



On the left is the school logo. What does it mean? The apple represents education with the cross as the “core” of beliefs, ethics, and instruction. The seeds are symbolic of what is planted in students as they are taught how to live as followers of Jesus Christ. As these seeds mature, students grow into men and women who live lives of service and obedience to Christ. The logo phrase captures the heart and vision of the school.

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*"Shine Like Stars!" is the theme for the 2016/2017 school year.*

*It is based on Philippians 2:14-15, "Do everything without grumbling or arguing, so that you may become blameless and pure, children of God without fault in a warped and crooked generation. Then you will shine among them like stars in the sky." The goal of Crown Point Christian School is to follow God as we live our lives in obedience to Him and His Word for His glory and honor.*

## INTRODUCTION

The purpose of this handbook is to provide guidance to the parents and students of Crown Point Christian School and to make them aware of the policies and routines necessary to fulfill the school's Mission and Purpose. This handbook should be used in conjunction with Gods Word, Crown Point Christian School's Constitution and statement of Faith. This hand book by itself is not exhaustive, and it is subject to change or revision at any time.

The Board, Staff, Parents, Students and Volunteers are all expected to conduct themselves in a manner consistent with these policies but most of all in a manner which complies with Gods Word, leading lives of obedience and service to God. This includes all aspects of life, their involvement at Crown Point Christian School as well as at home, at work and in the community.

## THE SCHOOL PURPOSE AND PHILOSOPHY

### History

Crown Point Christian School began in 1984 as an association of evangelical Christians interested in providing Christ-centered education for their children. In 1985, the school began with a pre-school in a classroom of the Crown Point First Christian Reformed Church and added grades annually until the school was comprised of pre-school through grade six. In 1995, the seventh and eighth grades were added and the first eighth grade graduation was held in May 1997. By the fall of 1998, the school had outgrown available classroom space and relocated to Living Stones Fellowship Church. Steady, significant growth in student enrollment has continued to the present time. Students are drawn from Crown Point and surrounding towns and villages. Crown Point Christian School is a member of Christian Schools International. Crown Point Christian School is intended to be an extension of the Christian training children receive in the home. Together, teachers and parents partner in training each child for a life of service and obedience to God, for His glory. In May, 2005, Crown Point Christian School was awarded Accreditation though Christian Schools International which is recognized by the State of Indiana. The school is also accredited by the State of Indiana Freeway Accreditation.

### Governance

Crown Point Christian School is governed by a Board of Trustees comprised of 9 to 15 members, elected by the association members in an annual meeting each spring. Association members are school supporters who:

1. are committed to biblical, Christ-centered education,
2. are members of an evangelical, biblically based church,
3. contributed at least 2.5% of one child's tuition rate within the past year, pay tuition, or are an employee of the school,
4. are in agreement with and pledge to support CPCS's Constitution and the school's mission.

The School Board determines policies, sets the vision of Crown Point Christian School, and directs the principal to carry out its policies. Any member of the association, except an employee of the

school, is eligible to serve as a Board member. Annually the Board nominates a slate of candidates for Board membership and the association votes for members of the Board from this slate.

The principal provides executive leadership that serves the staff, students and association in carrying out the school's mission.

### **Mission and Purpose**

Crown Point Christian School is an association of evangelical Christians committed to providing a biblically based, Christ-centered education that partners with parents in preparing children spiritually, socially, academically, and physically to honor God in all aspects of life.

The lordship of Christ and the providential care of God permeate everything, and Christian teachers strive daily to help each child know the Lord. Christian teachers are charged with the responsibility of working cooperatively with parents to guide each child towards academic, social, physical and emotional growth, and spiritual maturity. Together, we strive to promote the following ideals for our students:

1. Development of the Christian virtues: love, honesty, courtesy, obedience, respect, tolerance, cooperation, and the discipline of body and mind consistent with God's Word.
2. Development of Christian citizenship and leadership: in the school, in one's chosen occupation, and in the community consistent with God's Word.
3. Development of Christian learning utilizing the full potential of our God given ability.

The purpose of Crown Point Christian School is to provide an education for children that is: Christ-centered in the most complete sense, and of the highest quality.

### **THE SCHOOL CURRICULUM**

Crown Point Christian School is dedicated to assist parents in providing their children with a consistent Christian emphasis and witness. The **Bible** is the primary textbook in religious instruction. Biblical instruction seeks to enable each child to perceive and understand God's revelation of Himself in the Bible, through His Son, Jesus Christ, and through nature. Each child is challenged and inspired to respond appropriately, in gratitude and obedience to God's revelation and love for us. We believe that a child's education shapes him or her throughout all of life. Therefore, our primary objective is the Biblical principle: *"Train up a child in the way he should go and when he is old, he will not depart from it."* Proverbs 22:6.

### **ASSIGNMENTS**

Students are expected to complete all assignments in a timely manner. Students are responsible for writing down assignments so that work can be completed accurately and promptly. Students are responsible for assignments even when absent. Parents are expected to contact the school office regarding schoolwork missed if a student is absent more than one school day. The office will inform the teacher of a parent request for homework.

### **ATTENDANCE**

At CPCS, we believe that establishing a solid work ethic is important in the development of Godly character. Regular and punctual attendance at school is necessary for all students to excel to their maximum potential.

Indiana Law requires student attendance for 180 school days during each school year. Excessive absences and tardiness will result in decreased learning, lowered grades, and may affect a child's promotion to the following grade. Additionally, our school's attendance rate is evaluated by the state department of education to gauge CPCS's annual yearly progress (AYP) for freeway school accreditation.

When a student must miss school, parents are expected to inform the school office and provide the reason for the absence no later than 8:00 a.m. If homework is desired, parents must email the request directly to the teacher(s) by 9:00 AM. Student work may be picked up in the school office after school

or arrangements can be made to send it home with another student. A student will have the number of days missed plus one to make up daily work and tests missed. There will be no grade reduction for an excused absence.

Depending upon the circumstances surrounding the absence, students may not be allowed to participate or attend extra-curricular events on the day the student is absent. Additionally, excused and unexcused absences beyond ten days per school year could result in administrative action, including retention in the current grade level.

### **Excused Absences**

Excused absences from school for all or part of the day are as follows:

- 1) Student's illness or injury
- 2) Death in the immediate family
- 3) Family emergencies
- 4) Professional appointments such as a physician or dental appointment that are supported by a doctor's note (please attempt to plan these after school hours)
- 5) Extenuating circumstances approved by the principal and/or Board of Trustees

### **Illness**

Unless medical documentation of an extended illness is provided to the school, parents should call daily with an update on the child's status. If the student is absent for more than three days, a doctor's note must be submitted upon the student's return. Students who are absent more than 6 days in a quarter may be asked for a doctor's note for each additional day of absence for the remainder of the year.

### **Vacation**

The CPCS School Board requests that family vacations be planned during regularly scheduled school breaks according to the CPCS calendar. School calendars are available on the CPCS website at [www.crownpointchristian.org](http://www.crownpointchristian.org).

Parental request absence is an absence as a result of a family activity. In such cases, parents are asked to contact the principal prior to the absence. Assignments and/or work missed during the absence will be given the day following the absence. Advance assignments of schoolwork will not be given.

A student will have the number of days missed plus one to make up daily work and tests missed.

There will be no grade reduction for a Parental Request Absence unless the work missed during the absence is not completed within the above stated deadline.

Parents are asked to keep such absences to a minimum. It is the responsibility of the student and parents to make up and complete all work missed during Parental Request Absences.

### **Family Emergency**

In the case of family emergency, parents should inform the school principal as soon as the nature of the emergency permits.

### **Unexcused Absences**

School procedure for unexcused absences is as follows:

- |                                     |  |
|-------------------------------------|--|
| 1 <sup>st</sup> & 2 <sup>nd</sup> : | Office personnel will call home.   |
| 3 <sup>rd</sup> :                   | School principal will call home to remind family of attendance procedures.             |
| 4 <sup>th</sup> :                   | School principal may conduct a home visit, if warranted by the nature of the absences. |
| 5 <sup>th</sup> :                   | Conference with parent, teacher and school principal (or designee).                    |

6<sup>th</sup>

School notifies Department of Children and Family Services or similar agency to report educational neglect.

### **Late Arrival and Early Dismissal**

If a student arrives between 8:00 AM – 9:00 AM he/she will be considered tardy.

If a student arrives between 9:00 AM – 1:00 PM he/she will be considered one half day absent.

If a student arrives after 1:00 PM he/she will be considered absent for the day.

If a student leaves after 10:30 AM and does not return to school he/she will be considered one half day absent. If a student leaves before 10:30 AM and does not return he/she will not be recorded for attending that day.

If a student leaves after 10:30 AM and returns before 1:00 PM no absence will be recorded.

If a student leaves after 2:00 PM no absence will be recorded.

If a student leaves between 10:30 AM and 2:00 PM he/she will be given a one half-day absence.

### **Tardiness**

Any student entering the school building after 8:00 A.M. must sign in with the office and it will be documented in Renweb. Any student who comes after 9:00 A.M will be marked absent either a half or a full day, whatever the case may be. Excessive tardiness will result in parents being requested to meet with the Board of Trustees. Excessive tardiness (7 tardies in a quarter) will be reported to parents by the principal and may require parents of the student involved to appear before the Board of Trustees. Failure to appear will result in suspension of the student.

### **BICYCLE POLICY**

Students riding bicycles to school must park and lock their bicycles in the designated bicycle parking area. Students may not ride their bicycles during the school day.

### **CELL PHONE & ELECTRONIC BOOK POLICY**

Cell phones are an amazing piece of technology. Cell phones enable people to communicate anywhere, anytime, anyplace. However, a decision has been made that cell phones do not belong in the classroom. Students are not permitted to carry or use cell phones on the school premises or in the school building.

Cell phones may be brought to school provided they are **kept turned off** and stored in the students backpack or locker. If a student is caught with their phone it will be confiscated and will have to be picked up by a parent in the office after school.

Electronic books have an educational value and serve as a valuable role in the classroom. Electronic books must be larger than 4" by 6" and used as a read only device. If the device has Internet access, it must be disabled while at school. If the electronic book is used to access the internet, the device will be confiscated and will be returned to the parent.

### **COLD WEATHER POLICY**

Students will not be permitted to go outdoors when the temperature is unusually cold. In such cases, the principal will make a decision regarding indoor or outdoor recess. Generally when the temperature/wind chill is below 10 degrees with wind chill at recess times, the students will be kept inside or the recess will be shortened. Parents are requested to dress students appropriately for the existing weather conditions (coats, hats, gloves, snow pants).

If parents wish to have their child(ren) remain indoors, a note must be sent to the teacher stating the reason for the request. The principal will confer with parents if the request warrants discussion.

Wearing (not wearing) coats or jackets will be the decision of the staff as the weather conditions indicate. Generally coats/sweatshirts must be worn when the temperature/wind chill is 60 degrees or less.

## COMMUNICATION WITH PARENTS

Open communication is welcome. Parents are encouraged to share concerns, ask for clarifications or explanations, or ask questions of any teacher or the principal. In most matters, these persons will be the best people to help you. The school staff will strive to keep parents informed of all school activities and any information that we believe is pertinent to you and your family.

1. The school's web page is **[crownpointchristian.org](http://crownpointchristian.org)**. Check it out for a broad range of information as well as a calendar of activities. From time to time the school will post information in a password protected page of the web site. To access this page, the user name is CPCS. The password is CPCS1985.
2. **Parent-Teacher Conferences** are scheduled in the fall, shortly after the end of the first quarter of the school year. Parents will have the opportunity to sign up for a time that is most convenient.
3. **The Gold Note** will be sent home weekly via email and posted weekly on the school's web site. This will keep you informed of activities, reminders, and advance notices.
4. **Report Cards** will be sent home via email, usually within the week following the end of the quarter.
5. Teachers may send home interim notes or reports as indicated by student performance, behavior, or accomplishment.
6. **Renweb** allows parents of students (Grades 1-8) to view grades online. It also lists homework assignments, attendance, and provides an online phone directory.
7. CPCS is also an active user of social media. Please like us on Facebook at <https://www.facebook.com/CrownPointChristianSchool> and follow us on Twitter @cpcsin.
8. **EDMUDO** is our new learning management system used to give parents classroom updates, share assignment information, and post to an assignment calendar.

## PRIVACY POLICY

Crown Point Christian School is an association of evangelical Christians committed to providing a biblically based, Christ-centered education that partners with parents in preparing children spiritually, socially, academically, and physically to honor God in all aspects of life.

Two foundations for the partnership between school and home are trust and communication. As a school, we understand that an essential ingredient in educating children is open communication between the home and school and between teachers and parents. CPCS recognizes that this often results in sensitive, personal, confidential information being shared. We are committed to protecting and respecting individual and family private information.

Expectations of our employees include:

- Information or conversations related to students, CPCS families or other teachers are to be kept in confidence specifically as it relates to students' academic performance, behavioral concerns, disciplinary action, medical conditions, or familial situations.
- Employees should refrain from using all social networking websites accessible via a computer, pda, cell phone or other electronic communication devices to discuss CPCS students or school related issues.
- Student cumulative records and transcripts are kept in a locked, fireproof cabinet in the office. Transcripts will be forwarded to another educational institution upon written consent from the parent(s). The transcripts will be forwarded directly from CPCS to the specified school.
- Behavior and discipline issues are to be kept in confidence between the necessary parties involved. Disciplinary notes and records are kept in a separate file from the academic transcripts.
- Any student or staff member's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the individual and others. The number of personnel aware of the individual's identity or condition will be kept at the minimum necessary.
- Financial information including tuition balances, donations, and monetary contributions will be kept confidential.

- The tone and attitude in conversations will reflect a desire to build up and encourage one another.

Please contact the school office if you have any questions. Your privacy, our professional ethics, and the ability to educate your child(ren) in a safe and Spirit-filled environment is very important to us.

### **DRESS GUIDELINES**

Crown Point Christian School strives to conform to the Christian principles of moderation and appropriateness in dress, as well as in all areas of life. Parents and teachers are guides and role models of the Christian faith, and therefore it is critical to the mission of the school that they model both moderation and appropriateness in dress. The CPCS Statement of Faith affirms that God created each person in His image, wonderfully and immutably made as male or female. Rejection of one's biological sex is a rejection of the image of God within that person. Thus all clothing should be gender appropriate and honoring to God. Parents are requested to supervise their children's clothing so that they come to school dressed appropriately and with consideration of the season.

Clothing that is inappropriate:

1. Mini-skirts, mini-dresses, very short shorts (shorter than fingertip length)
2. Clothing that has holes and tears including clothing that is deliberately torn or shabby.
3. Halter tops, tube tops, bare midriff tops, sleeveless shirts, sheer tops, and tank tops without a shirt with sleeves underneath.
4. Any clothing that advertises rock groups, alcohol, has occult symbols, sexual connotations, or is disrespectful of Christianity or authority, or deemed offensive by the staff
5. Pants must be worn at the appropriate hip position. Students must wear pants and shirts that at no time show underwear or midriff skin.
6. Anything that the Administration deems inappropriate or detrimental to the educational process.
7. Tattoos are not permitted on students.

For appropriate outdoor dress, please refer to the Cold Weather Policy above.

Make-up is not permitted before sixth grade. Make-up for sixth through eighth grade students must be moderate.

Hair dye and highlights are not permitted if they are not typical hair colors.

**If a student's clothing is deemed inappropriate, the school staff will inform parents, and the parent will be asked to bring appropriate clothing. If a student's hair is deemed inappropriate, school staff will inform parents and the student's hair will have to be changed by the next school day.**

### **ALLERGIES**

Please inform the office and your child's teacher(s) of any allergies that have been identified in your child. This includes food, insects, pets, and scents.

CPCS is aware of the variety of allergies that students and staff members are dealing with. For this reason, you are asked to refrain from sending your students to school with perfume, cologne or essential oils that are strong enough that students around them can smell them. Students arriving at school with strong scents will be sent home to wash and change their clothing.

CPCS is also asking that parents refrain from taking pets into the school building. If your child asks to bring a pet for Show and Tell, please make arrangements with the teacher in advance for the class to view the pet outside in front of the school or on the playground.

## **SAFETY PROCEDURES FOR SCHOOL VISITATION**

To insure the safety of each student and provide an appropriate classroom-learning environment, the following guidelines are in effect:

1. **All visitors to school must report to the office to sign in and receive a visitor pass. Visitors must also report to the office when they leave the school building to sign out and return their visitor pass.**
2. Before school, as students arrive, preparing for recess or lunch hour, and dismissal time are all part of the instructional activity of the school day. Please keep impromptu visits to the classroom or with the teacher to less than thirty seconds.
3. In order to minimize interruptions, parents are requested to avoid bringing items (lunches, homework, books, clothing, etc) to the classroom. If you need to bring something to school for your child, please leave it in the office with proper identification. The office staff will direct it to your child.
4. If you need to pick up a child for an appointment, please make that request known at the office. Your child will be called to the office. Please do not go to the classroom.
5. If you wish to visit a certain classroom, please contact the office as to a convenient time.
6. **Entryways to the building are equipped with surveillance cameras. Also, the front outside entrance and playground have security cameras.**

## **FIELD TRIPS**

Field trips are planned activities that provide excellent opportunities for bringing the world around us into the instructional program. Teachers plan field trips that are beneficial and relevant to the instruction students are receiving. Every effort is made to plan field trips that are of reasonable cost and a reasonable distance from school. The Education Committee will review the field trip schedule for each grade. The Board is also informed of all field trips. Field trips are an extension of the curriculum and attendance is required. Room parents may be requested to assist in supervising field trips. **Parents:** Please do not expect to accompany your child on field trips unless the classroom teacher has invited you to do so.

## **FUNDRAISING**

**CPCS holds the following four primary fundraising events during the school year:**

The Fellowship Dinner is an evening of food, fellowship, and celebration with the purpose of raising funds for the benefit of the school.

Winter Jubilee is an evening of musical performances by the children of the school. An offering is received.

Auction - An auction of items donated by businesses and friends of CPCS is held in the spring. All items are identified in an auction booklet and displayed for bidders to view. Items are sold to the highest bidder. In addition to the Live Auction, there is a Silent Auction of smaller, lower priced items. A food court is open throughout the evening.

Golf Outing is a fundraising event in June. This event is a great opportunity for recreation and fellowship among those who wish to support and promote the ministry of Crown Point Christian School.

Each year, the Board of Trustees will determine the designated purpose for which the funds raised by each of these events will be allocated.

## **GRADING PERIODS**

The school year consists of four nine-week grading periods.

- 1<sup>st</sup> Quarter – August 23 – October 18
- 2<sup>nd</sup> Quarter – October 24 – January 13
- 3<sup>rd</sup> Quarter – January 17 – March 24
- 4<sup>th</sup> Quarter – April 3 – June 9

## GRADING SCALE

Pre-K students receive semester progress reports. Kindergarten report cards are sent home quarterly reflecting individualized assessments of skills.

The following is the grading scale used for first through eighth grades:

A	100 - 97	B-	86 - 84	D+	73 - 70
A-	96 - 94	C+	83 - 80	D	69 - 67
B+	93 - 90	C	79 - 77	D-	66 - 64
B	89 - 87	C-	76 - 74	F	63

## CLASSROOM VOLUNTEERS

Crown Point Christian School has the highest expectations of volunteers in their personal, spiritual, and moral lives. Classroom volunteers must meet the following qualifications and expectations.

1. Volunteers who are in frequent contact with students may be asked to undergo a background check.
2. All volunteers will give assent to and subscribe to the constitution of Crown Point Christian School and its Statement of Faith.
3. All volunteers are expected to assist in carrying out the mission of the school to engage students in faith and character development by actively living lives according to God's design.
4. Volunteers must be ready to give evidence of active church membership. Active church membership is being a member of an evangelical Christian, Bible-believing church with its foundation in the infallible Word of God, being involved in Sunday worship and participating in the programs of the church. It is also being a positive witness on behalf of Crown Point Christian School.
5. Volunteers will carry out the policies of the Board of Trustees and administration with efficiency and in a cooperative spirit.
6. Volunteers are expected to maintain confidentiality with all matters relating to students and staff.

A classroom volunteer (including room parents) may be responsible for the following:

1. Assisting the teacher in the presentation of lessons.
2. Assisting students, individually or in groups, with lesson assignments in order to reinforce learning concepts.
3. Observing and supervising students during classroom activities.
4. Assisting with student supervision while outside the classroom during transitional and non-transitional time.
5. Helping students utilize equipment and instructional materials available in the classroom.
6. Distributing and collecting workbooks, papers, and other instructional materials.
7. Guiding independent study, enrichment work, and remedial work assigned by the teacher.
8. Assisting with such large groups activities as drill work, and story telling.
9. Reading to students, listening to students read, and participating in other forms of oral communication.
10. Assisting students in the library/media center and computer lab.
11. Alerting the teacher to any problems or special information about individual students.
12. Assisting the teacher in arranging field trip chaperones.
13. Coordinating classroom parties delegating responsibility for food and supplies to parents of the students in the class.
14. Helping chaperone the party if the teacher requests assistance.
15. Purchasing of the teacher's Christmas gift.
16. Performing all other duties as requested by the classroom teacher.

## HEALTH REGULATIONS AND INFORMATION

1. If a child is at home, ill with a communicable disease, the child may not return to school until a doctor's release form has been received stating that the child is no longer contagious to the rest of the students. If a child has a fever, the child must be fever free for 24 hours before returning to school.



2. If the child becomes ill at school, the parents will be contacted to pick him/her up. Parents may send someone else in their place but must notify the office who that person will be. A child will be sent home if they have a temperature of 99.6 degrees or higher.
3. In the event that head lice is detected at school or at home, the child must be treated according to Lake County Health Department procedures. Before re-entering school, the child must be free of lice and nits and checked by a school appointed health professional upon arrival to determine permission to return to class.
4. If a minor accident occurs, the child will be checked and given appropriate first-aid. If deemed necessary, the school will notify the parent either by a phone call or email.
5. In case of a serious accident or injury:
  - a. The child's parent, guardian or sponsor will be called.
  - b. The designated emergency number will be called if the parent cannot be reached. Necessary steps will be taken to secure appropriate treatment for the child.
  - c. An incident report will be filed and a copy will be given to the parents.
6. It is unlawful to give medicine in school (even aspirin) without parental permission.
7. We acknowledge that we have students on medication during the school year. The school adheres to state law that states the restraints, limitations and procedures for giving medication at school. The principal, teacher or other principal-designated person may give a nonprescription medication in compliance with the written permission of the student's parent, guardian or sponsor. Prescription medication may also be given by the above named persons provided there is a written doctor's order on file. In such a case, parents will be required to complete and sign a **Medication Release Form** which is located in the office.
8. The school or the designated personnel are not liable for civil damages as a result of the administration of medication except for an act or omission amounting to gross negligence or willful and wanton misconduct.

#### **HIRING PRACTICES**

Physical and sexual abuse of children and young people is a serious issue. Therefore, Crown Point Christian School requires that all new employees who come in regular contact with students undergo a Criminal History Background Check. This includes all professional staff members (principal, teachers, substitutes, coaches, and aides) and all support staff members (office personnel, custodial/maintenance personnel) who have contact with students. Crown Point Christian School will not employ, retain in employment or otherwise utilize an individual who poses a threat to children or youth.

#### **GENDER AND SEXUALITY**

As it relates to gender, the CPCS Statement of Faith addresses the beliefs of our Association as follows: We believe that God created each person in His image, wonderfully and immutably made as male or female. The fall of mankind corrupted God's creation, resulting in physical and spiritual brokenness relating to gender and sinful sexual desires. In the midst of a broken and fallen world, God's Word continues to affirm the sanctity of one's biological sex and of marriage between one man and one woman. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

As it relates to sexuality, the CPCS Statement of Faith addresses the beliefs of our Association as follows: God created sexual intimacy to occur only between a man and woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, incest, and the use of pornography) is sinful and offensive to God.

## **HOMework**

1. Young children learn best under the careful guidance of the classroom teacher. Homework may be given in the lower grades—primarily memory work, spelling or vocabulary words, math facts, or reports and projects.
2. Informal homework with individualized assignments based upon students' interests and abilities may be given in the intermediate grades. These will consist of memory work, spelling or vocabulary words, math facts, reports and projects, and required reading.
3. Efforts will be made to assign homework that reflects the needs and abilities of individual students. Efforts are made to assign homework that is work the student can do on his/her own. Homework assignments include reports and projects, required reading and daily assignments.

## **GYM SHOES AND UNIFORMS**

Students in all grades must keep a pair of gym shoes at school that they wear only in the gymnasium. Students change into these shoes when they go to gym class. Students change back into their other shoes when gym class is over.

Middle school students (6<sup>th</sup> – 8<sup>th</sup> grades) are required to wear their school issued gym shirt which can be purchased for \$5.00 along with a pair of black shorts. Shorts must meet school dress code policy.

## **INTERSCHOLASTIC ATHLETICS PROGRAM**

Crown Point Christian School has organized athletic teams for girls' volleyball and coed soccer in the fall, girls' basketball, boys' basketball, and girls' cheerleading in the winter, boys' volleyball in early spring, and track in late spring. Team participation and facility use will be consistent with how God created us as male and female in His image. This program is operated in accordance with an Interscholastic Athletic Program Policy that is available by request from the office. Each student signing up for athletics will receive a policy that requires reading and a signed agreement prior to participation.

Also, see Appendix J at the end of the handbook.

Crown Point Christian School's policy for the use of restrooms and locker rooms applies to all students and faculty of CPCS, members and guests of the Association as well as students, faculty or visitors from other schools:

- Students are expected to use the restroom or locker room at designated times before or after classes.
- Restrooms are gender specific. There are no uni-sex or mixed gender bathroom or locker room facilities. Males must use the boy's bathrooms / locker rooms and females must use the girl's bathrooms / locker rooms.
- Accommodations can be made for those students who have special needs. These should be discussed with the school's administration in advance.

## **LIBRARY BOOK POLICIES**

New and Donated Books – The Librarian, with total support of the Board of Trustees, will evaluate books and use discretion to approve or disapprove books and process them.

Complaint Form – If someone has a disagreement with a book in the library, please fill out a Complaint Form available in the library.

Parent Complaint – A parent will fill out a Complaint Form and give it to the principal. The appropriate age group teacher will be asked to give his/her opinion (2 teachers if necessary). If all are in agreement, the book will be removed. If the book remains in the library and disagreement continues, the parent is asked to write a detailed letter explaining disagreement and send it to the Education Committee for resolution.

Teacher Complaint – The teacher will fill out a Complaint Form and give it to the principal. If the principal is in full agreement with the teacher for obvious reasons, the book will be removed. If the librarian is not in agreement, the complaint will be sent to the Education Committee for resolution.

No books will be placed in the library if they disagree with CPCS Affirmations of Faith (Constitution). No books will take or “quote” the Bible out of context. No books will refer to anyone as an equal to Jesus or in any way state another way of being saved through Jesus Christ.

If a book does promote other beliefs or mix them with Christian beliefs, (e.g. cults), it will be labeled as such, placed in a restricted section of the library and available to teachers for instructional purposes. Students may check these books out ONLY when the teacher, the principal and the parents have given consent to do so.

### LIBRARY USE POLICY

1. All students currently enrolled at Crown Point Christian School may check out books from the school library. This is done while a class is visiting the library, unless arranged between the teacher and the librarian.
2. The maximum number of books to be checked out of by a student at one time is 2 books.
3. Books checked out are due back in one week (7 days). Special circumstances not permitting students to return books in the one week period of time will have books due the next scheduled library visit. Examples include: holidays, field trips, and other such occasions worked ahead of time between the teacher and the librarian.
4. A student may renew their books one (1) time. This would bring the total number of days a student may keep a library book to 14 days (2 weeks). Special circumstances allowing a student additional time with a book for classroom purposes must be cleared with the teacher and the librarian. Example: book reports.
5. After the two (2) week maximum check out time, books become overdue. At this point, if a student has an overdue book, no additional books may be checked out of the library until the book(s) is returned. \$.05 a day will be charged for overdue books.
6. By the end of each grading period, those overdue books not yet returned must either be returned or replaced by the student. The charge is figured on a book by book basis.
7. Library visits will end two (2) weeks prior to the end of the school year in order to get all borrowed books returned before school closes. The student, prior to the next school year, must replace any books missing at the end of the school year.
8. Cost of lost books may be added to the family’s tuition account. Books are considered lost if not returned at the end of each grading period.

The CPCS library also sponsors a “**Birthday Book Program**” which provides an opportunity for students, staff, parents, and grandparents to make a birthday special by donating a book to the CPCS library. There is a \$5.00 category and a \$10.00 category. Books are chosen from a display in the library. A special commemorative label is printed and attached to the inside cover. Each year we add many high quality books to our library through this special opportunity.

The library offers the **Accelerated Reader Program** to students. We have the Accelerated Reader Enterprise program which contains thousands of book titles and quizzes ranging from 1<sup>st</sup> through 12<sup>th</sup> grade level. The AR list is very broad and not every book on the list will be found in the CPCS library nor are they all endorsed by CPCS for a variety of reasons. The selection of books outside of the CPCS library, and listed on the AR list is left to the discretion of the parent/child.

Once a student reads a book from the list, he/she may take a computerized test on that book to check comprehension level. The computer gives the student immediate results, and assigns a specific number of points that corresponds with comprehension level and reading level.

CPCS also incorporates the **Star Reading Assessment** which works alongside **Accelerated Reader**. This assists the teacher and the student in determining the level of books for each student to choose. Parents may find books that are on the A/R list at [www.arbookfind.com](http://www.arbookfind.com). This website lists the books

as well as the level and points they are worth. Younger students may be read to instead of reading the book by themselves. We suggest that you write the book title and author of the book your child wishes to take a test on to help him/her remember the book which was read. Check with your child's teacher as to when they may take an **Accelerated Reader** quiz.

### **LOCKERS**

Each student is assigned a locker at the beginning of the year. Each student should use this locker as a place to keep their belongings during the school day. For middle school students, locker shelves make a great addition and help with a students' organization. The student is responsible for keeping the locker neat and clean. School personnel may inspect and search all lockers and everything in them at any time.

### **MILK**

White and chocolate milk are available to all students and is included in the cost of tuition.

### **MUSIC PROGRAM**

CPCS offers band, choir, and orchestra to students in grades 5th - 8th. Students are required to join either choir, band, or orchestra and may elect to join two out of three. Beginning Band and Beginning Choir are offered to 5th graders. Intermediate Choir and Intermediate Band are offered to 6<sup>th</sup> graders. Concert Band and Concert Choir are offered to 7th - 8th graders.

Dates and times of performances are published at the beginning of the school year. Participation is required at these events as they are part of the music curriculum. Students will receive an excused absence in the case of illness, or death in the family if the director is notified in advance. Students with unexcused absences will be required to write a term paper on a music subject and/or will receive a lower grade for the performance category of their quarterly grade.

### **PARENTS' CLUB**

Parents' Club is an organization of Crown Point Christian School open to all parents or guardians who have students enrolled in the school. This organization is responsible for fund raisers and family activities. They also oversee the room parents. The Parents' Club organization holds several fund-raisers each year. Specific events, dates, information and volunteer opportunities will be published in the *Gold Note*.

### **SERVICE CREDITS**

As a parent-run school, Crown Point Christian School requires continual involvement by each parent to make our school successful and cover the full cost of educating our students. A Service Credits Program is in place to identify the various service needs of CPCS and engage all of our parents to contribute. Please refer to Appendix B for a complete overview of the Service Hour Program and a FAQ page.

### **PLAYGROUND RULES**

1. There must be adult supervision of any students on the playground during school hours.
2. Toys, skateboards, cell phones, computer games, Nintendo, etc. are not permitted at school.
3. Profanity, obscenity and lewd or vulgar language are not tolerated.
4. Students may not leave the playground without permission.
5. Wrestling or tackle games are not allowed. Example: "King of the Mountain".
6. Playing baseball is not permitted at any time.
7. Snowballs are not permitted at any time.
8. Soccer and softball are to be played only in the designated areas of the playground.
9. Students may not climb on structures not designed for climbing.
10. Students may not stand up on swings.
11. Students may not jump from swings while swinging.
12. Students may not flip swings over the bar to make the chains shorter.
13. Students may not jump on the ropes of the pyramid rope structure.

14. Students must take turns on the top of the pyramid rope structure.
15. Only one student at a time is permitted on the slide.
16. Students may not hang on the basketball nets or the volleyball net.
17. Playground activity must stop as soon as the bell rings or the whistle is blown.
18. Balls must be returned to the classroom from which they were taken.
19. Any student who fails to follow these rules may receive a detention (See Student Conduct Policy).

### **SCHOOL CLOSINGS**

School delays and cancellations will be announced via the school's "Phone Tree" automated calling system, via [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com), by calling the Emergency Closing Center at 847-238-1234 from a touch-tone phone and enter our school phone number, 219-365-5694 or by Facebook, Twitter, or by media: WGN Radio 720-AM, WBBM Radio 780-AM, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable.

### **SCHOOL HOURS**

1. School hours for all grades (Pre-K through 8<sup>th</sup> grade) are 8:00 A.M. to 3:00 P.M.
2. Students in grades Pre-K through 5<sup>th</sup> grade are expected to line up outdoors. At 7:50 A.M. they are permitted to enter the building and proceed to their classrooms. In the case of inclement or very cold weather, students will line up in the foyer area of the building.
3. Students are not allowed to leave school grounds before, during or after school unless they have been given specific permission to do so by the administration.

### **SCRIP**

Scrip is a program that offers the opportunity to purchase gift certificates from area businesses, restaurants, stores and services. A percentage of each purchase dollar is designated for tuition reduction to the purchaser's Family Account. Gift cards are ordered through the school and available at school several days later. Specific details of the program and registration information are available in the school office.

### **STUDENT CONDUCT POLICY**

A significantly important component of an excellent school is a defined system of expectations for conduct/behavior as well as for academic achievement. The assumption is made that all students attending Crown Point Christian School are enrolled because parents seek an education for their children that is Christ-centered and consistent with the values taught in the home and the church. In order to accomplish this task, a curriculum has been developed which guides teachers through the aspects of learning, enabling students to achieve at the highest level of his/her potential. Equally significant is developing and implementing an appropriate system of conduct compatible with parental expectations that enhances and optimizes the environment in which students learn.

Crown Point Christian School's Conduct Policy seeks to encourage and develop the "Fruit of the Spirit" (Galatians 5:22). These are **love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control**. All expectations are rooted in attaining and practicing these virtues. Translated in practical terms expectations are: honesty, respect for school property and others' property, respect for those in authority and other students, respect for school rules, diligence, wholesome talk, cooperative spirit, promptness, personal integrity and accountability. CPCS has developed a discipline plan that outlines the role of the individual classroom teacher in listing specific classroom expectations. The plan also outlines a systematic method for dealing with unacceptable behavior.

When parents and their children are admitted to and enroll in Crown Point Christian School, they make a commitment to support and honor the policies and procedures that have been set by the Board of Trustees. The stronger the unity between the partnership of parents and school, the greater the benefits the child(ren) receives. Comments, questions or clarifications are encouraged and are to be directed to the principal.

## **BULLYING POLICY**

Definition of Bullying: A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Direct bullying includes hitting, kicking, shoving, spitting, taunting, teasing, degrading racial or sexual comments, threatening, and obscene gestures. Indirect bullying includes getting another person to assault someone, spreading rumors, deliberate exclusion from a group or activity, and cyber-bullying.

Any student who believes he or she has been a victim of harassment, including bullying by a student, is encouraged to immediately report the alleged harassing act to a teacher or the principal. All students, parents and school employees are obligated to report to the principal or designee any knowledge of violations or potential violations of this policy. Every effort will be made to protect the confidentiality of anyone who reports incidents of bullying. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.

School personnel will investigate all reports of bullying. When bullying is identified, the CPCS School Discipline Plan for disruptive, disrespectful or inappropriate behavior will be followed. Depending on the severity of the offense(s), bullying behavior may result in detention, suspension or expulsion.

The Bullying Policy includes but is not limited to:

- a. On school grounds, at any time during the day.
- b. Off school grounds at a school sponsored activity, function or event.
- c. Traveling to or from school or a school sponsored activity, function, or event.
- d. Using property or equipment provided by the school.

In addition, the principal or the Executive Committee of the Board may choose to recommend or require counseling, corrective discipline, and/or referral to law enforcement to change the behavior of the perpetrator. School personnel will take appropriate measures to restore a positive climate and support for the victims and others impacted by the bullying. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention and intervention in bullying.

## **DISCIPLINE PLAN**

### **Love and Logic**

In its Discipline Plan, Crown Point Christian strives to maintain the dignity of the student while continuing to guide them to understanding and obedience through Christ centered discipline. The Love and Logic Discipline Method offers to CPCS a method of correcting students while accomplishing the above listed goals. Key to this method is the understanding that each student is responsible for his/her own behavior and may participate in creating appropriate consequences that all parties involved agree upon. In doing so, the dignity of the student is maintained, the classroom order is upheld, the student acknowledges their wrong and learns from it, and the learning environment is not disrupted.

It is important to note that while CPCS strives to maintain a non-punitive discipline plan, there are times when detentions and suspensions may serve an important role in helping to discipline a student.

### **Grades Pre-Kindergarten – Grade 5**

With the discipline method of Love and Logic as our guide and understanding that each student is responsible for his/her own behavior, each classroom teacher is responsible for developing a plan for maintaining a well-disciplined classroom atmosphere for learning. This includes classroom rules and procedures for how students failing to follow those rules will be addressed.

A **recess detention** may result when a child does not change behavior after repeated reminders. The teacher must explain a detention, stating the reasons for the detention, and how a student can receive a detention. Examples are:

1. unfinished or missing assignment
2. violation of classroom and/or school rules
3. inappropriate classroom behavior
4. inappropriate hallway behavior
5. inappropriate restroom behavior
6. inappropriate outside/inside recess behavior

A detention will usually be served during recess times; however, in repeated offenses, an after-school detention will be arranged on a case-by-case basis. Parents will be notified in advance if an after-school detention has been assigned.

### **Grades 6 – 8**

With the discipline method of Love and Logic as our guide and understanding that each student is responsible for his/her own behavior, each classroom teacher is responsible for developing a plan for maintaining a well-disciplined classroom atmosphere for learning. This includes classroom rules and procedures for how students failing to follow those rules will be addressed.

### **Detention**

In serious situations, a detention may be assigned for the following reasons but are not limited to:

1. dismissal from class
2. lying
3. cheating/plagiarism
4. bullying (see Bullying policy)
5. vandalism/destruction of school property
6. laptop misuse/negligence

Detentions will primarily be served after school. Failure to report for detention will result in an additional detention and may result in immediate suspension of the right to attend school. Parents will be notified stating the reason for the detention, and the day it will be served. Detention prohibits a student from attending after-school functions for the day of the detention and until the detention has been served. If a student receives a detention beyond the third detention in any quarter, that student will receive a one-day, in-school suspension.

## **SUSPENSION**

**Suspension (In-school or Out-of-School)**, although infrequent, may be used in cases of extreme misbehavior such as:

1. disruptive, disrespectful or disobedient behavior
2. profane or vulgar language
3. obscenity or obscene actions or gestures
4. cheating
5. fighting
6. unexcused absences
7. stealing
8. dishonesty
9. possession or use of tobacco, alcohol, illegal drugs or weapons
10. vandalism
11. bullying

Any suspension will be reported to the Executive Committee of the Board of Trustees. All suspensions shall be recorded in the school discipline file that is separate from the student permanent record file.

- **In-School Suspension: (major misconduct or disruptive behavior)**

An in-school suspension may be given if the misconduct or disruptive behavior warrants. The decision to suspend a student in-school must be made by the principal. The principal must notify the parents as soon as possible regarding the behavior and the immediate action taken. A conference will be arranged between parents, teacher and the principal to discuss resolution of the matter. An in-school suspension prohibits a student from attending classes or school functions for the day of the suspension. In-school suspension will be served under the supervision of the principal in the location designated by the principal. The student will not be permitted to have contact with other students.

- **Out-of-School Suspension: (flagrant misconduct or disruptive behavior)**

An out-of-school suspension may be given for willful, extremely disruptive misconduct or behavior. The decision to suspend a student out-of-school must be made by the principal. The principal must notify the parents and the President of the Board of Trustees as soon as possible regarding the behavior and the immediate action taken. A conference will be called with the parents, student involved, principal and members of the Board to discuss the matter and appropriate action. If a student is suspended from school, he/she is not permitted to come to school or any school functions for the day(s) of the suspension. Depending on the nature of the infraction, a student's quarter grades may be lowered by 2% for all classes from which he/she is suspended.

### **EXPULSION**

Although rare, expulsion may be recommended by the principal in extremely difficult, disruptive or repetitive misbehaviors. Reasons for expulsion may include but are not limited to;

1. a consistently negative attitude and behavior pattern detrimental to the goals of the school
2. failure to respond positively to repeated efforts at correction by the school staff
3. threatens physical violence to any faculty member or student by word or gesture
4. intentional disrespect including lying, profanity, obscenity or obscene gestures, destruction of property (others or school)
5. possession or use of tobacco, alcohol, illegal drugs or weapons
6. vandalism
7. bullying

The principal must notify the parents and the President of the Board of Trustees as soon as possible regarding the behavior and immediate action taken. The parents and student involved will be required to appear before the Board of Trustees to discuss the matter and appropriate action to be taken. A decision of expulsion can only be made by the Board of Trustees. If the decision of expulsion is made, the Board of Trustees will inform the Pastor of the student regarding this matter. Any expulsions shall be recorded in the school discipline file that is separate from the student permanent record file.

Corporal punishment is not permitted.

### **WEAPONS**

Crown Point Christian School does not permit students to have in their possession any weapon, any items commonly used as a weapon, or any item that looks like a weapon on school property or at school events. "In their possession" includes items on the student's person, in lockers, in backpacks, on the playground, on buses, or any other place or property owned/leased by the school. "School events" includes any and all school-time activities, all events sponsored by the school, all sporting or fine arts events participated in by the school, and any other events in which the school has supervisory responsibility.

1. When a weapon is found at school the principal will confiscate the weapon immediately (depending upon the circumstances), and call the student's parents or guardians.
2. If the confiscated weapon is a gun or bomb, the police and the parents/guardian will be notified, and the student will be placed in immediate in-school suspension. Generally, students



found in possession of a gun will be expelled from school for a minimum of one year pursuant to the Gun Free Schools Act. While the principal may suspend the student, the School Board will make the final decision regarding expulsion.

3. For any other weapon confiscated from a student, the student will be placed in immediate in-school suspension until the principal is able to carry out an appropriate investigation. The result of the investigation will determine the severity of the punishment. Some suspension time will occur, and expulsion can follow depending upon the results of the investigation and the Board's decision. The police may be called in to investigate.

## **STUDENT SERVICES AT CROWN POINT CHRISTIAN SCHOOL**

The CPCS Student Services program provides specialized support for students with disabilities and for students with special gifts and talents, so that all students can secure a Christian education alongside of their peers in the general education setting. This ensures that students at CPCS grow and learn from each other—building each other up and celebrating our God-given differences! This affirms the Bible's teaching in I Corinthians: "But in fact God has placed the parts in the body, every one of them, just as he wanted them to be" (I Corinthians 12:18).

### **Application Process:**

CPCS will request permission to contact former educators and therapists to collect additional information on student's individual needs, which could include the results of state assessments, formal educational or psychological evaluations, or individualized educational programs.

1. **Discovery Services:** For children with disabilities, Crown Point Christian School will provide KTEA (Kaufman Test of Educational Achievement) testing for each new student before enrollment. A charge of \$40 will be paid by new families before testing and used to cover test administrator costs. KTEA testing allows CPCS to gauge the current academic level of students and plan for special needs before the school year begins. Following testing, the Discovery Center staff, teacher, and Student Services committee will meet with the family to determine whether CPCS can adequately meet the student's needs and, if so, to develop the best individualized educational service plan.
2. **EXCEL Services:** For students with special gifts and talents, Crown Point Christian School will provide SAGES (Screening Assessment for Gifted Elementary and Middle School Students) testing for each new student before enrollment. A charge of \$40 will be paid by each new family before testing and used to cover test administrator costs. This testing allows CPCS to determine if students would benefit from our EXCEL program. Following testing, the EXCEL program staff will meet with the family to determine if the EXCEL program would be appropriate for the child, and, if so, to develop an EXCEL Service Plan.

### **Financial Policy:**

Students receiving services will pay the same rate of tuition unless a one-on-one aide is required. The student's family will be responsible for all one-on-one aide expenses. Families should be aware that CPCS administration and Student Services staff will review and make one-on-one aide decisions each year, to ensure that students are appropriately supported as their needs continue to change.

### **Ongoing Support, Communication, and Follow-Up:**

Student Services staff (along with the classroom teacher) will provide a quarterly report on students' progress in their program to a CPCS administrator. Parents may request access to this report or a Student Services meeting at any time.

Teachers, Discovery Center and/or Excel Program staff, and a CPCS administrator must be notified before communicating any changes or modifications to a student's individualized service plan.

## TEXTBOOKS

Students are provided textbooks and instructional materials without additional charge. Students are expected to treat instructional books (soft cover) and textbooks (hardcover) carefully and respectfully. Each book is numbered. When a student is given a book, the corresponding number is noted by the student's name. Teachers will monitor student usage of instructional materials and textbooks. A fine will be given for unusual damage, abuse, mutilation or defacing of these materials. In extreme cases, students will be fined the cost of a replacement textbook.

## TUITION POLICIES 2016-2017

1. CPCS participates in the Indiana Choice Scholarship Program for families who qualify based on requirements set by the state of Indiana.
2. Tuition rates are determined annually by the board of trustees.
  - Presently enrolled students:
    - A non-refundable registration fee as per the registration schedule above is due by March 1.
    - Registration received from March 1 – June 30 will be an additional \$50.
    - Registration received July 1 and following will be an additional \$100.
  - New Admissions:
    - A non-refundable registration fee as per the registration schedule above must accompany the registration form.
  - No family will pay more than \$16,988 for base tuition regardless of the number of students.
- NOTE: Online registration and fee will insure enrollment at CPCS**
3. The finance committee will determine all matters concerning tuition. If any parent wishes to discuss their tuition with the finance committee, please contact Paulette Schaap, Finance Manager.
4. Students will not be permitted to begin the upcoming school year with an outstanding account balance remaining from the prior year.
5. No transcripts or transfer of credits to another school will be made until tuition has been paid in full. Year-end report cards will be issued only to students whose tuition has been paid in full.
6. For any late payments or past due balances on account the following steps will be pursued:
  - a. Any tuition account due payable on the 15<sup>th</sup> of the stated month but not paid by the end of the stated month will be assessed a \$25 late fee effective the first day of the following month. Each family can receive one grace late fee per school year.
  - b. At 30 days past due a letter will be mailed giving notice of late payment status. This letter will include the name of the finance committee member to contact regarding this matter.
  - c. At 60 days past due, quarterly report cards will be withheld. If at this point no acceptable arrangements for payment have been made with the Finance Manager, a notice will be given indicating payment must be made within 10 days or the student will not be allowed to attend classes.
  - d. At 75 days past due, all access to Renweb (including homework assignments, hot lunch ordering, etc.) will be denied until an acceptable payment arrangement has been made and followed to bring the account current.
7. Parents issuing a check with insufficient funds will be billed for the returned check bank fee.
8. Diplomas will not be given to 8<sup>th</sup> grade students with delinquent tuition.
9. The board reserves the right to turn delinquent accounts over to a collection agency.
10. Tuition charges for student(s) who leave during the school year will be prorated on a 180-day school year and a \$150 administrative fee per student will be charged to reimburse CPCS for the cost of textbooks and other expenses purchased for the withdrawn student.

**Registration Fees:** Early registration is encouraged to allow our administration time to adequately plan for the upcoming school year. *Please note the change to our registration fee schedule:*

	<u>Before 3/1</u>	<u>3/1 – 6/30</u>	<u>after 6/30</u>
One Child	\$100	\$150	\$200
Two Children	\$110	\$160	\$210
Three Children	\$120	\$170	\$220

**2015-2016 Tuition:** Charges include daily milk and textbooks but exclude the registration fee above.

<b>Pre-Kindergarten</b>	<u>Rate</u>
2 full days (T/Th)	\$2,638
3 full days (M/W/F)	\$3,661

<b>Kindergarten</b>	
4 full days_(M/T/Th/F)	\$5,426
5 full days	\$5,878

**Full time students Kindergarten - Grade 8**

One Student	\$5,878
Two Students	\$11,541
3 or More Students	\$16,988

**Spanish Immersion Fee-** additional \$300 per student.

**Middle School Fee** – additional \$300 per student in Grades 6<sup>th</sup> – 8<sup>th</sup> to provide for the additional technology and classroom resource requirements.

### **PAST DUE TUITION ACCOUNTS**

1. When an account is 30 days past due, a letter is mailed to the family stating the need to contact the Finance Manager of the school to discuss the account and outstanding balance.
2. The Finance Manager and the family agree to a payment plan which is approved by the Finance Committee.
3. Families with tuition 60 days past due will not receive their children's report cards.
4. Families with tuition that is 75 days past due will lose their access to Renweb.
5. If the family fails to follow through on the payment plan, the parents will be asked to meet with the Finance Committee.
6. If the family does not agree to establish a payment plans, the parents will be asked to meet with the Finance Committee.
7. If the account continues to be past due, the Board of Trustees will be notified.
8. The Board reserves the following rights:
  - To withhold grades, transcripts and student records
  - To deny continued enrollment to that family's child(ren)
  - To deny participation in graduation ceremonies
  - To turn delinquent accounts over to a collection agency

The Finance Committee will determine all matters concerning tuition.

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## **APPENDIX J**

### **Interscholastic Athletic Policy**

#### **Statement of Philosophy**

The educational philosophy of the Crown Point Christian School states that the primary objective of the Crown Point Christian School is to provide Christ-centered education. A Christ-centered education must encourage the development of Christian virtues such as love, honesty, courtesy, obedience, respect, and the discipline of body and mind in accordance with the Bible. The interscholastic athletic program at Crown Point Christian School will reflect the above aspects in every area. We believe that the home, the church, and the school should work in concert to meet the following objectives:

1. To advance the development of the student's spiritual, academic, social, and physical growth.
2. To ensure that the child's school experience and training is a preparation for a life of service to God and our neighbor.

3. To nurture and develop the God given abilities of every child by training, encouraging, and challenging the child to surpass his/her current ability.
4. To teach relationship-building between students and the Lord and between students and others.
5. To train children to use the skills learned in serving others around them. To teach them to live a life of gratitude to the Lord for the gifts He has given them as a child of the King.

## **Guidelines**

### **Interscholastic Athletics are Educational**

As part of the school curriculum, athletics provide additional opportunities for children to excel in their God-given talents. The child also learns the importance of preparation and performance, the importance of self-discipline and emotional control, and the value of physical conditioning. In addition to using individual talents, this program encourages children to recognize God-given talents in other children and to learn to act as part of a team or as one part of the whole body. Of primary importance for the coach of any athletic program at Crown Point Christian School is learning the rules of the game, the methods of training needed to acquire stamina and proficiency, and the types of plays or drills necessary to play as a team.

### **Interscholastic Athletics Promote a Christian Value System**

At Crown Point Christian School the athletes, coaches, and spectators will be expected to display the following:

1. Respect for all participants in any athletic activity including team players, coaches, spectators, and any referees or officials involved in the games.
2. Team unity. All involved will display an attitude of success based on a group effort using the talents of each individual on the team, thus teaching an appreciation for the meaning and dynamics of team membership.
3. Encouragement. We will build up others who are part of the team, avoiding any form of "put down".
4. Excellence. The goal is that of doing our best for God rather than one of winning at all costs.
5. Readiness Oriented. The program prepares students for competition in High School.

## **Coaches**

### **Appointment to a Coaching Position**

Because interscholastic athletics plays an important part in our educational program at Crown Point Christian School, and since the coach of an athletic team has a very strong influence on the lives of the children on the team, the following guidelines will be followed in the sequence listed:

1. It is most desired that qualified and experienced coaches be selected from the teaching staff of the school.
2. If a position cannot be filled by a qualified, experienced teacher, then attempts will be made to find a qualified coach from outside the teaching staff. The following guidelines should be followed:
  - a. The person should be a committed Christian who is actively involved in an evangelical church and who agrees with the Crown Point Christian School Statement of Faith.
  - b. The person should be committed to Christian Education.
  - c. The person must be qualified and experienced to coach the sport for which he/she is being considered.
  - d. The person must be willing to submit to a criminal background check conducted by the school.
3. The school will notify the Chicagoland Christian Junior High Athletic League that CPCS is discontinuing a sport until a qualified coach can be found for that sport.
4. All appointments to coaching positions must be approved by the Education Committee, and then a motion for approval will be made to the board of trustees.

5. Coaches will be issued a letter of appointment giving the job description with expectations, copy of the athletic policy, and compensation arrangements. Coaches will be evaluated by the Athletic Director on a yearly basis.