



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.

"Be the Example is the theme for the 2019/2020 school year.

It is based on 1 Timothy 4:12, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.

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.

Contact Us:

Crown Point Christian Schools
 10550 Park Place
 St. John, IN 46373
 Office: (219)-365-5694

Please check our website at www.crownpointchristian.org for ongoing updates and email addresses.

Administration:

Co – Head of School: Jim Hofman
 Co – Head of School: Don Woo
 Elementary Principal: Michael Wiersma
 Director of Student Services: Jenn Cary
 Director of Technology: Zach Hoskins
 Business Manager: Paulette Schaap
 Admissions Coordinator: Lisa Knight

School Board Members:

Carrie Edwards Vince Dykstra
 Larry Bolt Jim Jabaay
 Chris Huang Mike Guterrez
 Joe Lenehan John Ryan Terpstra
 Julie Hanks Tyler Carter
 Janelle Lindemulder

School Colors: Purple and Gold **Mascot:** Crusader

Daily Schedule							
	PreK - 2nd		3rd Grade		4th - 5th		Middle School
7:50	Ready Bell	7:50	Ready Bell	7:50	Ready Bell	8:00	Zero Hour Bell
8:00	Tardy Bell	8:00	Tardy Bell	8:00	Tardy Bell	8:18	1 st Hour
9:25	Recess	9:50	Recess	9:50	Recess	9:03	2 nd Hour
9:45	End Recess	10:15	End Recess	10:15	End Recess	9:58	3 rd Hour
12:05	Lunch	12:05	Lunch	12:30	Lunch	10:43	4 th Hour
12:25	Lunch Recess	12:25	Lunch Recess	12:50	Lunch Recess	11:28	5 th Hour
12:45	End Recess	12:45	End Recess	1:15	End Recess	12:10	Lunch
1:30	Recess	1:45	Recess			12:43	6 th Hour
1:45	End Recess	2:00	End Recess			1:28	7 th Hour
2:50	Closing Prayer	2:50	Closing Prayer	2:50	Closing Prayer	2:13	8 th Hour
3:00	Dismissal	3:00	Dismissal	3:00	Dismissal	3:00	Dismissal

I. INTRODUCTION

Welcome to Crown Point Christian School. 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 God's 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 God's 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.

We are looking forward to serving you and your student(s) as you become part of the community at CPCS. These are important years of spiritual, physical, social, emotional and moral growth for your student(s) and we are grateful that you chose Crown Point Christian as your partners in guiding them through it.

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. In 2006, the current campus was built in St. John, IN. 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.

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 superintendent 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 superintendent 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.

II. School / Home Relationships

SCHOOL AS AN EXTENSION OF THE HOME

Crown Point Christian School recognizes that the parents are the most accountable before God for the nurture of their children in the ways of the Lord. Therefore, the school sees itself as an extension of the home. We believe the home, church, and school must be partners in helping the students to grow in discipleship, establish relationships, and live in obedience to God's word.

COMMUNICATION WITH PARENTS

Intrinsic to the academic success of a child in school is the communication between the teacher and the student. But as an extension of the home, it is imperative that parents and teachers communicate. A number of tools have been instituted at Crown Point Christian School to promote a dialogue between parents and teachers.

1. The school's web page is **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 CPCS News & Notes** 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.

PRIVACY POLICY

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, 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 pending full payment of any outstanding balances (tuition, fees, etc.).
- 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.

PARENT SUPPORT

As a partnership in ministry, Crown Point Christian School is dependent on family communication with the school. The school uniquely cultivates your observations and questions to allow the school to more effectively serve.

- Pray – We suggest you regularly pray for specific groups, such as student, board, administration, teachers, support staff, other parents, volunteers, leaders and members of the auxiliary organizations, those supporting the school with their contributions, and the churches that support Christian education.
- Communicate – Please call the school office or a school administrator with your suggestions. For problems or grievances, please follow the guidelines of Matthew 18: First, call or set up an appointment with the teacher, coach, or person more directly involved. If, after discussing with this person, the problem is not resolved, the parent should contact the appropriate superintendent. Only if the problem is still not resolved, the parent is encouraged to contact the School Board President.
- Volunteer – Parents play a vital role in the auxiliary groups and as volunteers. Community and relationships are fostered as families serve alongside one another. To get more information on the present needs, please call the Chairperson of the Volunteer Committee.
- Contribute / Development and Capital Campaign – Your family is now enjoying the results of families who have given to the school over many decades. We need to continue to have this ministry to meet our present needs, but also prepare for the future. Your contributions are needed for the school's "annual fundraisers" and the special capital projects. Please remember your school in your estate planning. Please call the Development Director regarding the school's plans and projects

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. Visitors must also report to the office when they leave the school building to sign out and return their visitor pass.**
2. All visitors, including parent volunteers, will be asked to submit to a background check by providing a driver's license when entering the building. A printed visitor badge will be provided and required to be worn while on campus.
3. 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.
4. 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.
5. 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.
6. If you wish to visit a certain classroom, please contact the office as to a convenient time.
7. Entryways to the building are equipped with surveillance cameras. Also, the front outside entrance and playground have security cameras.

FINANCIAL INFORMATION

TUITION

Costs for most books and educational materials are included in your tuition. There may be additional fees for middle school 1:1 laptop program, the Spanish Immersion program, as well as for field trips.

FINES

There may be additional charges for such occasions as delinquent tuition or CAMP accounts, unreturned or late return of library books, laptop repair for misuse, or lost or damaged textbooks.

RETURNED CHECKS

There is a fine for all returned checks that is subject to the bank fee.

Please see page 27 for more details on the **TUITION POLICY** of Crown Point Christian School

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.

HIRING PRACTICES

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 (superintendent, teachers, substitutes, coaches, and aides) and all support staff members (office personnel, custodial/maintenance personnel) who have contact with students. Crown Point Christian School also performs continued background checks throughout the history of employment. Crown Point Christian School will not employ, retain in employment or otherwise utilize an individual who poses a threat to children or youth.

III. Academic Program

PK – 8th SYSTEM

Crown Point Christian School is proud to be a school that offers education from Pre – Kindergarten (age 4 on or before September 1st) through eighth grade. This allows the student to progress through these formative years in a single system with a consistent philosophy.

CURRICULUM

Our comprehensive curriculum includes all of these subjects: Reading, Language Arts, Mathematics, Social Studies, Science, Bible, Physical Education, Art, Music, Spanish, STEM, and Computers.

ATTENDANCE REQUIREMENT

Full attendance is important. After 18 absences in a year a conference may be held to determine if the student should be passed to the next grade. The final decision is up to the superintendent.

SPECIAL CURRICULUM OFFERINGS

STUDENT SERVICES

The CPCS Student Services program provides specialized support for students with additional needs 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).

Student Services Application Process:

CPCS provides services for a wide range of student needs. The following services are provided: Discovery Services aims to assist students with academic needs. EXCEL service aim to assist students that require enrichment and challenge. Students with identified speech and language disabilities can receive speech and language therapy.

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.

Student Services Financial Policy:

Students receiving services will pay the same rate of tuition unless a one-on-one aide is required. The student’s family may 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 each parent.

Teachers, Discovery Center and/or Excel Program staff, Student Services director, and a parent must be notified when any changes or modifications occur to a student’s individualized service plan. A parent may request a meeting at any time.

In the event a student experiences a temporary injury during the school year, CPCS will work with the family to provide reasonable and appropriate accommodations to support the student during recovery.

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. 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.

SPECIAL SUPPORT AND SERVICES

MUSIC PROGRAM

CPCS offers band, choir, and orchestra to students in grades 5th - 8th. In 4th grade students have the opportunity to elect to join orchestra. In 5th grade students are required to join choir, band, or orchestra. Beginning Band and Beginning Choir are offered to 5th graders. Intermediate Choir and Intermediate Band are offered to 6th 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. For students with unexcused absences, an appropriate consequence will be determined by the teacher and administration.

LIBRARY

The library is an important resource center. Students can expect to find readings that will enable them to develop both a wider range of interests and a broader view of the world. The school library is not meant to replace the public library but is to supplement it. It introduces avenues that a student may want to pursue in greater depth elsewhere.

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.

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

Parent Concern – A parent will fill out a Concern Form and give it to the superintendent. 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 Concern – The teacher will fill out a Concern Form and give it to the superintendent. If the superintendent 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 superintendent 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 two weeks (14 days). Special circumstances not permitting students to return books in the two 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 21 days (3 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 three (3) 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.
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. Parents are expected to replace lost books. Parents may also choose to pay the cost of lost books which can be added to the family's tuition account. Books are considered lost if not returned at the end of each grading period.

CAMP BEFORE AND AFTER CARE

Crown Point Christian provides before and after school care in a program called CAMP (Create, Achieve, Motivate, Play) for all enrolled students. For more information regarding CAMP please contact the CAMP director through the main office. Morning CAMP is scheduled to begin at 6:30 a.m. and afternoon CAMP is scheduled to end at 6:00 p.m. No child may be dropped off earlier than the start time or picked up later than the end time.

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.

INTERSCHOLASTIC ATHLETICS PROGRAM

Crown Point Christian School has organized athletic teams for competition throughout the school year. 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. Athletic programs include:

boys & girls basketball (winter) and volleyball (girls in fall, boys in March); co-ed soccer (fall), cross country (fall), and track (spring); and girls cheerleading (winter). See Appendix A 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.

IV. TESTING, GRADING, ACADEMIC POLICIES

THE SCHOOL CURRICULUM

Crown Point Christian School is dedicated to partner with 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 Christian 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.

STANDARDIZED TESTING PROGRAM

Each year students in grades 3 – 8 are tested using the ILEARN (formerly ISTEP) testing. Grade 3 also takes the IREAD test. These are both statewide required tests required of all students. These tests are administered during the school hours in the spring quarter.

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 - 95	B-	82 - 80	D+	69 - 67
A-	94 - 90	C+	79 - 77	D	66 - 63
B+	89 - 87	C	76 - 73	D-	62 - 60
B	86 - 83	C-	72 - 70	F	59

GRADING PERIODS

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

Report cards are issued via email at the end of each nine – week grading period. If parents have any question regarding the report card, please contact your child's teacher.

Transcripts are kept in the office and can only be released upon request of the next school a student is going to attend.

PARENT – TEACHER CONFERENCE

These conferences are scheduled in the fall. Parents are expected to attend this conference. Any other time a parent or teacher feels a conference is desirable; requests may be made to the school to make the necessary arrangements.

HOMEWORK

Young children learn best under the careful guidance of the classroom teacher in partnership with each child's parent(s). Homework may be given in the lower grades—primarily memory work, spelling or vocabulary words, math facts, or reports and projects.

Homework 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.

Efforts are made to assign homework that is work the student can do on his/her own, but the school expects the parent to assist the child with homework if needed. Homework assignments include reports and projects, required reading and daily assignments.

ASSIGNMENTS AND MAKE-UP WORK

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, but the school will not guarantee that work will be provided to the child for absences planned in advance.

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.

If there is a long term illness or absence, special arrangements can be made with the teacher and a set time for making up the homework will be given by the teacher. If a student misses a test, they may take a make-up test at their teacher's direction.

V. CAMPUS LIFE

ATTENDANCE

Value of Attendance

Indiana Law requires student attendance for 180 school days during each school year. At CPCS, we believe teaching kids to be prompt, to be dependable, and to be present when expected are important ingredients to quality education. Regular and punctual attendance at school is necessary for children to experience success and passion towards their education. It is important then, that students take every opportunity to be in class each day. Learning takes place each and every day and cannot be simply recaptured by making work up at home. All children are expected to be at school each day unless they fall ill or a family emergency arises.

Notification of Absence

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.

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, 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 Superintendent and/or Board of Trustees

Unexcused Absences

Any absences other than the reasons listed above are considered unexcused absences. Unexcused absences are not acceptable to the school and strongly discouraged. These absences can cause attitudes that are detrimental to good learning habits.

School procedure for unexcused absences is as follows:

1 st & 2 nd	Office personnel will contact the home by phone or email.
3 rd & 4 th	School superintendent will call home to remind family of attendance procedures.
5 th & 6 th	School superintendent may send a letter home to remind family of attendance procedures.
7 th	Conference with parent, teacher and school superintendent (or designee).
8 th & 9 th	Conference with parent, school superintendent and Executive Committee
10 th	School notifies Department of Children and Family Services or similar agency to report educational neglect, required by the State of Indiana

Planned Absence

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.

Parental request absence is an absence as a result of a family activity. In such cases, parents are asked to contact the superintendent 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 as these absences may affect their student's progress in school. It is the responsibility of the student and parents to make up and complete all work missed during Parental Request Absences.

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.

Family Emergency

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

TARDY POLICY

Students are expected to be on time to class. Devotions as well as valuable learning takes place at the beginning of the day in setting the tone and goals for the day. Tardiness is disruptive and detrimental to the class. Students not in their rooms by 8:00 a.m. are considered tardy.

Late Arrival and Early Dismissal

If a student arrives between 8:00 a.m. - 8:30 a.m. he/she will be considered tardy.

If a student is absent for more than 30 minutes at any time in the day he/she will be considered one half day absent.

If a student is absent for more than 3 1/2 hours at any time in the day he/she will be considered one day absent.

Excessive Tardiness

Excessive tardiness (7 tardies in a quarter) will be reported to parents by the superintendent 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.

SCHOOL HOURS

1. School day hours for all grades are 8:00 a.m. to 3:00 p.m.
2. Students in all grades are required to attend CAMP if they arrive to school prior to 7:30 a.m.
3. Students in grades Pre-K through 5th 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.
4. 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.

COLD WEATHER POLICY

Students will not be permitted to go outdoors when the temperature is unusually cold. In such cases, the superintendent 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 (such as 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 superintendent will confer with parents if the request warrants discussion.

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.

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. As the school is an extension of the home, appropriateness of dress is first of all the responsibility of the home. Parents are requested to supervise their children's clothing so that they come to school dressed appropriately and with consideration of the season.

It is impossible to make an exhaustive list of what is acceptable; therefore the administration may make clarifications of the policy and individual judgments. However, it is important to understand the purpose and principles. Clothing, accessories, personal hygiene, or general appearance should be modest, neat, clean, well fitting, in good taste and repair, and appropriate to a Christian educational environment. Dress should not call undue attention to the individual or be distracting.

Dress Code Guidelines:

1. Mini-skirts, mini-dresses, very short shorts (shorter than fingertip length) are not allowed.
2. All clothing should be neat, clean, and in good repair. This means that there are to be no holes or tears above the knee that exposes skin.
3. Halter tops, tube tops, bare midriff tops, sleeveless shirts, sheer tops, and tank tops without a shirt with sleeves underneath are not allowed.
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 are not allowed.
5. Leggings and yoga pants (form fitting apparel) are only allowed if worn under shorts, skirt, top, or dress that extends past fingertip length.
6. Pants must be worn at the appropriate hip position. Students must wear pants and shirts that at no time show underwear or midriff skin.
7. Sleepwear (flannel or pajama pants) is considered inappropriate for the school setting. Exceptions may be made for special circumstances.
8. Anything that the Administration deems inappropriate or detrimental to the educational process.
9. 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.

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 (6th – 8th 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.

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. CPCS will not be responsible for any damage to, or theft of, any bicycle while located on CPCS premise.

COMMUNICATION

CELL PHONE / WEARABLE ELECTRONICS & TABLET POLICY

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 student's backpack and kept in the 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.

Personal tablets not issued by the school must be disabled while at school. If the tablet is used to access the internet, the device will be confiscated and will be returned to the parent.

PARENT / SCHOOL

- Report cards – Report Cards are our primary method of reporting student progress to students and parents and are emailed to the parents at the end of each quarter or semester. Parents are encouraged to regularly check RenWeb for current updates on student's grades.
- Parent – Teacher Conferences – Parent teacher conferences are held each fall. At grades PreK – 5th these conferences are scheduled by appointment and attendance is encouraged. At grades 6th – 8th these conferences are encouraged and follow a first come, first serve schedule. You will receive information concerning them in the month of October.
- Open House / Back to School – “Open House” (PreK – 5) and “Back to School Night” (6th – 8th) will be scheduled early in the school year for parents. This provides the parents an opportunity to meet the teachers, and see their classrooms and learn the goals of the school year.
- Contact the Teacher – Parents are encouraged to call (messages can be left in voicemail), or send a note, or email the teacher to check on their child's progress or to ask a question. Do not hesitate to contact the teacher at school any time you have a question or problem. Honest, open communication is essential to the success of Christian education.

DISAGREEMENTS OR CONCERNS

Crown Point Christian School is an institution that is based on the teachings of the infallible Word of God. When there is a disagreement that occurs between the parent/student and one of the school's faculty or staff, the policy of the school is to follow the principles set forth in Matthew 18:15-19.

1. A parent or student who has a disagreement with a faculty or staff member should go to that faculty or staff member and present the concern to him/her directly and discreetly.
2. If there is not a satisfactory conclusion or settlement of that concern, the following steps should be followed:
 - a. Bring the issue of concern to the faculty/staff member involved.
 - b. Bring the issue to the appropriate administrator.
 - c. Any unresolved issues at this point will be brought to a committee made up of members of the Board of Trustees.
3. God calls each of us to listen to one another's concerns and to be willing to offer God's forgiving love, compassion, and grace to one another.

CHAPEL

Chapels are scheduled on a regular basis (normally Tuesday, grade levels vary). Students and staff have this opportunity to corporately focus on their faith life. Worship of the Creator and applying God's Word to the student and teacher are the resulting blessings of the chapel program. Students are required to attend with the appropriate attitude of worship.

FIELD TRIPS

Fund-raising may be required or extra fees may be assessed for field trips (usually a small amount to cover transportation and entrance fees), major class trips or club events.

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 some cases, students will be fined the cost of a replacement textbook.

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 student(s) to school with perfume, cologne or essential oils that are strong enough to negatively impact students around them.

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.

FUNDRAISING

CPCS holds the following three 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.

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.

VI. STUDENT CONDUCT

PURPOSE

In the training of children, it is necessary that guidelines be set to establish the limits of acceptable behavior. At Crown Point Christian School, we have a set of rules and we expect that they will be followed. Action will be taken when they are not. The classroom is teacher – directed. The atmosphere in which students learn the most is one which is ordered, structured, and disciplined. Each student is expected to familiarize themselves with the rules of the school and the classroom and adhere to them.

In abiding by rules, it is rarely the rules that are the problem, but the attitude of the student towards those rules. The attitude of a student is primarily the responsibility of the student and his/her parents. A supportive, conforming attitude on the part of parents transfers to the children. Students should understand that discipline is an act of love, and we at CPCS love students enough to discipline them. The teacher deals with minor infractions of the school or classroom rules. If the problem becomes repetitious or is of a more serious nature, it will then involve the parents and the school administration.

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. Corporal punishment is not permitted.

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.

Withholding recess 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
7. Disrespect or disruption of class
8. Repeatedly breaking classroom or handbook rules and regulations.

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 superintendent. The superintendent 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 appropriate administrator 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 superintendent in the location designated by the superintendent. 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

superintendent. The superintendent 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, appropriate superintendent and members of the Board to discuss the matter and appropriate disciplinary 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.

EXPULSION

Although rare, expulsion may be recommended by the superintendent 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 superintendent 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. Any expulsions shall be recorded in the school discipline file that is separate from the student permanent record file.

BEHAVIOR AND RULES

PLAYGROUND RULES

1. There must be adult supervision of any students on the playground during school hours.
2. Toys, skateboards, cell phones, computer games, gaming devices, etc. are not permitted.
3. Profanity, obscenity and lewd or vulgar language are not tolerated.
4. Students may not leave the playground without permission.
5. Rough play, 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 following general rules governing each game.
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.
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 disciplinary consequence (See Student Conduct Policy).

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 any of the foregoing through social media or other electronic or digital means.

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 superintendent. All students, parents and school employees are obligated to report to the superintendent 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.

This Bullying Policy includes but is not limited to activities taking place:

- a) On school grounds, at any time during the day.
- b) Off school grounds at a school sponsored activity, function or event.
- c) While traveling to or from a school sponsored activity, function, or event.
- d) While using property or equipment provided by the school.
- e) Through social media or other electronic or digital interactive platforms between CPCS students that affects a student's learning and life at the school

In addition, the superintendent or the Executive Committee of the Board may choose to recommend or require counseling, corrective discipline, and/or turned over 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 may be provided to school personnel, parents, and students concerning the identification, prevention and intervention in bullying.

BEHAVIOR RUBRIC

In grades PreK – 5th the behavior rubric is a form of documentation intended to communicate with a student and parent any unkind and disrespectful behaviors that may warrant attention. Unkind and disrespectful behaviors are defined as any unkind look, gesture, words or actions that hurt a person's body, feelings, friendships or things. Parents will receive a grade level specific explanation by their homeroom teacher. If a child is documented the parents will be notified by either the homeroom teacher or administration.

At Crown Point Christian we believe that every student is an image bearer of God and deserves to be treated with respect and dignity.

GUM

Students are not permitted to chew gum while at school. This includes before, during, or after school.

NUISANCE ITEMS

MP3 players (such as iPods, iPads) and disc players, laser pointers, games and other nuisance items are not permitted at school. There are to be no skateboards, roller blades, roller shoes, etc. on campus at any time. This includes non-school hours.

CHEATING

Cheating is dishonest and considered a discipline offense. This applies to a student who improperly benefits from cheating as well as any student who enables others to cheat. Cheating takes a variety of forms; from looking at someone else's paper during a test, or copying someone's homework, to copying an Internet or other source and turning it in as your own work.

- Work done out of class, which a student submits as his/her own work, should be his/her own work and should not contain that which has been knowingly obtained from another.
- Work done on a test, exam, or quiz which a student submits to a teacher should be his/her own work, and should not contain that which has been knowingly obtained from another.
- The work a student submits to a teacher should be prepared in accordance with the rules, limitations, and regulations laid down by the teacher or in the course.
- Students who are intentionally dishonest in this area will be given a failing grade for that activity for the day and their parents will be notified. Repeat offenses may lead to a more significant reduction in the student's grade and/or suspension.

MALE/FEMALE RELATIONSHIP

Physical or verbal displays of affection between students are inappropriate and will be halted by any school personnel. Parents are encouraged to counsel their children in boy – girl relationships at home. Disciplinary action may be taken against those who offend in this manner.

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 superintendent.

VII. HEALTH AND SAFETY

EMERGENCY INFORMATION

It is the responsibility of each student or his or her parent or parents to notify the office immediately of any change of address, home, work or emergency phone numbers. This includes the addresses and phone numbers of each parent, guardian, or emergency contact. CPCS cannot be held responsible for failure to communicate with parents, guardians, or emergency contacts in emergency or other situations when the parent or student's contact information is not kept current.

SCHOOL CLOSINGS

School delays and cancellations will be announced via the school's "Phone Tree" automated calling system, via 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.

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 or guardian 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. A superintendent-designated person may give a nonprescription medication in compliance with the written permission of the student's parent or guardian. 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.

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, complimentary 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.

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, or backpacks. In addition, students are not permitted to have any weapon in a classroom, in a bathroom, on the playground, on buses, or any other place or property owned/leased by the school. "School events" include 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 superintendent will confiscate the weapon immediately, may place the student in in-school suspension, and will call the student's parents or guardians.
2. If a weapon is confiscated 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 superintendent 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 superintendent 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.

VIII. SERVING IN COMMUNITY

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 will 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 at church 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.

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 *CPCS News & Notes*.

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.

Second Life credits can only apply to tuition payments. If the Second Life credit exceeds the amount of unpaid tuition in a given month, the Second Life credit can be applied to future month's tuition payments. Second Life credits cannot be redeemed for cash or paid directly to the family.

IX. TUITION POLICY

CPCS participates in the Indiana Choice Scholarship Program for families who qualify based on requirements set by the state of Indiana.

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 12/1</u>	<u>12/1 – 2/28</u>	<u>after 3/1</u>
Per Family	\$125	\$175	\$250

2019-2020 Tuition: Charges include daily milk and textbooks but exclude the registration fee above.

Pre-Kindergarten	<u>Rate</u>
2 full days (T/Th)	\$2,889
3 full days (M/W/F or T/W/Th)	\$4,010

Kindergarten	
4 full days_(M,T,Th,F)	\$5,944
5 full days	\$6,439

Full time students Kindergarten - Grade 8	
One Student	\$6,439
Two Students	\$12,641
3 or More Students	\$18,607

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

Spanish Immersion Fee – additional \$300 per student in Spanish Immersion classrooms to provide for the additional resources needed.

Tuition Policies

1. Tuition rates are determined annually by the board of trustees.
 - Presently enrolled students:
 - A non-refundable registration fee of \$125 per family is due by December 1.
 - Registration received from December 1 – February 28 will be \$175 per family.
 - Registration received March 1 and following will be \$250 per family.
 - New Admissions:
 - A non-refundable registration fee as per the registration schedule above must accompany the registration form.
 - No family will pay more than \$18,607 for base tuition regardless of the number of students.

NOTE: Online registration and physical payment of the registration fee will insure enrollment at CPCS

2. 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.

3. Students will not be permitted to begin the upcoming school year with an outstanding account balance remaining from the prior year.

4. 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.
5. For any late payments or past due balances on account the following steps will be pursued:
 - a. Any tuition account due payable on the 15th 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.
 - 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.
6. Parents issuing a check with insufficient funds will be billed for the returned check bank fee.
7. Diplomas will not be given to 8th grade students with delinquent tuition.
8. The board reserves the right to turn delinquent accounts over to a collection agency.
9. 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, instructional materials and other expenses purchased for the withdrawn student.

The Finance Committee will determine all matters concerning tuition.

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.

Appendix B

CPCS SERVICE HOUR PROGRAM REVISED JULY 2019

Parental involvement is a very important aspect of Crown Point Christian School. The CPCS Service Hour Program has been developed to better organize the volunteer effort and to help meet the needs of the school. Through participating in fundraising efforts and performing acts of service around our campus, parents help to keep tuition costs affordable, provide positive adult role models, and promote the quality of their children's spiritual formation and education. The Service Hour Program also promotes community and allows CPCS to offer quality programs for the students.

The Service Hour Program Guidelines are as follows:

- Each family will be required to give 36 hours of service per year. The Service Hour calendar year runs from May 1 – April 30.
- Families not completing the hours will be billed a fee of \$15 per hour for each uncompleted hour. Your service is much more valuable to us than money. Please make every effort to complete hours to avoid payment.
- Service Hours will be approved and submitted by committee chairpersons only.
- Service Hours completed during regular school hours will be recorded on a designated sign-in/out sheet in the office.
- Service Hours will be updated monthly and tracked on the Service Hours Portal which can be accessed through the website www.crownpointchristian.org. Each family will be responsible for checking their Service Hours.
- Service Hours will be recorded in 30-minute intervals.
- Serving on the school board or as an approved committee/group chairperson will result in a waiver of the required Service Hours for the year.
- Service Hours are non-transferable between families and must be completed by the parents themselves. (The only exception is that Service Hours completed at Second Life Resale Shoppe may be completed by extended family and friends who are high school age or older.)
- Single parents who are solely responsible for tuition will be asked to complete 18 hours per year.
- Families with only part time students (oldest child is in a 2-, 3-, or 4-day program) will receive a prorated waiver for the percentage of time their oldest child is not at school.
- Families who are experiencing extenuating circumstances, making them unable to complete all of their hours, may submit a request for assistance. Requests should be submitted via email to volunteers@crownpoinchristian.org as early in the program year as possible.
- See the Frequently Asked Questions online for more details.

Second Life credits can only apply to tuition payments. If the Second Life credit exceeds the amount of unpaid tuition in a given month, the Second Life credit can be applied to future months tuition payments. Second Life credits cannot be redeemed for cash or paid directly to the family.

FAQ for the Service Hour Program

How can I earn Service Hours?

Any time spent assisting a teacher or staff member, working at a school event, serving on a school committee, or volunteering at Second Life Resale Shoppe will count toward your Service Hours. The activity must be school related and school approved.

What activities do NOT apply to CPCS Service Hours?

Attendance only will not count toward your Service Hours; you must have an assigned service duty. Purchases and in-kind donations do not qualify for Service Hours.

Examples:

Attending a school function does not count toward hours, but working the event does.

Purchases of in-kind donations do not count toward hours, but giving your time does.

Chaperoning a classroom field trip does not count towards hours.

How can I find opportunities for more Service Hours?

Start by staying connected to your children's teachers. Read the *News & Notes* and search the calendar and website for additional opportunities. Additionally, Second Life Resale Shoppe is always looking for more volunteers for cashiers, back room sorters, and pick up/delivery needs.

I have some extra time today. Can I show up at school to volunteer in some way?

All hours served at school need to be pre-arranged with a teacher or committee chairperson. The only place that Service Hours do not need to be pre-arranged is at Second Life Resale Shoppe.

Can I donate my Service Hours to another family?

Service Hours earned at school are not transferable from family-to-family.

Can my extended family complete my Service Hours for me?

In an effort to maintain the safety and security of our students and staff, only parents are able to earn Service Hours at school. We love getting to know you better, and your children will love seeing you help their school. The only way that extended family and friends can earn Service Hours in your place is by serving at Second Life Resale Shoppe.

When are the hours due? What if I don't fulfill the required Service Hours by the due date?

Hours must be completed by April 30 of each school year. Uncompleted hours are billed at \$15 per hour, which would total \$540 if no hours were completed. This assessment will be added to the final tuition statement for the school year. Regular requirements of the tuition payment policy will be applied to this assessment.

What if I earn more than 36 Service Hours? Can I carry over additional hours from year to year?

There will be no compensation provided for hours earned over the minimum 36 hour requirement. Additionally, Service Hours do not carry-over from one year to the next. All Service Hours start over in May every year. Please keep finding opportunities to stay involved, even after reaching 36 hours. We do appreciate your help!

"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10