expected that students will record homework in a diary or online organiser at the end of the lesson. It is the student's responsibility to see that this occurs. Longer term on-going assignment work should also have some particular task specified for each evening.

We urge every student to establish and follow a set homework routine that prepares them well for their senior secondary schooling, and the establishment of general good management practices.

In Year 7 to Year 11, homework would not generally be set specifically over school holidays.

Student Diary

The Student Diary has three main purposes.

- To enable students to record, in an orderly manner, the homework which has been set each night.
- To provide students with an opportunity to list and record significant events of the college year, eg. Athletics Carnival, test results, due dates for assignments etc.
- To act as a communication link between teachers and parents.

Homework Policy (cont'd)

Student Diary (cont'd)

While students are free to show some individuality in the way they use this book, the following expectations are to be observed:

- The student's name must be printed neatly on the inside identification page, so that it is easily identified.
- The cover should remain intact and clear of writing, pictures, stickers and covers.
- The library barcode should be in place as per Home Group instructions.
- There must be no objectionable or offensive material within the book. This includes any pictures, drawings and written matter that students place in this book.
- The space for recording homework and for communication between parents and teachers must not be used for any other purpose.

It is recommended that parents check the Student Diary regularly and sign it each week for students in Years 7, 8 and 9. Student diaries will be checked and signed by Home Group teachers at Year 7, Year 8 and Year 9.

Diaries are compulsory in Middle School. Senior School students can choose to use the College or other diaries (paper-based or via technology). They are strongly encouraged to have a means of staying organised.

Extra-Curricular Activities

Middle School Student Voice - MSSV

The MSSV is an important component of Student Leadership at Cornerstone. Each year, students are selected to represent the other students in their year level.

A student who wishes to serve on the MSSV should be a person:

- who understands the basic expectations of a student within the college, can represent these well and is prepared to live up to them
- whom other students feel able to approach
- who can appreciate and consider other's point of view and objectively present student concerns
- a person who is prepared to commit to the additional responsibility of attending meetings, to take an organisational role when required and work to achieve the co-operation of fellow students in particular projects

The role of a Student Representative is to:

- act as a formal communication link between students and the administration of the school
- represent the views of the students, as they know and understand them, on a variety of issues affecting school life, e.g. lunchtime activities, social service, uniform, the school environment, social activities etc.
- consider issues referred by the Principal and staff
- consider matters raised by any representative on behalf of his/her Home Group or House
- make recommendations and decisions as deemed appropriate by the Principal and staff
- represent the student body, and the college generally, on various formal occasions
- serve on the student group responsible for the organisation of nominated student activities

Elections for the MSSV will generally be held in Week 7 of Term 1 for Years 7 - 9.

Structure of MSSV

Each House will aim to have one MSSV representative per year level. As far as possible a balance of gender will be sought.

- Two (2) students continue from the previous year (decided by the previous MSSV) if willing to undertake this role
- Students will serve for two (2) consecutive years unless negotiated otherwise
- The Executive consists of Staff Representatives, President, Vice President and Secretary
- The MSSV has representation on the College Canteen and Uniform Committees

Process of Application & Election

- Students are given information regarding the nature of the position in House meetings, assemblies, and Morning notices
- All students in Years 7 - 12 are invited to submit a written application addressing the stated criteria regarding the role and person specifications
- Applicants are interviewed by a panel comprising MSSV staff and students and a Wellbeing Leader. (It is intended that all applicants are interviewed unless they have shown a very limited understanding of the criteria in their written application).
- Successful candidates are inducted early in Term 2 or in the assembly following the election process.

Public Speaking

Students have opportunities to be involved in the following activities.

Lions Youth of the Year

- Open to Year 12 students who are actively involved and interested in their communities, their peers and their country. Public speaking forms a small part of meeting the criteria for this nation-wide contest.

Extra-Curricular Activities (cont'd)

Public Speaking (cont'd)

Voice of Youth Public Speaking Competition

- Open to students at all year levels and divided into Junior Secondary and Senior Secondary age categories.
- Lunchtime sessions to practise and refine speech-making skills.
- Competition heats are held early in Term 2. Semi-finals occur later in that term. Finals at national level are in Term 3.

Year 8 Lutheran Schools Public Speaking Competition

- Open to all students in Year 8. Elimination heats are held within College time to determine the students who will represent Cornerstone on competition day.
- Held in Term 4.

Debating

- Cornerstone College is currently a member of the South Australian Schools Debating Association.
- Competing teams can be fielded from each year level, depending on student interest and available staff support.

Competition is held in the evenings (6.30pm and/or 7.20pm starting time) at various metropolitan State and Independent schools.

Social Functions

Home Group teachers may organise Home Group outings and may invite parent involvement. Official notification will be sent from the Home Group teacher.

Parents should contact the College if there is any doubt about whether a function is College-organised or is a private event.

Year 7 Sport

Swimming and Athletics – District Days

Teams will be selected for the Barker District Swimming and Athletics carnivals based on the results from the College's inter-house carnivals.

Interschool Swimming and Athletics

Based on the results from the Barker District Swimming and Athletics carnivals, students may be chosen to compete in the interschool swimming and athletics carnivals.

Knockout Competitions

Students will have the opportunity to nominate and represent the school in a Knockout sport team, to compete against other schools. Selection for Knockout teams will be based on performance, attitude, attendance at trials/practice/training, along with satisfying the following criteria:

- Students will be asked to nominate for Knockout teams at the beginning of the year. Students must complete a Knockout Sport Participation form and give to the staff supervisor at least one day before the event.
- Any curriculum commitment that has been formally scheduled eg. an excursion, must take priority.
- All students missing regularly timetabled lessons as a consequence of selection in a sports team must arrange with individual teachers for catch-up of missed work, assignments etc. Failure to do this may result in team non-selection in future.

Students must gain permission from their subject teacher to participate in KO events and interschool events. Students will indicate interest in Knockout team selection in a form in Term 1. Families will need to cover costs for Knockout Sport, which is \$15 per match.

SAPSASA, State Teams

Students will be informed through the newsletter, connections, about these teams. Students will be invited to nominate.

Extra-Curricular Activities (cont'd)

Private Music Tuition

- Where parents wish a student to receive individual instrumental lessons in a particular musical instrument, the College can arrange for an independent teacher to provide such a service at the College. Lessons will be rostered using a rotating timetable to help minimise disruption to the student's regular learning.
- Private lessons are offered to all students in voice, violin, viola, cello, double bass, flute, clarinet, saxophone, trumpet, trombone, piano, guitar, electric bass, and drums. Students wishing to undertake instrumental tuition must contact the College for an enrolment form. The Instrumental Program Coordinator will arrange for an independent teacher to make contact.
- Lessons occur before, during and after school, through negotiation with the private teacher.
- Students should leave class for their music lesson no more than five minutes prior to the lesson. It is an expectation that students will follow up what is missed from the subject lesson and ensure that they are not disadvantaged by their absence at a private music lesson.
- Absence from lessons (camps, excursions, and anticipated illness) - please notify the instrumental teacher concerned as soon as possible and at the latest the night before a lesson.
- Requests to discontinue lessons must be given in writing to the instrumental teacher at least two weeks before the end of a term.

Extra-Curricular Activities (cont'd)

Bands, Choirs & Other Groups

Group	Meeting Time
Studio Band	After school rehearsals - open to students by audition. Year 10-12 students.
Worship Bands	Lunchtime rehearsals as scheduled to supply music for worship. Year 7-12 students.
JIVE (Junior / Intermediate Vocal Ensemble)	After school rehearsals. Year 7-9 students.
Senior Vocal Ensemble	After school rehearsals - membership by audition. Year 10-12 students.
Little Big Band	After school rehearsals - a Middle School band for students playing wind and rhythm section instruments. Year 7-9 students.
Hot House	After school rehearsals - a small jazz/rock group for students interested in improvisation. Membership by audition. Year 10-12 students.
Crescendo	After school rehearsals - a string and woodwind group. Membership by audition. Year 7-12 students.
Drumline	After school rehearsals - open to percussion students.
Somethin' Else	After school rehearsals – Jazz vocal group. Membership by audition. Year 10-12 students.

All students who take up membership of one of these groups are required to attend all rehearsals. If a student finds it necessary to withdraw, they must discuss the matter with the conductor / coordinator.

Rehearsals

- Students who take up a membership of a musical ensemble are expected to attend all rehearsals.
- If a student is unable to attend a certain rehearsal, prior notification must be given directly to the conductor/coordinator.
- Student members are expected to attend punctually with all necessary music and equipment, being ready to play/sing at the designated starting time.

Performances

- Students will be notified as early as possible.
- Students who take up membership of groups are expected to attend all rehearsals and performances.
- Parents are asked to consult with the conductor if it is not possible for students to meet the commitment for a particular performance.
- Students are expected to assist with preparing for and packing up after each performance.

If a student finds it necessary to withdraw from an ensemble, they must discuss the matter with the conductor/coordinator.

Extra-Curricular Activities (cont'd)

Year 8 – 12 Sport

Team Selections

Selection for representative teams will be based on performance, attitude and attendance at practice / training / trials along with satisfying the following criteria:

- Year 11 and 12 students can only be selected in two Knockout teams or other external events each year.
- Year 8, 9 and 10 students can only be selected in three Knockout teams or other external events each year.
- Students will be asked to nominate for Knockout teams at the beginning of the year. Students must complete a Knockout Sport Participation form and give to the staff supervisor at least one day before the event.
- Any curriculum commitment that has been formally scheduled eg. an excursion, must take priority.
- All students missing regularly timetabled lessons as a consequence of selection in a sports team must arrange with individual teachers for catch-up of missed work, assignments etc. Failure to do this may result in team non-selection in future.

The following selection procedures will also be followed:

- Supervising teachers and/or Sports Coordinator are solely responsible for the selection of sport teams.
- Open teams may include Year 10 students.
- Year 10 teams may include Year 8 or Year 9 students.

Inter-School Sports Competition

Students will be given the opportunity to represent Cornerstone in competitions against other schools in a variety of sports and activities. Small groups of students at times also compete in Ekiden relay events, cross country, cycling, gymkhana, triathlon and tennis. These competitions spread across all terms in the College year.

Swimming & Athletics

Teams will be selected across all year levels for Inter-School Swimming and Inter-School Athletics subsequent to Inter-House competition. These are Term 1 competitions. If a student is chosen for these teams (based on Inter-House results), they are expected to participate in this event and represent the College.

Knockout Competitions

Teams will be selected for Knockout competitions in the following sports:

Year	Sport
8 & 9	Cricket (boys), Touch Football (boys & girls), Basketball (boys & girls), Netball (girls), Soccer (boys & girls), Football (boys).
10	Volleyball (boys & girls), Basketball (boys & girls), Netball (girls), Soccer (boys).
11 & 12	Volleyball (boys & girls), Basketball (boys & girls), Football (boys & girls), Netball (girls), Soccer (boys & girls), Cricket (boys), Hockey (girls).

Students must gain permission from their subject teacher to participate in Knockout events and interschool events.

Students will indicate interest in Knockout team selection on a form early in Term 1. Families will need to cover costs for Knockout sport which is \$15 per match.

Individual

Students may also be involved in representing Cornerstone in individual sports with the prior approval of the Sports Coordinator, the Principal and their parents / guardians.

ICT Services - Introduction

This department aims to support learning and associated services in the College, with the best possible Information and Communication Technology (ICT) system and services.

Their primary role is one of service and support. This includes:

- Keeping the network and associated hardware and software running.
- Supporting students and staff with technical issues.
- Providing in-class support with ICT issues
- Supporting staff with information on new resources, administrative tools and directions in education, as related to ICT.
- Providing and supporting the Administration Department with ICT services.

ICT Services also supports the technical requirements of College events, activities and devotions.

Computer Servicing

The ICT Services department supports College provided software, network issues and minor hardware repairs. For Warranty and ADP issues, once initial troubleshooting is completed by ICT Services and the issue is deemed to be hardware related, for Lenovo devices the family would be directed to take the computer to iSeek Computing in Totness. For all other machines not purchased from iSeek Computing, the family would still be able to receive support through iSeek, but would need to check the warranty details with the vendor first.

Spare Computers

The College has a limited pool of spare computers to support students and staff when they are having a computer repaired. These are issued by the ICT Services department and show on the student's library loans as a borrowed item. They should be returned as soon as repairs are complete, as the pool is limited. The spare student computers are basic and may not provide all the facilities their own computer can.

Student Use of Computing Resources

The comprehensive computer network at Cornerstone College supports the teaching and learning program and is intended to enable, enhance and extend students' learning. Student access to the computer network will enable completion of course work and development of skills in the use of Information and Communication Technology.

All students have a Laptop computer. Please refer to the 1 to 1 Handbook for information specific to this program.

Responsibilities

Each student has a responsibility to take care of the computing resources and use them in a careful and constructive way. It is essential to:

- logon to the network using only their own user name and password.
- be responsible for their Laptop computer and keep it in good working condition.
- ensure they have sufficient Internet and printing credits to complete the task undertaken.
- use file names which are meaningful and non-offensive.
- use computing resources only in relation to their specified curriculum requirements.

IDs & Passwords

Each student will be allocated an account (username) and an individual password to access the network resources, which will give them access to:

- Their Laptop computer.
- Networked printers.
- The College WiFi and the Internet.

The individual password protects printing and Internet access as appropriate. Confidentiality is the user's responsibility – Please do not give your password to anyone.

The College maintains comprehensive monitoring and logging procedures. To ensure security, integrity, performance and responsible use of the resources, systems management will monitor all student activity, particularly Internet activity and storage space.

It is their responsibility to ensure that their use of computing resources is in keeping with the College's expectations.

Storage Media & Viruses

Storage media, such as writable CDs and USB drives are the major source of viruses into the network. You should use these items only if you need to transfer College-related work files to and from home for further development. Students are strongly encouraged to purchase and use a USB or external hard drive for back-up or transfer of data. ICT Services reserves the right to check any storage media within the College and confiscate those that pose a threat to the performance of our resources.

Printing

Students should proofread carefully from the screen to minimise the number of printouts done. Multiple copies of printouts should not occur. As part of the enrolment process students will receive an allocation of printing credits to their ID card for printing and internet usage. Colour prints are charged at a much higher rate than black and white. Each printout is automatically deducted from the debit card. Students are expected to buy additional credits, through the Finance department, if they use up their initial credits.

Student Use of Computing Resources (cont'd)

The Internet

Use of the Internet is seen as an integral part of many curriculum areas. It can only be used during class time for the completion of research assignments. Students are expected to work within the guidelines set out by the subject teacher and ICT Manager (Refer to Laptop Agreement.)

The College has a monitoring and management infrastructure for Internet access. All Internet access will be logged against a user's ID and password. It is therefore critical that passwords are not shared.

Inappropriate use of the Internet, including inappropriate E-mail use, is a serious matter and can have significant consequences. For example, sending a message over the Internet using someone else's name is a criminal offence.

Student Email Accounts

Students have access to their own College email account. The College is providing email to students to enhance the teaching and learning program of the College, and to assist communication between teachers and students.

Email Address

A student's email address will follow the format of:

username@student.cornerstone.sa.edu.au

Accessing Your Email

Students can access email on their Laptop by using Microsoft Office 365, which the College provides licensing for.

Student Use of Email

Students are not to use Internet email accounts (ie Hotmail) through the College network, as these are often a source of viruses and unsolicited email.

Emails are to be written or structured always with the interests of the College in mind, using appropriate language.

The College reserves the right to monitor student use and store any student emails. Email correspondence sent from or received using the College network is neither private nor secret. A student may be held liable for what they say in an email. Students should report inappropriate email immediately to their subject teacher or the ICT Manager.

Students must not use email for any of the following:

- Abuse, vilify, defame, harass, or discriminate.
- Send or receive pornographic material.
- Injure the reputation of the College.
- Spam, mass mail, send or receive chain mail.
- Infringe copyright or other intellectual property rights.
- Perform unlawful or inappropriate acts.

Student Use of Computing Resources (cont'd)

Student Use of Email (cont'd)

Composing Emails

In composing an email, students should:

- Write well-structured emails
- Always include a short descriptive subject
- Use clear headings and always close the email appropriately, including their name
- Use appropriate language and ensure that the content, form, grammar and spelling of all email messages meets professional standards prior to transmission.

Sanctions

The College reserves the right to monitor student usage and examine or copy any student files that are on the network server. Inappropriately named files and unauthorised executable files may be, upon discovery, immediately deleted by ICT Services.

Students who are found to be using the computing facilities in an unacceptable way will be dealt with according to the Cornerstone College Behaviour Management Policy. In serious cases a student may have their account suspended.

Student Use of Personal Technologies

This policy relates to any personal electronic device that could be used for communications or data storage. This includes but is not exclusive of mobile or Smart phones, USB memory sticks, iPods or MP3 players, and Notebook computers.

In General

Apart from USB memory sticks, external hard drives, and notebook computers, there is no expectation that any of these items are required by students at the College. Therefore, the College would encourage students not to bring these items each day. The College takes no responsibility for damage to or theft of any of these personal items. Students bring them at their own risk.

Equipment must not be used to harass or victimise other students or staff or to abuse a person's right to privacy (for example, taking, storing and then using a digital photo without a person's permission could be an invasion of privacy and could have legal implications).

Mobile Phones

Year 7

Mobile phones should be left at home unless there are extenuating circumstances. If you bring a mobile phone to the College, it must be handed to your Core Group teacher at the beginning of your first lesson. It will be returned to you by your teacher before the end of the school day.

Years 8 & 9

Mobile phones should be left at home unless there are extenuating circumstances. If you bring a mobile phone to the College, it must be handed to your Home Group teacher at the beginning of Home Group. It can be retrieved from the collection point in Paideia at the end of the school day.

Approach – Year 10 and 11

All students in Year 10 and 11 are to hand in mobile phones to their teacher at the start of each lesson in each subject (can use Home Group boxes in each classroom). Phones are not to be on their person (eg in their pocket).

Students are to keep their mobile phones in their bags, or not bring them to school, if they don't want to hand them up each lesson.

Year 12

Optional – teachers may also instigate this policy for their Year 12 classes, at their discretion. Some Senior School staff have already been using this approach with positive success, and (ultimately) positive feedback from the students.

Senior School Home Group teachers could also consider the same approach for Home Group time. An approach for Home Group is not specified for Senior School Home Groups, at this point, but could be discussed in the future.

Consequences for Non-compliance

The subject teacher will take the phone and hand it in to the MS or SS Student Reception. A restorative discussion with the student will occur – reminder of the College expectations.

The student's name and the name of the teacher who has handed in the phone will be recorded (SSSR). The student may collect the phone from MSSR/SSSR at the end of the school day.

This first breach will be followed up by a phone call home. If there is a second occurrence, the student will be issued with a Friday After School Consequence and further contact with the student's caregiver/s will occur.

Note that this approach is consistent across MS and SS.

Using Phones for Learning

Students may be given permission, by their teacher, to use their mobile phones, in class, for a specific purpose, such as filming, using interactive apps, or taking photos for assignments. Students should return phones to the box/teacher's desk if it is only needed for a short time or short activity in class.

Student Use of Personal Technologies (cont'd)

USB Memory Sticks / External Hard Drives

The College encourages students to use these as the main means of backing up and transferring data to and from the College. When brought on campus these are to be free from files that contain inappropriate or offensive content. It is important that students label these items clearly as they are to take personal responsibility for them.

iPods, MP3s and Other Music Devices

- Students are NOT to use these devices during the school day. Teachers may confiscate the device, which will then be available for collection at the end of the day from their respective Student Reception.
- Only Year 12 students may use these devices during their study lessons.
- During lessons – this will be at the discretion and the direction of the teacher in charge.

College Facilities

The College facilities are primarily for student use although they are utilised by other organisations, groups and individuals after school hours, on weekends and during school holidays. Cornerstone College sets a priority for student use of these facilities at all times.

Multi Purpose Hall - *inbarendi*

Better known as *inbarendi* (in the indigenous language (Kaurua) 'meet one another'), this space can accommodate up to 1400 seats on the main surface and a further 100 seats on the mezzanine level overlooking the main floor.

For catered events, the facility can accommodate 500 people whilst providing room for a large stage or performance area. Adjacent to the main floor space is a kitchen facility for basic food preparation and food warming. On the mezzanine level a canteen space is available for serving people seated in this area.

Ample parking is available on site with easy access for deliveries, main entry drop offs and wheelchairs. The double doors at each end of the building also provide suitable access for vehicles being utilised in promotional events.

Gymnasium - *inbarendi*

Utilising the same space as the multi purpose hall, the Gymnasium is a versatile facility with a sprung wooden floor and a high roof line peaking at 15 metres. It has numerous storage areas, heating and cooling, full amenities, change rooms, a kitchen facility and a separate gym.

The gymnasium is lined for an international sized basketball court running north/south or two standard courts running east/west. The floor is highly maintained and additionally lined for netball, badminton and volleyball. An electronically operated sports curtain is able to be utilised to divide the floor space with electronic scoreboards and shot clocks also set up.

An exceptional viewing platform is provided from the mezzanine level and the brick and steel structure of the building also provides the opportunity to accommodate other sporting activities requiring height and an anchor point.

Arts & Cultural Centre - *Atelier*

Atelier is the arts and cultural hub of Cornerstone College and is utilised extensively by students within the curriculum as well as for presentations and public events.

Theatrette

Located within *Atelier*, the Theatrette is a flexible space providing opportunity for many uses. It is capable of accommodating up to 208 people on fixed tiered seating and an additional 40 people on free standing chairs.

It has a front floor space measuring 8m x 16m with an Epson laser projector for digital projection. The facility has a control room for audio and visual technicians, suspended lighting and sound racks, stage curtain drops, two dressing rooms, a green room, kitchenette and ticket box.

The theatrette is a professionally designed space suitable amongst other things for the performing arts, lectures and presentations, product launches, large group meetings and even as a training facility. A loading access is provided into the building at the same level as the theatrette's main floor space.

Music Studios

On the upper level of *Atelier*, the Music Studios cater for many needs. Ranging in size from 100 square metres for the major music studio to 9 to 13 square metres for tuition and practice studios, the facility boasts a total of 7 dedicated music rooms. Each has its own climate control, is sound proofed and the main studio is well set up for the requirements of a large rehearsal.

College Facilities (cont'd)

Library Resource Centre - *Anakalypsi*

Anakalypsi aims to provide a variety of resources which support the curriculum studied at Cornerstone. The hours of operation at present are Monday to Thursday 8.15am - 4.30pm, Friday 8.15am - 4.00pm. *Anakalypsi* is not open during recess on Fridays.

The Library system is fully automated so the individual 'Student Identification Card' with a bar code is essential when students wish to borrow materials, including the texts they take out as hire books.

The basic guideline which underlies the operation and behaviour of all people using *Anakalypsi* is respect and consideration for resources, including the staff and other students.

Canteen - *cibo bello*

cibo bello is open daily for breakfast (8.15am – 8.45am), recess and lunch.

Seating

Each year level has priority seating indoors at lunch, one day a week. On the student's year level day, they can sit in the canteen even if they haven't purchased anything. See the pin boards in *cibo bello* for which days each year level is allowed to sit indoors.

Ordering

All orders for recess and lunch can be placed online through www.flexischools.com.au by 10.00am. Students can still purchase items in person at recess and lunch with cash or EFTPOS, however, it is recommended to order online to avoid disappointment.

Payment

Payment is via Flexischools for online ordering, or link your Student ID card to your Flexischools account and pay by swiping your Student ID card at the register. Students may also use cash or EFTPOS when purchasing in person.

Menu

A copy of the full menu is available on the College website and once you've logged into your Flexischools account. Menu items and prices may vary on a term by term basis.

There are rewards for purchasing the weekly lunch special: buy 5 and receive the 6th one free. These are all recorded and tracked by the Canteen Manager. Weekly Specials are advertised in *connections*, the College newsletter, and on the canteen pin board.

Other Facilities

Microwave ovens, sandwich toasters and hot water facilities are available for students to use, inside *cibo bello*. All items being toasted MUST be wrapped in grease proof or baking paper.

Students must move through in a single line entering from the front entry door and exiting via the door in the *jing si lou* foyer. If students choose only to use the microwave ovens or seating, they are to enter through the door in the *jing si lou* foyer. Normal College behaviour expectations apply. NO College bags are allowed inside *cibo bello*.

Training Kitchens

The Kitchen area is located in the main building compound of the College and boasts 2 large kitchens, each designed to accommodate groups of up to 40 people in a training environment.

The facilities include 20 fan-forced gas ovens (Commercial & Non-Commercial grade), extensive food preparation areas, cool room, dishwashers, wash up areas, microwaves and all preparation/cooking/serving/ crockery and utensils. Tables and chairs are provided as part of the training environment, also serving a purpose in food presentation, tasting and assessment.

College Facilities (cont'd)

Plaza & Amphitheatre

The Plaza and Amphitheatre are situated in the centre of the campus, providing a versatile open space for gatherings and outdoor events.

The plaza is a paved space of approximately 2000 square metres afforded shade from several Plane trees, all-weather umbrellas, and a colonnade. Outdoor tables and seating are provided all year round to provide a Café style atmosphere. It has a central focus to the tiered amphitheatre which can accommodate bands, speakers, actors, choirs and music groups.

The space is able to facilitate small traffic vehicles and portable structures such as rock climbing walls and other event attractions.

Meeting Rooms

Throughout the many buildings on the College campus, there is a multitude of meeting rooms available. They can accommodate varied group sizes and can be set up as board rooms, small meeting rooms, lecture spaces, 'class' format or as an open activity space.

Many are fitted out with high speed fibre optic Internet access and interactive large screen televisions. Some can also be expanded into larger areas by pushing back concertina walling.

Outdoor Playing Surface - *Morella Oval*

Established under the careful guidance and direction of nationally acclaimed turf specialist Les Burdett, *Morella Oval* is an exceptional outdoor playing surface with an area of 165m x 125m - comparable to AAMI Stadium in size. It has a couch and rye turf surface which is capable of draining very quickly at a rate of 50mm per hour.

Morella Oval is maintained to a very high quality and as such it is set up as a permanent Australian Rules Football site. It is able to accommodate most other sporting requirements, especially athletics, and has also been utilised as a country fair site as well as a temporary campground.

The oval has a building that provides toilets for the public, showers and toilets for two teams, and an umpires room.

Synthetic Turf Courts

The synthetic turf court area is 80 metres long and 40 metres wide and is protected by cyclone fencing. The play area has been marked up with four tennis courts that are north - south facing and a dividing curtain which helps with the retrieval of balls. The area also has also been marked up for soccer and hockey albeit these pitches are not full size according to international standards.

Cricket Nets

Three synthetic grass cricket practice wickets are available with lane nets, backing net and a fly net for the roof. The lane nets can be neatly secured in storage boxes to provide a play space that is 250 square metres in size.

Environmental Centre & Wetland

Situated adjacent to Purtinga Creek, the Wetland and adjoining Purtinga Environmental Centre are dynamic resources for studying the local ecosystem.

This is a highly interactive resource for schools, interest groups and even the corporate sector. The way in which elements of the environment work together to purify water can provide valuable lessons in how people can utilise their strengths collectively to achieve an outcome not possible by just one individual.

The Purtinga Centre is a dynamic and interactive resource that utilises elements in natural energy, recycling and biodiversity from a location that adjoins the Wetland.

College Facilities (cont'd)

Outdoor Basketball Court

The outdoor basketball court is undercover and measures approximately 30 metres by 22 metres.

Technology Centre

The technology centre has a senior and junior workshop that is equipped with a selection of equipment for working with wood, metal, plastics and electronics. Within the centre is a Computer Numerical Control (CNC) machine which receives a student's design downloaded electronically and cuts, engraves and shapes materials to produce such items as tables and cupboards.

Middle Years Learning Centre - *Paideia*

The Middle Years Learning Centre, *Paideia*, provides the accommodation and facilities for both the Year 7 and 8 core groups and includes an Adaptive Education Learning Centre.

The building consists of 12 classrooms, all with architecturally designed teaching walls that provide audio visual displays, hearing aid system, and all of the required storage for student and staff. The classrooms are light and airy, extend into external teaching spaces and internal break out spaces, they also have the capacity to link in pairs and fours.

The Adaptive Education Learning Centre has a classroom space, reading nook, sensory room, tutorial room, meeting room and a domestic type kitchen for teaching students home food preparation skills.

All teaching spaces and open areas are furnished with tables and chairs that have been specifically designed for the middle school age group as well as ottomans and lounges for reading and computer work.

The facility offers a presentation space which, with tiered seating, accommodates approximately 60 people. This area is equipped with a projector and audio.

External to *Paideia* is *Paideia Green* which is an oval measuring approximately 100 metres in length by 50 metres wide. *Paideia Green* has been dedicated to middle school students during break times and is utilised for health and fitness lessons. To the west of *Paideia* is a fitness area 'playground' and a running track that navigates the boundary of the College. Change rooms are available on the ground floor and adjacent is the physical education store room. To the north of the building is an outdoor amphitheatre that is encased by gardens and stone gabion walling.

The *Paideia Plaza* is a large external paved area that is partially sheltered by a colonnade and is used extensively during break times for social and recreational activities.

Privacy Policy

Your Privacy is Important

This statement outlines the College's policy on how the College uses and manages personal information provided to or collected by it. The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

Collection of Information

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- students and parents and/or guardians ('parents') before, during and after the course of a student's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

Information Provided by You

The College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and students provide personal information.

Information Provided by Others

In some circumstances, the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another College.

Employee Records (Policy Exception)

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

College Use of Information

The College will use personal information for the primary purpose of collection and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which has been consented.

Job Applicants, Staff Members & Contractors

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- In administering the individual's employment or contract, as the case may be.
- For insurance purposes.
- Seeking funds and marketing for the College.
- To satisfy the College's legal obligations, for example, in relation to child protection legislation.

Privacy Policy (cont'd)

College Use of Information (cont.)

Students & Parents

In relation to personal information of students and parents, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the College.

The purposes for which the College uses personal information of students and parents include:

- To keep parents informed about matters related to their child's schooling, through correspondence, connections@cornerstone and magazines.
- Day-to-day administration.
- Looking after students' educational, social and medical well-being.
- Seeking donations and marketing for the College.
- To satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases, where the College requests personal information about a student or parent, and if the information requested is not obtained, the College may not be able to enroll or continue the enrolment of the student.

Volunteers

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, to enable the College and the volunteers to work together.

Marketing & Fundraising

The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that is engaged to assist in the College's fundraising.

Parents, staff contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like connections@cornerstone and magazines, which include personal information, may be used for marketing purposes.

Disclosure of Information

The College may disclose personal information, including sensitive information, held about an individual to:

- another College;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like connections@cornerstone and magazines;
- parents; and
- anyone you authorise the College to disclose information to.

Sending Information Overseas

The College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

Privacy Policy (cont'd)

Sensitive Information

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management & Security of Personal Information

The College staff members are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and secure access rights to computerised records.

Updating Personal Information

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Receptionist of the College at any time. The National Privacy Principles require the College not to store personal information longer than necessary.

Accessing Personal Information Records

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the College Principal in writing.

The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

Student Personal Information

The College respects every parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The College will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by the College about them or their child by contacting the College Privacy Officer. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

The College may, at its discretion, on the request of a student grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Parent Involvement

Committees & Groups

The following Committees and Groups report directly to the College Council:

Committees & Groups	
Finance Committee Planning Committee	These Committees are appointed/approved by the College Council.
Parents, Teachers & Friends Ministry Committee.	Membership on these Committees is sought from the wider parent body to utilise the expertise which can enhance the operation of the College.

Parents, Teachers & Friends Committee

The **Parents, Teachers & Friends (PT&F)** Committee comprises a group of volunteers whose primary focus is to build community, to support College events and to assist in fundraising for special projects.

The PT&F generally;

- Provide a forum for the information of parents on relevant educational and social issues;
- foster a close liaison between the Cornerstone College community, current and past parents and friends of the College, Old Cornerstonians and local business;
- raise funds to assist in the development of special programs, buildings and educational offerings; and
- assist in the promotion of the interests of the College and its students.

Being a part of the PT&F is a wonderful way to get to know parents within your child's cohort and to build friendships amongst the parent group. If you'd like to get involved as a committee member or as a volunteer helper, please contact the Communications and Engagement team at the College or email pt&f@cornerstone.sa.edu.au

Emergency & Evacuation Procedures

The College has policies and procedures that relate to a planned response in emergency situations. These relate to;

- an emergency evacuation from buildings [fire or other threat];
- a 'lock in' procedure when students or staff are in physical danger; and
- a bushfire response.

In all cases students will be placed in a safe environment under the care of staff members. In most of these situations, parents will not have immediate access to students. During an emergency evacuation or a 'lock in' there will be no access to the College until the danger has passed.

Catastrophic Fire Days

It is now recognised that there are some days when it is inadvisable to travel on regional roads and inadvisable to stay in many buildings, due to the risk of fire. On these days it is unlikely that a significant bushfire would be contained and the Country Fire Service (CFS) and the South Australian Government have subsequently named them 'Catastrophic Days'.

Cornerstone College is located in the Mount Lofty Ranges Fire Ban District.

Recently, updated assessments have been completed and published in relation to the bushfire risks of locations throughout SA.

"When a property location gets an "Outside the Bushfire Safer Places" result, it means the location provided is not within the defined areas of a Bushfire Safer Settlement (the inner Adelaide metropolitan area) or Bushfire Safer Precinct (Outer suburbs and rural settlements). It is important to understand in this scenario that your property location is at risk from bushfire. "(Source: <https://www.cfs.sa.gov.au/custom/control/bushfireApp/help/help-bushfire-safer-places.html>)

More information about Bushfire Risk Status and Safer/Last Resort Places can be found at:

https://www.cfs.sa.gov.au/site/prepare_for_a_fire/bushfire_safer_places.jsp

Cornerstone College Bushfire Risk Status, has now been designated as "OUTSIDE the Bushfire Safer Places" zone in Mount Barker. Given this updated rating, it is prudent to now CLOSE the College on Catastrophic Fire Days, rather than remain open, as had been the previous determination.

Given this change, it will be important to review and update your family's Bushfire Survival Plan. Information regarding Bushfire Survival Plans can be found at: https://www.cfs.sa.gov.au/site/prepare_for_bushfire/my_plan_to_survive.jsp

Cornerstone College will now remain CLOSED on a Catastrophic Fire Day when announced by the CFS for the Mt Lofty Ranges District.

Work Health and Safety Statement

All volunteers to the College are required to please read and abide by the College WH&S statement and conditions. Cornerstone College has a Work Health and Safety Policy which requires that all volunteers shall;

- take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions;
- not recklessly or intentionally interfere with or misuse anything provided in the interests of health and safety;
- supply and use appropriate safety equipment, where required, in the correct manner;
- maintain their workplace in a well-kept and orderly condition;
- report immediately any unsafe conditions or equipment to the Principal, or person delegated;
- report to the Principal, or person delegated, any injury sustained no matter how minor, as soon as the injury becomes apparent; and
- ensure that they are not, by consumption of alcohol or any other drug, in such a state as to endanger their own safety at work or the safety of any other person at work.

A failure to comply with the legal requirements, specific instructions related to health and safety, or the College Work, Health and Safety practices and procedures will result in immediate removal from the College premises, and such other action as may be appropriate.

First Aid

First Aid is available at Middle School or Senior School Student Receptions.

Evacuation of Buildings

Refer to Emergency Evacuation Procedures – located on walls adjacent to exit doors from classrooms and work areas or as directed by College staff.

Hazardous Substances

All substances are to be used in accordance with the relevant MSDS. Where a substance is brought onto the site it is the responsibility of the person supplying or using the substance to ensure that it can be used without risk of injury to any person present or likely to be present whilst a risk of injury due to the substance exists. Where a hazardous substance requires by law that regular biological monitoring be undertaken (that is blood, urine or lung function testing) then that substance will not be used in the College. No asbestos is present at Cornerstone College.

Working Alone

Persons using Cornerstone College when alone (at whatever the time of day) should, in addition to the safe work practices normally followed, take precautions to ensure that they are safe.

Smoking

Cornerstone College is a non-smoking workplace.

Plant and Equipment

It is the policy of Cornerstone College that, before introducing any plant, equipment, machinery, materials or processes, any hazards that may be associated with such shall be identified and assessed. Control measures to eliminate the risks to health, safety and welfare of those who will use it, safe operating procedures and appropriate training shall be put in place in consultation with the Principal and/or the Work Health and Safety Committee.

Traffic Arrangements

In order to establish a safe and orderly traffic flow in the College grounds we ask parents to observe the following rules:

- Traffic speed not to exceed 25km/h at all times.
- Keep to the left-hand side of the road.
- Observe the bus drop-off zone for buses only (yellow lines).
- Entrance roundabout is a Bus Only area, and no pick up or drop off of students is allowed.
- No parking in drop-off zones as marked at any time during College hours.
- Do not allow children to enter vehicles unless they are at the kerbside.
- Students are to cross the driveway at the five pedestrian crossings only.

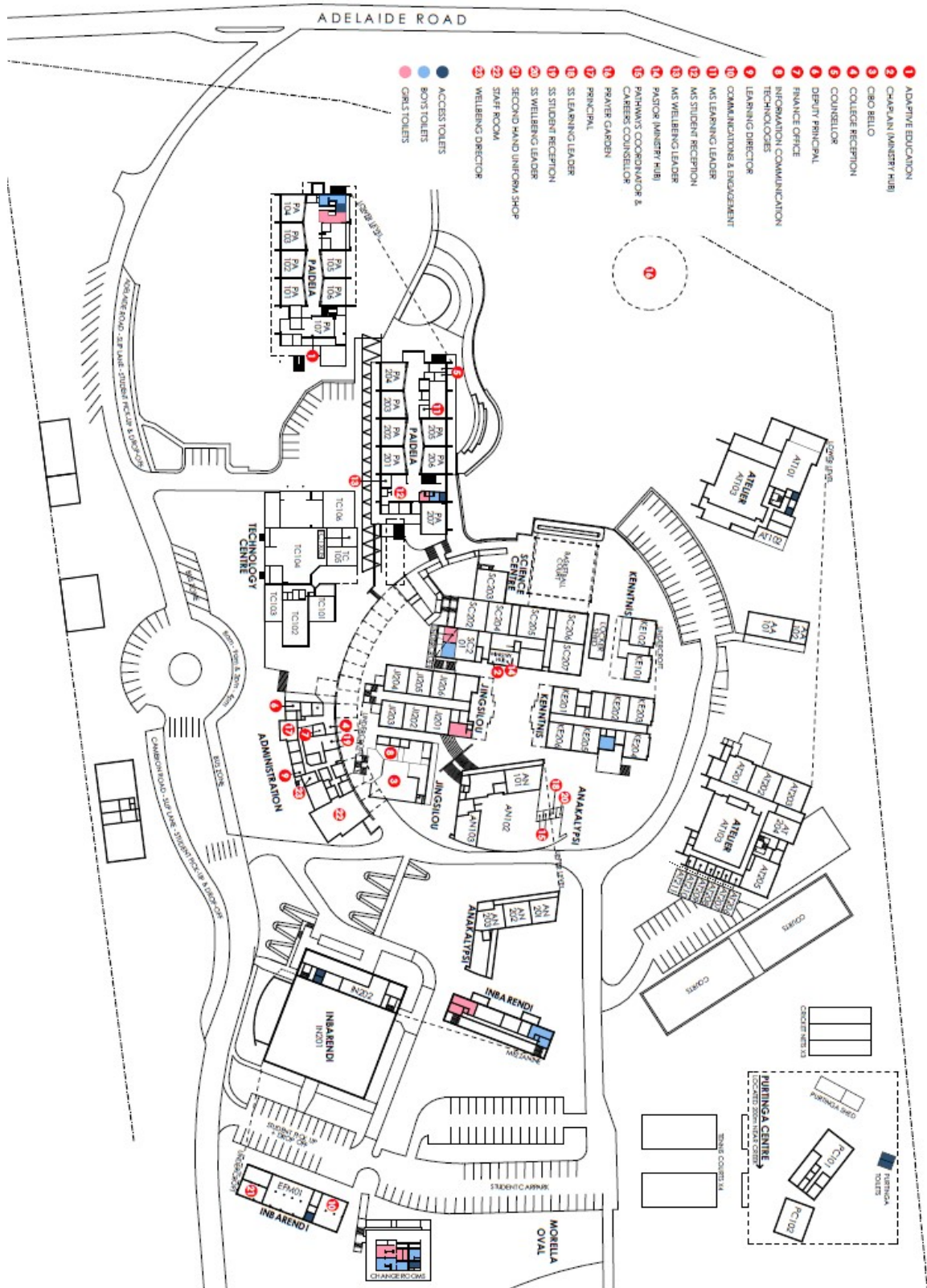
We stress that you observe these instructions for the safety of students.

Car Parking

The College aims to ensure that car and vehicle parking in and around the College grounds is orderly, safe and in accordance with the law.

- The parking of any vehicle inside the College grounds is at the discretion of the Principal.
- Designated car parks are provided for the disabled, staff members, students, parents and visitors.
- Visitor's car parks, student designated car parks and student pick-up areas will not be used by staff.
- Senior Leadership Team will monitor and enforce that people are parking in their correctly allocated car park zones.
- Bus parking is provided at the College and these areas are to be kept clear during the sign posted time zones.
- Sufficient disabled car parking will be available and monitored.
- Student drivers are to register and receive a permit to park on the College grounds, in accordance with the 'Student Driver' Policy.
- Everyone who parks their vehicle on the College grounds does so at their own risk.

Campus Plan



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