



Crown Point Christian School

Parent Handbook
Revised July 2023

TABLE OF CONTENTS

I. INTRODUCTION	5
PURPOSE	5
2023-2024 HOURS	5
MISSION	5
2023-2024 THEME AND VERSE	5
VISUAL IDENTITY	6
MASCOT AND ATHLETIC LOGOS	6
LEADERSHIP STRUCTURE	7
II. SCHOOL / HOME RELATIONSHIPS	8
COMMUNICATION WITH PARENTS	8
EMERGENCY CONTACT INFORMATION	8
SCHOOL DELAYS AND CANCELLATIONS	9
PRIVACY POLICY	9
SCHOOL VISITATION	9
PARENT SUPPORT	10
SERVICE HOUR PROGRAM	11
OPPORTUNITIES TO SERVE	11
III. ACADEMIC PROGRAM	12
CONTINUITY OF LEARNING AND COMMUNITY	12
ENGLISH AND SPANISH STRANDS	12
CURRICULUM	12
STUDENT SERVICES	12
FIELD TRIPS	13
MUSIC PROGRAM	13
INTERSCHOLASTIC ATHLETICS PROGRAM	13
IV. ATTENDANCE AND ACADEMIC POLICIES	15
ATTENDANCE	15
TARDY POLICY	16
PARENT-TEACHER CONFERENCES	16
MAP GROWTH ASSESSMENT	16
INDIANA STATE TESTING	16
GRADING PERIODS	16
GRADING SCALE	17
HOMEWORK	17
V. CAMPUS LIFE	18
SCHOOL HOURS / CAMP HOURS	18
DRESS GUIDELINES	18

COLD WEATHER POLICY	19
GYM UNIFORMS	20
BICYCLE POLICY	20
ELECTRONIC DEVICES	20
DISAGREEMENTS OR CONCERNS	20
CHAPEL	21
SCHOOL COUNSELORS	22
THERAPY DOG	22
TEXTBOOKS	22
LOCKERS	22
EVENTS	22
LIBRARY	23
LUNCH	23
CARPOOL DROP OFF AND PICK UP	23
AFTER-SCHOOL CLUBS & SUMMER CAMPS	23
VI. STUDENT CONDUCT	24
STUDENT CONDUCT POLICY	24
ACADEMIC DISHONESTY	24
PLAYGROUND RULES	25
PEER-TO-PEER BEHAVIORAL EXPECTATIONS	25
BULLYING AND HARASSMENT POLICY	25
MALE/FEMALE RELATIONSHIPS AND PUBLIC DISPLAYS OF AFFECTION	27
GENDER AND SEXUALITY	27
PHILOSOPHY OF DISCIPLINE AT CPCS	27
DISCIPLINE PLAN	28
VII. HEALTH AND SAFETY	31
HEALTH REGULATIONS	31
ALLERGIES AND PETS	31
EMPLOYEE BACKGROUND CHECKS AND VISITOR SCREENING	32
WEAPONS	32
FOOD/CANDY POLICY	32
VIII. BILLING AND FINANCIAL POLICIES	34
ALL-IN TUITION MODEL	34
2023-2024 TUITION RATES	34
TUITION DISCOUNTS	34
REGISTRATION FEE & CONTINUOUS ENROLLMENT	34
TUITION POLICIES	34
FINANCIAL ASSISTANCE	35
APPENDIX A – Interscholastic Athletic Policy	37

APPENDIX B – Service Hour Program	38
APPENDIX C – Carpool Drop Off and Pick Up	41
APPENDIX D – Library Policies	46
APPENDIX E – Acceptable Use Policy	47
APPENDIX F – How Sick is Too Sick?	51
APPENDIX G – CAMP Program Policies	52

I. INTRODUCTION

Welcome to Crown Point Christian School! The purpose of this handbook is to provide guidance to the parents and students of CPCS 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, CPCS's Constitution and Statement of Faith. This handbook by itself is not exhaustive, and it is subject to change or revision at any time.

We are looking forward to serving you and your family as you become part of the community at CPCS. These are important years of spiritual, physical, intellectual, social, emotional and moral growth for your children and we are grateful that you chose CPCS as your partner in guiding your children through this time of development.

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. Our mission is "Cultivating Kingdom-focused learners to transform the world in the name of Jesus Christ." 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 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.
4. The purpose of CPCS is to provide an education for children that is Christ-centered in the most complete sense, and of the highest quality.

2023-2024 HOURS

- School Hours: 8:00 a.m. - 3:00 p.m.
- Office Hours: 7:30 a.m. - 3:30 p.m. (Monday - Friday)
- Summer Office Hours: 8:00 a.m. - 12:00 p.m. (Monday - Thursday)

MISSION

"Cultivating Kingdom-focused learners to transform the world in the name of Jesus Christ."

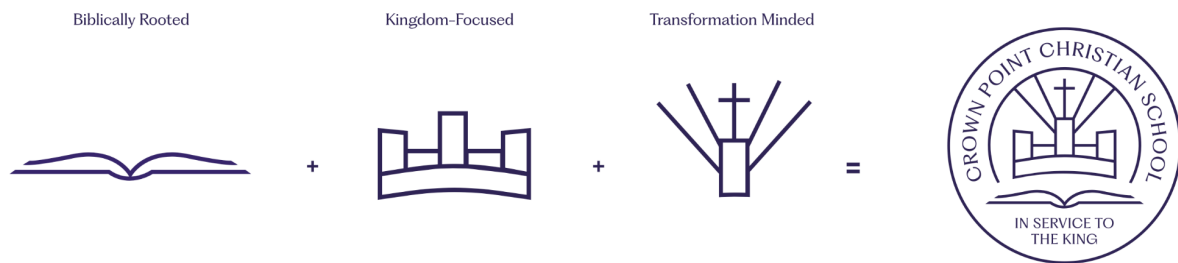
2023-2024 THEME AND VERSE

- "In Service to the King"
"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms." (1 Peter 4:10, NIV)

- “Al Servicio del Rey”
“Cada uno ponga al servicio de los demás el don que haya recibido, administrando fielmente la gracia de Dios en sus diversas formas.” (1 Pedro 4:10, NVI)

VISUAL IDENTITY

As seen below, there are three primary elements to the CPCS logo which help to express the vision and mission of CPCS – an open Bible, a crown, and light emanating from the cross. These three elements illustrate our three pillars: Biblically Rooted, Kingdom Focused, Transformation Minded.



- Biblically Rooted
 Open Bible – God’s holy, inspired, and infallible Word is the foundation of CPCS. Our mission, vision, and values are inspired by the Word of God. As an organization, we seek to make decisions that are guided by Scripture (2 Timothy 3:16-17).
- Kingdom Focused
 Crown – The crown represents Christ’s Kingdom and is a reminder that we worship a reigning King, Jesus Christ. The crown speaks to how God views His children, as a “royal people” who represent and are ambassadors of His Kingdom here on earth (1 Peter 2:9). We seek to cultivate “*Kingdom-focused learners*” who understand the story of God and His people and commit to seeing and living that story.
- Transformation Minded
 Light and the Cross – The light that emanates from the cross illustrates the transformative power of the gospel (Colossians 1:13-14). The goal of a CPCS education is to develop a community of learners that, through the power and work of the Holy Spirit, serve “to *transform the world in the name of Jesus Christ.*”

MASCOT AND ATHLETIC LOGOS

The basis for the CPCS mascot is the believer’s identity in Christ. The royalty of God’s people is established in 1 Peter 2:9 which says, “*But you are a chosen people, a royal priesthood, a holy nation, God’s special possession, that you may declare the praises of him who called you out of darkness into his wonderful light.*” Jesus Christ is the reigning King, and our royal service to the

King is our humble response to His finished work. Our service comes from a renewed heart that is being regenerated by the power and work of the Holy Spirit. The CPCS lion is a bold representation of the King Himself, the Lion of Judah. May Christ receive all of the praise and glory for the service He calls us to in His Kingdom!



LEADERSHIP STRUCTURE

The Head of School is responsible to and reports to the Board of Trustees. All program directors, faculty and staff are responsible to and report to the Head of School. The following organizational charts outline the flow of leadership, communication, and accountability at CPCS:

- [CPCS Governance Map](#)
- [CPCS Organizational Chart - 2023](#)

<u>Administrative Leadership Team</u>	<u>Board of Trustees</u>
David Te Grotenhuis – Head of School	Chris Boomsma – President
Mandy Aardsma – Director of Learning	Fritz Olthof – Vice President
Jenn Cary – Director of Student Services	John Ryan Terpstra – Secretary
Megan Donovan – Elementary Principal	Mark Netjes – Treasurer
Kelly Gilbert – Dual Language Director	Jamie Aardema
Jenny Kuiken – Dean of Students	Tyler Carter
Emily O’Brien – Middle School Principal	Carrie Edwards
Christy Ruffin – Director of Operations	Phil Eenigenburg
Amanda Zandstra – Director of Admissions	Michael Gutierrez
	James Jabaay
	Jos Snoep

II. SCHOOL / HOME RELATIONSHIPS

We believe that the home, church, and school must be partners in helping students to grow in discipleship, establish relationships, and learn to 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 parent. As an extension of the home, it is imperative that parents and teachers communicate with each other. A number of tools have been implemented at CPCS to promote a dialogue between parents and teachers.

1. The **FACTS App** and **FACTS Family Portal** is the primary location where information is available for CPCS parents. FACTS allows parents to view schedules, grades and report cards. It also includes resource documents, weekly Parent Communications, attendance/tardy records and an online family directory. It is used to order hot lunch, sign up for field trips and other events (using Web Forms), update medical & contact information, and access or update financial and tuition information. The FACTS Family Portal is password protected for CPCS families and is accessible on the school's website, www.crownpointchristian.org (using district code: CP-IN) or through our custom CPCS app.
2. The **Parent Communication** is emailed to families each Friday during the school year and a few times throughout the summer months. This important weekly update serves to notify and remind parents of activities, deadlines, and opportunities. Each week, the Parent Communication is also posted to the FACTS App and Family Portal under Resource Documents.
3. **Report Cards** will be sent via email, typically in the week following the end of a quarter.
4. **Parent-Teacher Conferences** are scheduled in the fall, shortly after the end of the first quarter. Parents will have the opportunity to sign up for a conference that works for their schedule.
5. Teachers may send home regular classroom newsletters, notes or reports as indicated by student performance, behavior, or accomplishment.
6. CPCS is also an active user of **social media**. Please like us on Facebook ([CrownPointChristianSchool](https://www.facebook.com/CrownPointChristianSchool)) or Instagram (crownpointchristianschool1985).
7. The **CPCS Connections newsletter** is mailed quarterly and includes articles about school happenings.

EMERGENCY CONTACT INFORMATION

It is the responsibility of each parent(s) to notify the school 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 an emergency if the parent's or student's contact information is not kept current. Parents should utilize the FACTS Family Portal (via website or custom app) to request updates to this information.

SCHOOL DELAYS AND CANCELLATIONS

School delays and cancellations will be announced via text, email, and on social media. If you do not receive these notifications but would like to, please contact the office at cpcs@crownpointchristian.org.

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 is committed to protecting and respecting private information of individuals and families in the following ways:

- Student cumulative records and transcripts are kept in a locked, fireproof cabinet in the school office. Transcripts will be forwarded to another educational institution upon written consent from the parent(s). Transcripts will be forwarded directly from CPCS to the specified school pending full payment of any outstanding balances (tuition, fees, etc.).
- In order to maintain compliance with the Family Education Rights and Privacy Act (FERPA), CPCS will grant access to student files only to individuals who have a legitimate reason to access student files. To that end, each student's cumulative record file includes a log sheet that documents the date accessed, the person accessing the student record, and the reason for accessing the file.
- The original copy of a student's cumulative record cannot leave the school building.
- Parents have the right to request access to their child's cumulative record. Parents desiring access to their child's records should contact the grade level principal to arrange for a time to view their child's records.
- 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 academic transcripts.
- The medical condition of any student or staff member shall be disclosed only to the extent necessary to minimize health risks to the individual and others. Sensitive health information (including names and conditions) will be shared with the fewest school personnel possible.
- Financial information (including tuition balances and financial assistance) is kept online in the secure FACTS Tuition system only. Voucher applications and documentation are stored in a secured cabinet per IDOE requirements. In-kind and monetary contributions are confidentially recorded in an online, secure system called Neon.
- Please contact the school office if you have any questions. Our desire is to help, to build up and encourage others in our tone and attitude in conversations. Your privacy, our professional ethics, and the ability to educate your child(ren) in a safe and Spirit-filled environment are important priorities for us.

SCHOOL VISITATION

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

- For the safety of our students, all visitors must report to and sign in at the office. Visitors will also sign out prior to leaving the building in order for the office to retain accurate records of building access.
- All visitors, including parent volunteers, will provide identification that will be scanned through a security system when they visit the building the first time. A printed visitor badge will be provided and must be worn while on campus.
- In order to minimize interruptions, parents are requested to bring any forgotten items (e.g., lunches, homework, books, clothing, etc.) to the office. The office staff will direct the item(s) to your child.
- If you need to pick up your child for an appointment, please inform the front office and your child's teacher in advance if possible, and your child will be called to the office at the appropriate time. Be aware your child's teacher may not see an email that is sent during school hours, so it is important to include the front office in your email – attendance@crownpointchristian.org. Include your child's first and last name, grade and homeroom teacher, as well as the date/time you plan to pick up your child.
- All building entrances and the school's interior spaces are monitored with surveillance cameras.

PARENT SUPPORT

As a partner in ministry, CPCS 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 students, the board, administration, teachers, support staff, other parents, volunteers, leaders, and members of the auxiliary organizations, those supporting the school with financial 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, set up an appointment with the teacher, coach, or person who is directly involved. If, after meeting with this person, the problem is not resolved, the parent should contact the appropriate principal. Only if the problem is still not resolved, the parent is encouraged to contact the Head of School. (See also [Disagreements and Concerns](#).)
- **Volunteer** – Parents play a vital role in auxiliary groups and as volunteers. A vital sense of community and deeper relationships are fostered as families serve alongside one another. To get more information on current volunteer opportunities and requirements, please refer to the [Service Hour Program](#) page on our website and in [Appendix B](#).
- **Contribute** – Your family is now enjoying the benefits of families who have given sacrificially to CPCS over many years. As we steward what God has entrusted to us, we need to plan well for the future in addition to appreciating the resources available to us now. Please consider participating in school events and special capital projects and remember CPCS in your estate planning. To find out more regarding CPCS's future plans and projects, you can contact David Te Grotenhuis, CPCS's Head of School at dtegrotenhuis@crownpointchristian.org.

SERVICE HOUR PROGRAM

CPCS relies on continual involvement by each family to make our school successful and cover the full cost of educating our students. The Service Hour Program is in place to identify the various service needs of CPCS and engage all of our parents to contribute. Families are required to meet the annual service hour requirement, from May 1 to April 30 of each year. Unmet service hours will be billed in early May. Complete details can be found in [Appendix B](#).

OPPORTUNITIES TO SERVE

There are many opportunities to serve at CPCS, both inside and outside the school. Please refer to the [website](#) for serving opportunities, some of which are listed below:

- Second Life Resale Shoppe
- Parents Club (Room Parents & Events)
- Assisting Teachers & Staff
- Athletic Boosters (including concessions)
- Auction Committee
- Hot Lunch Committee
- Golf Outing Committee
- Fine Arts Boosters
- Music Boosters

III. ACADEMIC PROGRAM

CONTINUITY OF LEARNING AND COMMUNITY

Crown Point Christian School is proud to be a school that offers education for Pre-Kindergarten through eighth grade. This continuity allows the student to progress through these formative years in a single system with a consistent philosophy. This continuity also enables students to benefit from a community of teachers who provide sound advice and direction motivated by genuine love and concern for their students.

ENGLISH AND SPANISH STRANDS

CPCS offers two language strands in grades K-8, English and Spanish. Both strands offer standards-based, Biblically-aligned curriculum, and teachers of both strands work together at the grade level to align as closely as possible so that regardless of the language of instruction, each student receives a quality CPCS education.

CURRICULUM

CPCS believes that the most important component of any curriculum is not a textbook, but our teachers. In addition to hiring qualified staff, CPCS aligns with the Indiana State Standards in all subjects.

CPCS is dedicated to partnering with parents in order to provide their children with a consistent Christian emphasis and witness. Biblical integration is key to formulating a Christian worldview. The curriculum allows faith and learning to work together to shape each student's educational experience. This Christian worldview encourages our students to think about knowledge and experience through a biblical lens.

In alignment with our mission, *"Cultivating Kingdom-focused learners to transform the world in the name of Jesus Christ,"* CPCS 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 their 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).

STUDENT SERVICES

The CPCS Student Services program provides specialized support for students through accommodations, modifications, support and instruction needed to enable students to be successful. While public schools are mandated by the state to provide Individualized Education Plans (for students identified with a need for Special Education) and 504 Plans (for students with a disability that limits a major life activity), private schools do not fall under the same legislation. Though it is not required for private schools, CPCS provides Choice Special Education Plans and Accommodation Plans that serve the same purpose as IEPs and 504 Plans, in order to serve diverse learners who possess a wide range of abilities.

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 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.

FIELD TRIPS

Field trips are planned activities that provide 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. Field trips are an extension of the curriculum, and attendance is required. While we appreciate parental involvement at CPCS, the nature of many field trips prevents us from allowing all parents to attend. Chaperone signups are determined individually by grade level and field trip.

MUSIC PROGRAM

Elementary grades (PreK - 4th grade) participate in music classes and have an annual concert in the spring. In 5th - 7th grade, students are required to join band, choir, or orchestra as a fine arts elective. Band, choir, and orchestra are year-long commitments. Band, choir and orchestra have a Christmas concert and Spring concert each year, and students are required to participate in these concerts as part of their grade.

Dates and times of all concerts are published at the beginning of the school year. Students enrolled in music classes are required to participate in 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 teacher/director is notified in advance. For students with unexcused absences, an equivalent assignment will be assigned by the teacher.

INTERSCHOLASTIC ATHLETICS PROGRAM

CPCS has organized middle school 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 found in [Appendix A](#).

Athletic programs include: boys & girls basketball (winter); girls volleyball (fall); boys volleyball (spring); co-ed soccer (fall), cross country (fall), and track (spring); and girls cheerleading (winter). In order for a student to participate, his or her parent/guardian will be required to read and sign an Athletic Permission Form (which includes an athlete participation agreement) prior to attending practice or tryouts. Athletic permission forms can be found in the FACTS Family Portal and should be completed for each student individually.

CPCS abides by the same principle as the IHSSA (www.ihsaa.org). IHSA Rule 3-10 requires that, *"between April 1 and student's first practice in preparation for inter-school athletic participation, the student shall have a physical examination by, or shall provide certification*

from, a physician holding an unlimited license to practice medicine, a nurse practitioner or a physician assistant, who shall clear the student for athletic participation.” This physical form must be completed and turned into the athletic office BEFORE tryouts. The Physical Examination Form can be found on the [Athletics page](#) of our website.

CPCS’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 that is assigned to them at designated times.
- Accommodations can be made for those students who have special needs. These should be discussed with the school’s administration in advance.

IV. ATTENDANCE AND ACADEMIC POLICIES

ATTENDANCE

At CPCS, we believe that being prompt, dependable, and present when expected are important executive skills to continually foster in our students. Regular and punctual attendance at school is necessary for children to experience success and passion towards their education. It is essential that students take every opportunity to be in class each day. When students miss school and only do required assignments, they miss the teacher's presentation and class discussion. Because learning takes place every day and cannot be replaced by doing make-up work at home, all children are expected to be at school each day unless they are ill or a family emergency arises. Parents are requested to work closely with their child's teacher during unavoidable prolonged absences.

Notification of Absence

When a student misses school, parents should inform the homeroom teacher and school office by email (attendance@crownpointchristian.org) 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 in or attend extra-curricular events on the day the student is absent.

Vacation Requests

CPCS requests that family vacations be planned during regularly scheduled school breaks according to the CPCS calendar. The school calendar is available on the CPCS website at www.crownpointchristian.org. Assignments and work missed during an absence will be given the day following the absence. School assignments will not be given in advance of a planned absence.

Illness

If a child has had a fever (temperature above 100.4°F), vomiting, and/or diarrhea, the child must be free of these symptoms for 24 hours (without the use of medications) before returning to school. Unless medical documentation of an extended illness is provided to the school, parents should call the office daily with an update on a sick child's status. The school may request a doctor's note for extended absences.

Chronic Absenteeism

The state of Indiana considers a student chronically absent when he/she is absent more than 10% of the school days. This includes both excused and unexcused absences. Each quarter a letter is sent if a student reaches the 10% threshold. A pattern of documented absences may result in a conference with the principals.

Make-up Work

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

It is the responsibility of the student to make up and complete the work missed during an absence. If missed work is desired, parents may email the request for the day's work directly to the homeroom teacher by 9:00 a.m. Student work may be picked up in the school office after school or arrangements can be made to send it home with another student.

TARDY POLICY

Students are expected to be on time to class. Students who are not in their classroom by 8:00 a.m. are considered tardy. If a student arrives between 8:00 a.m. and 8:30 a.m., he or she will be considered tardy. If a student is absent for more than 30 minutes at any time in the day, he or she will be considered one half-day absent. If a student is absent for more than 3-½ hours at any time in the day, he or she will be considered one day absent. A pattern of documented tardies may result in a conference with the principals.

Middle School Tardy-to-Class Policy

Middle school students have a passing period between classes and are expected to be on time to each class. Tardies will be tracked and recorded by each classroom teacher. Excessive tardiness will be reported to the Dean of Students. At five tardies per month, per class, the teacher will email home. At 10 tardies a detention will be given.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled in the fall, and parents are expected to attend this conference. Any other time a parent or teacher feels a conference is desirable, a request may be made to set up a conference.

MAP GROWTH ASSESSMENT

Students in grades K-8 are screened three times a year using NWEA MAP Growth. Data received from this assessment is used to make instructional decisions and assist teachers in measuring student growth. Once a screening period is complete, the student's results are shared with the parents. For more information on NWEA MAP, see www.nwea.org/map-growth.

INDIANA STATE TESTING

Each year students in grades three through eight are tested using the ILEARN Assessment. ILEARN measures student achievement and growth according to Indiana Academic Standards for English/Language Arts for grades three through eight, Mathematics for grades three through eight, Science for grades four and six, and Social Studies for grade five. Grade three also takes the IREAD-3 Assessment. IREAD-3 is a summative assessment administered to all third graders enrolled in accredited Indiana schools. The assessment measures foundational reading standards through grade three. These are both state-required tests and are administered in the spring.

GRADING PERIODS

The school year consists of four, nine-week grading periods for students in Kindergarten through 8th grade. PreK students receive semester progress reports; PreK and Kindergarten report cards reflect individualized assessments of skills. Report cards are issued to parents via email and on

the FACTS Family Portal and app at the end of each grading period. If parents have any questions regarding the report card, they should contact their child's teacher. Cumulative student records are kept in the office and can only be released upon request to another school upon graduation or transfer.

GRADING SCALE

The following is the grading scale used at CPCS:

PreK - 2nd Grade	
EE (Exceeds Expectations)	90-100
ME (Meets Expectations)	80-89
AE (Approaching Expectations)	70-79
BE (Below Expectations)	Under 70

3rd - 8th Grade		
A 95-100	B- 80-82	D+ 67-69
A- 90-94	C+ 77-79	D 63-66
B+ 87-89	C 73-76	D- 60-62
B 83-86	C- 70-72	F Under 60

Academic Eligibility

Having a failing grade in a class will result in the student not being able to participate in extracurricular activities (e.g., sports, the play, robotics etc.).

HOMEWORK

Students learn best under the careful guidance of the classroom teacher and in partnership with parent(s). Efforts are made to assign homework that students can do on their own, and parents may need to provide support at home. If your child is consistently spending a significant amount of time on homework, please communicate with his or her classroom teacher.

V. CAMPUS LIFE

SCHOOL HOURS / CAMP HOURS

- School hours for all grades are 8:00 a.m. to 3:00 p.m.
 - Morning CAMP is available every day, 6:30 a.m. to 7:30 a.m. Students in all grades are required to attend CAMP if they arrive at school prior to 7:30 a.m.
 - At 7:30 a.m., students will be dismissed from CAMP to the playground. Students arriving at school between 7:30 a.m. and 7:50 a.m. will go directly to the playground.
 - Afternoon CAMP is available every day, beginning after carpool until 5:30 p.m.
- On PD days with a 2pm dismissal, CPCS will be offering "Free Till 3" after-care to cover the scheduled PD time, and CAMP will begin after that. See a list of FAQs regarding early dismissals here: [Early Dismissal PD - FAQs](#)
- On days where an after-school athletic event is scheduled, middle school students who are planning to attend the game will be allowed to stay in the gym after school. Supervision will be provided, and students are expected to stay in the gym area. Middle school students are not to check into CAMP, or go through the gates into the atrium, or wander throughout the building while waiting for the game to begin.
 - If you know your MS student is staying for a game, please indicate that plan in PikMyKid: Pickup mode → After school → Athletic practice or game
 - In order to keep younger children safe and accounted for, students in 5th grade and under will not be allowed to stay for home games after school without parental supervision. Elementary students must go home in carpool or check-in and stay in CAMP until they are picked up by their parents.
- 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.
- Before and after school care (CAMP) is available for all enrolled students. For more information including hours, rates and fees, please refer to [Appendix G](#).

DRESS GUIDELINES

CPCS 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, thus all clothing should be 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 periodically make clarifications of the policy. Above all, it is important to understand the purpose behind CPCS's dress guidelines. Clothing, accessories, personal hygiene, and 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 distract from learning.

The following guidelines help to clarify expectations surrounding appropriate school attire:

1. All clothing must be gender appropriate.
2. Mini-skirts, mini-dresses, and short shorts (*shorter than fingertip length*) are not allowed.
3. All clothing should be neat, clean, and in good repair. There are to be no holes or tears above the knee that expose skin.
4. Halter tops, tube tops, bare midriff tops, sleeveless shirts, sheer tops, and tank tops without a sleeved shirt underneath are not allowed.
5. Flip-flops are highly discouraged due to playground safety concerns.
6. Students' undergarments (bra straps, underwear) should not be visible at any time.
7. Any clothing that promotes alcohol/illegal substances, has occult symbols or sexual connotations, endorses musical groups that promote an ungodly lifestyle, is disrespectful of Christianity or authority, or is deemed offensive by school staff, is not allowed.
8. Leggings and yoga pants (form fitting athletic apparel) are allowed only if worn under shorts, or a skirt/dress/shirt that extends past fingertip length.
9. Pants must be worn at the appropriate hip position. Students must wear pants and shirts that at no time show underwear or midriff skin.
10. Sleepwear (flannel or pajama pants) is considered inappropriate for the school setting. Exceptions may be made for special circumstances (such as pajama day).
11. Anything that the Administration deems distracting or detrimental to the educational environment may not be worn.
12. Tattoos are not permitted on students.
13. Makeup is not permitted before 6th grade. Makeup for 6th through 8th grade students must be moderate.
14. Hair dye and highlights are permitted in natural hair colors only.
15. Heads should remain uncovered during the school day.

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

COLD WEATHER POLICY

Students may 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 'feels like' temperature is below 10 degrees, students will be kept inside or recess will be shortened. Parents are expected to dress students appropriately for the weather conditions (e.g., coats, hats, gloves, snow pants). Wearing coats or jackets will be the decision of the staff as the weather conditions indicate. Generally, coats must be worn when the 'feels like' temperature is under 50 degrees, and a light jacket/sweatshirt must be worn when the 'feels like' temperature is under 60 degrees.

If parents wish to have their child(ren) remain indoors during recess, 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.

GYM UNIFORMS

Middle school students are required to wear their school-issued gym shirt to gym class. The cost of this shirt is included in tuition. Shorts must meet the 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 premises.

ELECTRONIC DEVICES

CPCS cultivates Kingdom-focused learners to transform the world in the name of Jesus Christ. Recognizing the role that technology plays in the lives of students and families is necessary in order to fulfill our mission. We desire that CPCS students understand God's gift of technology, the brokenness that affects all areas of technology because of sin, and God's invitation, through the power and work of the Holy Spirit in our lives, for us to use technology in such a way as to bring restoration and glimpses of God's kingdom into our lives and the lives of those around us.

Cell phones may be brought to school provided they are silenced and stored until the end of carpool dismissal. (Middle school students are expected to use the provided cell phone lockers. Elementary students are expected to store cell phones in their backpack, in their locker.) Phones are not to be used during school; this includes breaks, lunchtime, class time, or recess. If a student is found with a cell phone on their person, the phone will be confiscated and will have to be picked up from the office by a parent after carpool is fully released. Students needing to communicate with parents during the school day must receive permission from a teacher to use their cell phone. Students are allowed to use their personal electronic devices after carpool dismissal. Medical cellular devices may be used with approval from the nurse and should only be used to monitor student health.

Wireless earbuds are allowed only with a teacher's permission, for educational purposes. Smart watches are permitted to be worn at school. Improper use of a wearable device will result in the item being confiscated. Confiscated items will have to be picked up by a parent in the office after carpool is fully released.

School-owned devices are to be used only in accordance with the Acceptable Use Policy found in [Appendix E](#). These privileges may be lost if the above guidelines are not followed.

DISAGREEMENTS OR CONCERNS

CPCS is an institution that is based on the teachings of the infallible Word of God. When there is a disagreement, concern, or grievance that occurs between two parties, CPCS asks that these be handled in a healthy and constructive manner according to the principles Jesus set forth in Matthew 18:15-19. God calls us to listen to one another and be willing to offer God's forgiving

love, compassion, and grace to one another. All parties are encouraged to keep disagreements, concerns, and grievances within the confines of the process outlined below.

1. An individual who has a disagreement, concern, or grievance with someone in the community should go to that individual and share it with him or her directly and discreetly.
2. If there is no satisfactory conclusion or settlement of the disagreement, concern, or grievance with a CPCS employee, the following steps should be followed.
 - a. Bring the issue to the individual's direct report (Director, Principal, or Head of School).
 - b. Any unresolved issue at this point will be brought to the Head of School.

In the event of bullying or harassment, the procedures for reporting outlined in the bullying and harassment policies take precedence over the procedures outlined in this policy.

The Head of School is the only employee of the CPCS Board of Trustees. All other CPCS employees report to the Head of School. The organizational charts listed in the section on [Leadership Structure](#) outline the flow of leadership at CPCS.

In the event that an individual disagrees with a decision of the Head of School, the individual may petition the Executive Committee, in writing, within ten (10) days of the decision to review the process by which the Head of School made the decision, in order to determine whether the Head of School held and properly exercised the authority to make the decision. The petition shall include the following:

1. a description of the decision the individual is appealing,
2. the individual's grounds that the Head of School lacked authority, acted unethically, or arbitrarily and capriciously exercised his or her authority in making the decision, and
3. a request for the specific resolution the individual seeks as a result of the appeal.

The Executive Committee, as part of its review process, shall make written findings after meeting with the appealing individual, and shall make a recommendation to the Board of Trustees for determination on the appeal. The Executive Committee may recommend affirmation or reversal of the decision made by the Head of School. A recommendation for reversal, however, shall be made only upon a finding by the Executive Committee that either:

1. the Head of School lacked authority to make the appealed decision,
2. the Head of School acted unethically, or
3. the Head of School arbitrarily and capriciously exercised his or her authority in making the appealed decision. The determination by a majority of the Board of Trustees on the recommendation of the Executive Committee shall be final. Under no circumstances shall this appeal process take longer than thirty (30) days from the date the individual tenders the written appeal.

CHAPEL

Middle school and elementary chapels are scheduled on a regular basis. Students and staff look forward to this opportunity to corporately focus on their faith life. The opportunity to worship

our Creator and apply God's Word to students and staff alike are some of the blessings of the chapel program. Students are expected to attend chapel with an appropriate attitude of worship.

SCHOOL COUNSELORS

There are a variety of reasons why a student may request to see the counselor or why a teacher may refer a student to see the counselor. Some of these reasons may include peer conflict, test anxiety or difficulty regulating their emotions here at school. Our school counselors are here to provide both individual and classroom support to all of our students. In the event that a student requests or a teacher suggests support beyond one meeting, parents will be contacted to discuss the school counselor providing ongoing support to their child. If you prefer your child not see the counselor individually, please be aware that the counselor(s) may interact with your child's classroom as a whole or with a small group of students at the request of their teacher. In the case of an emergency, your child may see the counselor for one session to address that emergency.

The role of a school counselor is to provide short term counseling to address school related issues, or issues occurring outside of school that impact the student's ability to function optimally at school. The school counselor may recommend and refer students to seek professional help outside of the school setting if the student needs counseling beyond what the school counselor is able to provide.

THERAPY DOG

Occasionally a certified therapy dog and handler team will be on campus, sometimes greeting all students and sometimes working with classes or individuals with specific needs. Only certified therapy dog teams will be invited inside the building, and all activities are voluntary; any student may opt out.

TEXTBOOKS

Students textbooks and instructional materials are provided as part of tuition. Students are expected to treat all instructional materials with care and respect. Fines may be given for unusual damage, abuse, mutilation or defacing of these materials. If the situation warrants, students may be fined the cost of a replacement textbook.

LOCKERS

Each student is assigned a locker at the beginning of the year. Locker shelves are recommended to help with locker organization, especially for middle school students. The student is responsible for keeping the locker neat and clean. Tape is not permitted on lockers because it causes damage to the paint when removed; instead, magnets should be used. School personnel may search and inspect any locker and any locker contents at any time.

EVENTS

CPCS holds three large events each year, a dinner, an auction, and a golf outing. These events are a great opportunity for fun and fellowship among those who wish to support and promote the ministry of CPCS. Details will be communicated in the Parent Communication and/or via

email.

LIBRARY

The library is an important resource center located in the Learning Hub. Students can expect to find reading materials that will enable them to develop both a wider range of interests and a broader view of the world. The school library is meant to supplement, not replace, the public library, and it introduces topics that a student may want to pursue in greater depth elsewhere. See [Appendix D](#) for library policies.

LUNCH

Students eat lunch each day in their homerooms at their desks or tables. Teachers are careful to ensure that students wash hands before and after eating, as well as clean their desks/tables after lunch is completed.

Hot lunch is offered on Mondays, Tuesdays, Wednesdays, and Fridays throughout the school year. Hot lunch must be ordered and paid for by the deadline using the FACTS App or Family Portal. Late orders cannot be processed. Notice will be sent in the weekly Parent Communication each time ordering is open. Instructions on how to order hot lunch can be found in the weekly Parent Communication and in FACTS, under Resource Documents. Once an order is placed, refunds will not be issued. Questions regarding hot lunch nutritional information can be sent to the school nurse at cbruns@crownpointchristian.org. Hot lunches will not be sent home for absent students.

CARPOOL DROP OFF AND PICK UP

Carpool is something to behold at CPCS, with the coordination of hundreds of vehicles and the safe release of a large number of students in a very short timeframe. This process only runs smoothly if all of us do our part and follow the thorough, time-tested process outlined in [Appendix C](#). Due to the expansive geographical reach of our school and the large financial investment required, we are unable to offer bus service to and from the school. Parents can access a how-to guide for PikMyKid/carpool here: [PikMyKid/Carpool - How-To Guide](#)

AFTER-SCHOOL CLUBS & SUMMER CAMPS

CPCS offers after-school clubs including art club and robotics throughout the school year. Additionally CPCS is host to several week-long summer camps during the first few weeks of June. Club and camp information is published in the Parent Communication. Registration is typically done through FACTS. All fees for after-school clubs and summer camps are non-refundable.

VI. STUDENT CONDUCT

STUDENT CONDUCT POLICY

A defined system of expectations for student conduct, in addition to academic achievement, is a significantly important component of an excellent school. One of the primary roles of CPCS is to provide children with an education 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 their individual potential. Equally significant is developing and implementing an appropriate student conduct policy that is compatible with parental expectations, to enhance and optimize the environment in which students learn.

The CPCS Student Conduct Policy seeks to cultivate 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. In practical terms, expectations include honesty, respect for school property and others' property, respect for those in authority and other students, respect for school rules, diligence, wholesome talk, a 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 families join CPCS, they make a commitment to support and honor the policies and procedures that have been set by the Board of Trustees and the Administrative Leadership Team. The stronger the unity between parents and school, the greater the benefits our students will receive. Comments, questions or requests for clarification are encouraged and can be directed to the appropriate grade level principal.

ACADEMIC DISHONESTY

Academic dishonesty takes a variety of forms, including looking at someone else's paper during a test, copying someone's homework, and copying an Internet (or other) source and turning it in as your own work, also known as plagiarism. Copying text into an electronic translation program and then using the translation is considered plagiarism.

- Work done out of class, which a student submits as his or her own work, should in fact be his or her own work and should not contain that which has been knowingly obtained from another.
- Work done on a test, exam, or quiz that a student submits to a teacher should be his or 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 will be given a different but comparable

assignment along with restorative conversations between admin, the teacher, and the students involved. Parents will be notified in cases of academic dishonesty. Repeat offenses will lead to a conference to discuss resolution of the matter.

PLAYGROUND RULES

1. Follow directions the first time they are given by any staff member including teachers, aides, CAMP staff, custodians, and administrators.
2. Use equipment appropriately.
3. Use kind words and actions.
4. Play by the rules and report problems to a recess supervisor.
5. Stay in the designated area.
6. Throwing snowballs, rocks or mulch is not permitted at any time.

PEER-TO-PEER BEHAVIORAL EXPECTATIONS

Matthew 22 tells us that the most important commandment is to love God and that the second is equally important, to love one another. CPCS strives to teach and implement a climate of respect for others. However, on occasion, conflict arises among peers. We have developed a *Pledge of Respect* to which we expect every student to be willing to adhere. This statement asserts that each individual will agree to treat others in a way that demonstrates respect for the individual, including any differences they might have. Appropriate, loving behavior allows everyone to enjoy a school safe from the threat of bullying in any of its forms.

It is our commitment to teach and model respect at CPCS. Through chapels, classroom devotions, and discussions, students will learn how to prevent, respond to, and assist others when negative behavior arises. Annually, the school counselors will meet with each grade level to discuss peer-to-peer behavioral expectations. Following that visit, each classroom teacher in grades 2-8 will review the peer-to-peer behavior expectations with students and have students sign an acceptance form. A copy of the language of that form can be found below.

I, _____, agree to treat others in a way that allows everyone to enjoy a safe school, free from the threat of physical, emotional, or verbal harm.

- *I agree to respect individuals and their differences and not cause pain to people by unkind behavior.*
- *I will not be a part of a bullying incident in any of its forms (pushing, shoving, name-calling, taunting, belittling, picking on people, laughing at, mocking, willfully embarrassing, or purposely excluding someone).*
- *I will report any incidents that involve bullying behavior. I recognize that if I let it go unreported, I am also responsible as one who participates in the bullying.*

BULLYING AND HARASSMENT POLICY

Bullying committed by students toward other students is strictly prohibited. For the purposes of this rule, bullying is defined as *overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass,*

ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- *places the targeted student in reasonable fear of harm to the targeted student's person or property;*
- *has a substantially detrimental effect on the targeted student's physical or mental health;*
- *has the effect of substantially interfering with the targeted student's academic performance; or*
- *has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.*

The CPCS bullying policy, like all other student conduct rules, applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group, including summer programs, off school grounds at a school activity, function or event, while traveling to or from school or a school activity, function or event, and also if using property or equipment provided by the school. Engaging in bullying conduct described above by use of data or computer software that is accessed through any computer, any computer system, any computer network or cellular telephone or other wireless or cellular communications device is also prohibited. This rule may be applied regardless of the physical location of the bullying behavior when disciplinary action is reasonably necessary to prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal. This report may be made anonymously.

The principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the student(s) accused of bullying and of the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

The principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the principal will work with the administrative leadership team to determine if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should

be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying behavior.

Educational outreach and training will be provided to school personnel and students concerning the identification, prevention of, and intervention in bullying. CPCS will engage students and staff in meaningful discussions about the negative aspects of bullying. The Head of School or designee will be responsible for developing detailed administrative procedures for bullying and harassment.

MALE/FEMALE RELATIONSHIPS AND PUBLIC DISPLAYS OF AFFECTION

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

GENDER AND SEXUALITY

As it relates to gender and sexuality, the CPCS Statement of Faith addresses the beliefs of CPCS 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 affirms 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."

"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."

PHILOSOPHY OF DISCIPLINE AT CPCS

In the training of children, it is necessary that boundaries be set for acceptable behavior. The

classroom is a community of learners committed to developing each child's God-given gifts for Kingdom service. A clear classroom structure, with clearly articulated boundaries, is necessary for a safe learning environment for all students. Teachers will establish and communicate clear boundaries for student behavior as well as the consequences for failing to meet these expectations. These community expectations will be consistently enforced within the classroom environment.

Students should understand that discipline is an act of love and we at CPCS love students enough to discipline them. The teacher will handle minor infractions of school or classroom rules. If a behavior becomes repetitious or is of a more serious nature, parents and school administration will become involved.

DISCIPLINE PLAN

Taken from the same root word for disciple, discipline is established and maintained at CPCS with the intent to "train" or "build into" the lives of students (Matthew 28:19; Proverbs 22:6). For this reason, the discipline procedures used at CPCS are progressive in nature. We desire to be fair yet firm and loving but not sentimental. Our goal is for students to grow in self-discipline according to God's Word so that external discipline measures become less needed. We believe that every student is an image bearer of God and deserves to be treated with respect and dignity, even in the discipline process.

At CPCS we believe that there are five steps in discipline: realization, repentance, redemption, restitution, and restoration. All of these steps happen within the context of relationship with God and each other. Realization of wrongdoing with its appropriate consequences is important since it leads to repentance towards God and others. Redemption reflects how God approaches each of us in that grace is extended with a fresh start. Restitution seeks to make right that which was destroyed, whether a physical object or a relationship with another person. Restoration leaves shame behind and moves forward in relationships with God and others. This approach to discipline encourages changed hearts that desire to please God through actions.

In the Christian community, people sometimes expect that the wonderful concepts of grace and forgiveness should eliminate human consequences. Some might even claim that external consequences are a form of vengeance that rightfully belongs only to God. While it is true that consequences without forgiveness become vengeance or retribution, it is also true that forgiveness without consequences becomes leniency and license. CPCS seeks to avoid both errors. Consequences are one of God's ways of helping us learn, and thus consequences with forgiveness serve to heal, purify, and sanctify (2 Corinthians 2:5-8). Grace should not be viewed as a shield against consequences but as the power to change behavior, to do what is right (2 Corinthians 9:8; 2 Corinthians 12:9; Jude 1:4; Titus 2:11-14).

Classroom Expectations

At all grade levels, each classroom teacher is responsible for developing a plan for maintaining a well-disciplined atmosphere for learning in his or her classroom. This includes classroom rules and procedures with positive reinforcement as well as

consequences when rules are not followed. At the beginning of the year, teachers will review with students the behavioral expectations of their classrooms. Classroom expectations will be posted in all classrooms. A summary of these guidelines will be shared in the first classroom communication to parents following the first day of school. CPCS teachers are dedicated to creating appropriate consequences for student behavior that does not meet community expectations.

Behavior Rubric

In Pre-K through fifth grade, the [behavior rubric](#) is a form of documentation used to communicate with a student and parent regarding unkind and disrespectful behaviors that warrant disciplinary attention. The rubric can be viewed here:

Pre-Kindergarten - 5th Grade: Behavior Rubric for Crown Point Christian School					
	Examples - not limited to:	First Time	Second Time	Third Time	Fourth Time +
Level 1	<ul style="list-style-type: none"> Disrespect Eye rolling Gossiping Mean/rude gestures Teasing/Taunting Name calling Damaging property Cheating Inappropriate use of technology 	<ul style="list-style-type: none"> 15-second intervention 	<ul style="list-style-type: none"> 15-second intervention Opportunity for an apology, forgiveness, restoration 	<ul style="list-style-type: none"> 15-second intervention Opportunity for an apology, forgiveness, restoration Lunch/Recess reflection with teacher Discussion with Dean of Students or Principal Communication home from the teacher, Dean of Students, or Principal 	<ul style="list-style-type: none"> 15-second intervention Opportunity for apology, forgiveness, restoration Lunch/Recess reflection with teacher Discussion with Dean of Students or Principal and call home Possible Student Behavior Intervention Plan
Level 2	<ul style="list-style-type: none"> Threatening or intimidating Inappropriate language (swearing, Lord's name in vain) Not telling the truth, false reporting Physical contact Damaging property Cheating Stealing Bullying (cyber, social, physical) Inappropriate use of technology 	<ul style="list-style-type: none"> 15-second intervention Opportunity for apology, forgiveness, restoration Lunch/recess reflection with teacher Teacher or Dean of Students/Principal calls home 	<ul style="list-style-type: none"> 15-second intervention Opportunity for an apology, forgiveness, restoration Lunch/recess reflection with teacher Discussion with Dean of Students or Principal, student calls home 	<ul style="list-style-type: none"> 15-second intervention Opportunity for an apology, forgiveness, restoration Discussion with Dean of Students or Principal, student calls home Possible Suspension - required Student Behavior Intervention Plan/Student Services Team 	
Level 3	<ul style="list-style-type: none"> Stealing Bullying (cyber, social, physical) Harassment Physical aggression/fighting Damaging property 	<ul style="list-style-type: none"> Immediate In-school Restorative Period (with Dean of Students/Principal or Student Services Team) Opportunity for an apology, forgiveness, restoration Development of Behavior Intervention Plan/Work with Student Services Team Suspension Possible Expulsion 	<ul style="list-style-type: none"> Immediate In-school Restorative Period (with Dean of Students/Principal or Student Services Team) Opportunity for an apology, forgiveness, restoration Expulsion 		

15-Second Intervention Questions:

1. What are you doing?
2. What should you be doing?
3. What will happen if you continue?
4. What are you going to do now?

Unkind and disrespectful behaviors are defined as any unkind look, gesture, words or actions that hurt a person's body, feelings, friendships or things. This list is not intended to be exhaustive of the possibilities, and each situation is handled on a case-by-case basis. If a child's behavior is documented with the behavior rubric, the parents will be notified by either the homeroom teacher or administration.

Detention

In grades 4-8, a detention may be given for reasons including but not limited to:

- Inappropriate behavior;
- Disobedience or disrespect towards authority;
- Disrespect or unkindness towards a fellow student;
- Lying or cheating;

- Damaging or stealing property (student will replace/repair property at the parents' expense); and
- Profanity or other inappropriate language, actions, or gestures.

Detentions will be served before or after school. Consequences include the loss of any extra-curricular activities that may have been planned for the day of the detention. Failure to report for detention will result in an additional detention and may result in immediate suspension. Parents will be notified if a detention is given, stating the reason for the detention, and the day/time it will be served. If detentions become excessive, the principal may choose to create a custom behavioral plan designed specifically with the student's success in mind.

Suspension

Although infrequent, a suspension (in-school or out-of-school) may be given in cases of extreme misbehavior including but not limited to:

- Multiple detentions;
- Profane or vulgar language;
- Fighting;
- Stealing;
- Vandalism; and
- Possession or use of tobacco, alcohol, illegal drugs or weapons.

A suspension may be given if misconduct or disruptive behavior warrants. The decision to suspend a student will be made by the principal and/or Dean of Students. The principal and/or Dean of Students will notify the parents as soon as possible regarding the behavior and the immediate action taken. A conference may be arranged between parents, the teacher, and the appropriate administrator to discuss resolution of the matter. A suspension prohibits a student from attending classes or school functions for the day of the suspension. The student will not be permitted to have contact with other students. School work that is missed during the suspension will be due the day they return to school. All suspensions will be recorded in the FACTS Student Information System (SIS) that is separate from the student's cumulative record.

Expulsion

In the event of serious misbehavior, the Head of School may temporarily suspend a student from school until the next scheduled School Board meeting (maximum of 30 calendar days). Days missed during the suspension are counted as excused absences. All expenses (counselors, evaluations, tuition, etc.) incurred throughout the suspension are the responsibility of the family. If a student's conduct rises to the level of potential expulsion, the Head of School will recommend that the board review information and make a determination on whether or not to expel the student. The parents and student will have the opportunity to appear before the Board of Trustees prior to the board decision on expulsion. An expulsion will be recorded in a student's cumulative record.

VII. HEALTH AND SAFETY

HEALTH REGULATIONS

1. If a child has a fever (temperature of 100.4°F or higher), vomiting, and/or diarrhea, the child must be free of these symptoms for 24 hours (without the use of medication) before returning to school. Students that have been diagnosed with a communicable disease may need to remain home until further requirements are met; please contact the school nurse, Carrie Bruns, at cbruns@crownpointchristian.org for further guidance.
2. If a child becomes ill at school, the parents will be contacted to pick up their child from the office. 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 he or she vomits at school or has a temperature of 100.4°F or higher.
3. Please see [Appendix F – How Sick is Too Sick?](#) for guidance on when to keep your child home from school.
4. In the event that head lice is detected on a child 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. The child must be checked by the school nurse upon arrival at school, and permission must be granted by the school nurse before the child may return to class.
5. If a minor accident occurs at school, the child will be checked and given appropriate first-aid. If deemed necessary, the school will notify the parent by either a phone call or email.
6. In case of a serious accident or injury:
 - a. If needed, emergency services (911) will be called.
 - b. The child's parent or guardian will be called. The designated emergency contact will be called if the parent cannot be reached.
 - c. Necessary steps will be taken to secure appropriate treatment for the child.
 - d. An incident report will be filed.
7. CPCS adheres to state law that states the restraints, limitations and procedures for giving medication at school. It is unlawful to give medicine in school (even aspirin) without written parental permission. A person designated by the Head of School 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 person(s), provided there is a written doctor's order on file. In such a case, parents are required to complete and sign a [Medication Release Form](#) which can be obtained from the school office or downloaded from the school website.
8. CPCS and its 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.

ALLERGIES AND PETS

Please inform the school nurse and your child's teacher(s) of any allergies that have been

identified in your child, including allergies to food, insects, pets, and scents.

CPCS is aware of the variety of allergens that affect our students and staff members. For this reason, students are asked to avoid the use of perfume, cologne or essential oils that are strong enough to negatively impact students around them.

Students and families are not allowed to bring pets into the school building. If your child asks to bring a pet for Show and Tell or for a classroom project/demonstration, arrangements should be made with the teacher in advance for the class to see the pet outside on school grounds.

EMPLOYEE BACKGROUND CHECKS AND VISITOR SCREENING

CPCS requires that all new employees undergo a Criminal History Background Check. CPCS also performs regular background checks on staff members throughout their employment. Visitors who come to CPCS are required to check in at the front office using their driver's license; the Raptor check-in system compares the individual's information to the national registered sex offender databases in all 50 U.S. states. Our check-in process also helps us track who is in the building besides staff and students in case of an emergency.

WEAPONS

CPCS 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, whether on school property or at school events. "In their possession" includes items on the student's person, in lockers, or in 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 or 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. If a gun is found at school, it will be confiscated, the police and the parents/guardian of the student 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. The School Board will participate in any appeal proceedings regarding expulsion.
2. 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. The police may be called in to investigate.

FOOD/CANDY POLICY

1. CPCS will not use foods, candies, or beverages as rewards for academic performance or good behavior and will not withhold food or beverages as a punishment.
2. The school will disseminate a list of suggested healthy snacks and food for parties to parents and teachers.

3. At the beginning of the year, teachers will be given a list of students in their classroom who have food allergies and/or restrictive diets.
4. The school will purchase alternate items that meet the needs of students with dietary restrictions. When a birthday treat does not meet the dietary restriction of a particular student, the student will be offered an alternate item that meets their needs.

The following snacks are recommended for classroom treats. When selecting treats to share within a classroom, we recommend selecting small portion sizes rather than large sizes that contain more than a "single" serving. Whenever possible, treats should be individually portioned, pre-packaged items which include an ingredient list and nutrition information.

RECOMMENDED SNACK LIST FOR CLASSROOMS	
<ul style="list-style-type: none"> ○ Granola bars ○ Cereal bars ○ Fruit bars ○ Yogurt bars ○ Trail mix bars ○ Bagels (4 oz. portions) ○ Muffins (4 oz. portions) ○ Sweet breads (4 oz. portions) ○ Animal crackers ○ Oatmeal, cereal, or raisin cookies (4 oz. portions) ○ Fig Newtons ○ Graham crackers ○ Teddy Grahams ○ Goldfish crackers ○ Rice Krispy Treats ○ Baked chips ○ Pretzels 	<ul style="list-style-type: none"> ○ Wheat crackers ○ Raisins ○ Popcorn (light varieties) ○ Sun Chips ○ Sunflower seeds (without shells) ○ Beef jerky (95% fat-free) ○ Cheese sticks ○ Pudding ○ Yogurt ○ Yogurt tubes ○ Dried fruit or fruit leather ○ Fruit squeeze pouches ○ Frozen fruit bars ○ Fresh fruit ○ Fresh vegetables ○ Beverages containing 50-100% juice (12 oz. or less), water, milk (1% or less)

VIII. BILLING AND FINANCIAL POLICIES

ALL-IN TUITION MODEL

In order to avoid multiple smaller charges throughout the year, CPCS operates with an "all-in" tuition model. Annual tuition includes the cost of field trips, class parties, technology use, and a t-shirt for gym class. Hot lunch, CAMP, instrument rental, and other optional benefits are not included in the all-in tuition cost. All tuition, registration and incidental fees (e.g., fees for CAMP, unmet service hours, band instrument rental, unreturned library books, Chromebook repairs for misuse, etc.) will be billed through FACTS. Email notifications will be sent when charges are made, and reminders will be sent before payments are deducted. Parents can view and make changes to their financial information at any time using the FACTS Family Portal.

2023-2024 TUITION RATES

- | | |
|----------------------------------|---------|
| ● Pre-K (2-Day) | \$3,342 |
| ● Pre-K (3-Day) | \$4,927 |
| ● Kindergarten (4-Day) | \$6,874 |
| ● Kindergarten (5-day) - Grade 2 | \$7,895 |
| ● Grades 3-5 | \$8,052 |
| ● Grades 6-8 | \$8,472 |

TUITION DISCOUNTS

- Multi-Student Discount for 4th child – \$300
- Multi-Student Discount for 5th child – \$600
- Full-Time Staff Discount – 10%
- Part-Time Staff Discount – prorated discount based on FTE

REGISTRATION FEE & CONTINUOUS ENROLLMENT

Continuous enrollment is implemented through FACTS for each year as agreed to by families during the admissions process. In January, the annual registration fee of \$150 per family will be assessed in FACTS and is due by the end of February. Families who wish to withdraw their child(ren) for the following school year must notify CPCS in FACTS in January and will not be billed the registration fee. In order to guarantee a student's enrollment for the following school year, a family must:

- pay the annual registration fee and;
- when enrolling a new student, complete an Enrollment Intention Form and Enrollment Packet. (Both are communicated via email and Parent Communication.)

TUITION POLICIES

1. Tuition rates are determined annually by the Finance Committee and approved by the Board of Trustees.
2. The Head of School will determine all matters concerning tuition. Parents who wish to discuss their tuition should contact the Business Office.
3. Students will not be permitted to begin a new school year unless their tuition account is up-to-date. Tuition balances cannot be carried from one year to the next.

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 in the stated month but not paid by the end of the stated month will be assessed a \$30 late fee through FACTS.
 - b. All past due accounts will receive notification through FACTS.
 - c. At 60 days past due, quarterly online report cards will be withheld. If at this point no acceptable arrangements for payment have been made with the Business Office, 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 the FACTS Family Portal (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 payment with insufficient funds will be billed for the insufficient funds bank fee, if applicable.
7. Diplomas will not be given to eighth grade students with delinquent tuition.
8. The Board of Trustees reserves the right to turn delinquent accounts over to a collection agency.
9. Tuition charges for a student who withdraws will be prorated on a 180-day school year. A \$150 administrative fee (per student) will be charged to reimburse CPCS for the cost of textbooks, instructional materials and other expenses incurred for the withdrawn student.
10. Parents who have a tuition credit or other credit on their FACTS account must email the Finance Assistant at cbruns@crownpointchristian.org to have those credits applied to incidental charges. Credits will not automatically be applied to new charges in the FACTS system so a manual adjustment will need to be made.
11. The purpose of the Second Life credit (described below) is to assist families with the cost of tuition. Any Second Life credit balance remaining on an account upon graduation or withdrawal will not be refunded but will be considered a donation to the tuition assistance fund.

FINANCIAL ASSISTANCE

Indiana Choice Scholarship Voucher

CPCS partners with the Indiana Department of Education to offer Choice Scholarship Vouchers for qualifying students. This program has made private education an accessible choice for many CPCS families. Please see the [IDOE Voucher website](#) for detailed information, including income limits. Each spring, enrolled families are notified of deadlines and application requirements for the following school year. Questions related to the voucher can be directed to cbruns@crownpointchristian.org.

Second Life Resale Shoppe

Second Life Resale Shoppe was founded in order to assist CPCS families with tuition. Twice a year, CPCS receives a donation from Second Life to help families who need tuition assistance. All families are given the opportunity to opt in to receive a Second Life tuition credit using a webform on the FACTS Family Portal. If a family does not opt in to receive this credit, it will be treated as a donation to build up the CPCS Tuition Assistance program and families will receive a tax receipt in the amount of their donation. To support this partnership, the Administration strongly encourages all CPCS families to consider earning service hours at the Second Life Resale Shoppe.

Tuition Assistance Fund

With the generosity of other CPCS families and the broader CPCS community, CPCS has built a Tuition Assistance Fund to assist families in need. This fund provides financial assistance to 1) families who have applied for the voucher and anticipate the need for more assistance, and 2) non-voucher eligible families who expect to qualify for needs-based assistance.

CPCS families can apply for this assistance through the FACTS Family Portal, under the Finance tab. All requests will be held in the strictest confidence. Due to the need to upload confidential financial information including tax forms, all families wishing to apply will need to create a new account (separate from the FACTS Family Portal login) in order to complete this application. Parents can then follow the instructions on the application and submit the documentation required to the secure site. FACTS uses an impartial algorithm to calculate the assistance needed for each family. The school receives a recommendation from FACTS, reviews the information submitted by the family and makes a determination regarding the amount of assistance to be awarded.

RaiseRight

CPCS participates in RaiseRight (previously known as Scrip). This program offers the opportunity to purchase gift cards from area businesses, restaurants, stores and services. A percentage of each purchase is designated for tuition reduction to the purchaser's family account. Gift cards are ordered online and are available for pick up from the school office typically one week after an order is placed. Specific program details and registration information are available on the CPCS website, under the Support tab.

APPENDIX A – Interscholastic Athletic Policy

Statement of Philosophy

The educational philosophy of Crown Point Christian School states that the primary objective of CPCS 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 CPCS will reflect the above aspects in every area. We believe that home, church, and school should work in concert to meet the following objectives:

1. To advance the development of student 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

1. 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 CPCS 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.
2. Interscholastic athletics promote a Christian value system. At CPCS, the athletes, coaches, and spectators will be expected to display:
 - a. Respect for all participants in any athletic activity including team players, coaches, spectators, and any referees or officials involved in the games.
 - b. 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.
 - c. Encouragement. We will build up others who are part of the team, avoiding any form of "put down."
 - d. Excellence. The goal is doing our best for God rather than winning at all costs.
 - e. Readiness Oriented. The program prepares students for competition in high school.

APPENDIX B – Service Hour Program

REVISED JULY 2022

“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

Parental involvement is a very important aspect of CPCS as part of the desired partnership between the home, school, and church. 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 the campus, parents help to keep tuition accessible, provide positive adult role models, and promote the quality of their children’s spiritual formation and education. The program also promotes community and allows CPCS to offer quality programs for the students.

The Service Hour Program Guidelines are as follows:

- The service hour calendar year runs from **May 1 – April 30**.
- Families with full time students will be required to give **36 hours** of service 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.
- New families who enroll after the start of the school year will receive a prorated waiver based on their start date.
- Families not completing the hours will be billed a fee of \$15 per hour for each uncompleted hour, invoiced in early May. Your service is much more valuable to us than money. Please make every effort to complete hours to avoid payment.
- Service hours completed at school will be recorded on a designated sign-in/out sheet in the office. Questions should be emailed to: servicehours@crownpoinchristian.org.
- Service Hours not worked at school will be approved and submitted by teachers/staff, committee chairpersons or Second Life Resale Shoppe staff.
- Service Hours will be recorded in 30-minute intervals.
- Service Hours will be updated monthly and tracked on the FACTS App & Family Portal. Each family will be responsible for checking their service hours.
- Serving on the school board, as an approved committee/group chairperson or on CPCS staff 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 hours served at Second Life Resale Shoppe may be completed by extended family and friends who are high school age or older. Please follow Second Life procedures which require individuals to declare which family service hours will be given to, prior to any being worked.)
- Single parents who are solely responsible for tuition will need 18 hours per year.
- For families whose child(ren) belong in multiple households, the hour requirement will be distributed using the same percentages as tuition, unless otherwise determined by legal divorce/separation documents.
- Families who are experiencing extenuating circumstances may submit a request for assistance to volunteers@crownpoinchristian.org. Please do so as early in the year as possible, preferably by March 31.

Volunteer Service Hour Expectations		
# of Days Student Attends	Multiple Parent	Single Parent (50%)
5 Day K-8th	36 hours	18 hours
4 Day K	28 hours	14 hours
3 Day Pre-K	21 hours	10.5 hours
2 Day Pre-K	14 hours	7 hours

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 requirement. The activity must be school related and school approved.

What activities do not apply to CPCS Service Hours?

Merely attending a CPCS function will not count toward your service hours; you must have an assigned service duty in order to earn service hours. 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?

Read the weekly Parent Communication and view our [volunteer page on the website](#) for a list of opportunities. Second Life Resale Shoppe is *always* looking for more volunteers for cashiers, back room sorters, and pick-up/delivery people.

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

All hours served 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. Check the Second Life website for store hours.

How do I check my family's service hours and what if hours are missing or incorrect?

Service hours are posted about once a month under each parent's name in the FACTS App / Family Portal. For instructions on how to check your hours, [click here](#). Questions regarding your hours reporting should be emailed to: servicehours@crownpointchristian.org.

Can I donate my service hours to another family?

Service hours earned at school are not transferable from one family to another. Hours served at Second Life Resale Shoppe may be designated to another family as long as the individual serving

the hours follows Second Life procedures and designates the family/families, prior to any hours being worked.

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, following Second Life procedures and completing the necessary paperwork.

When are the hours due?

Hours must be completed by April 30 of each school year. This provides families with twelve months in which they can meet their 36 hour requirement (i.e., 3 hours per month). The timing also aligns billing of unmet service hours with the conclusion of the school year. Any hours worked in May and June are applied to the following school year.

What if I don't fulfill the required service hours by April 30?

Uncompleted hours are billed at \$15 per hour. This assessment will be invoiced in early May. 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 extra hours from year to year?

We thank you for your service! However, 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.

How and when are my hours recorded?

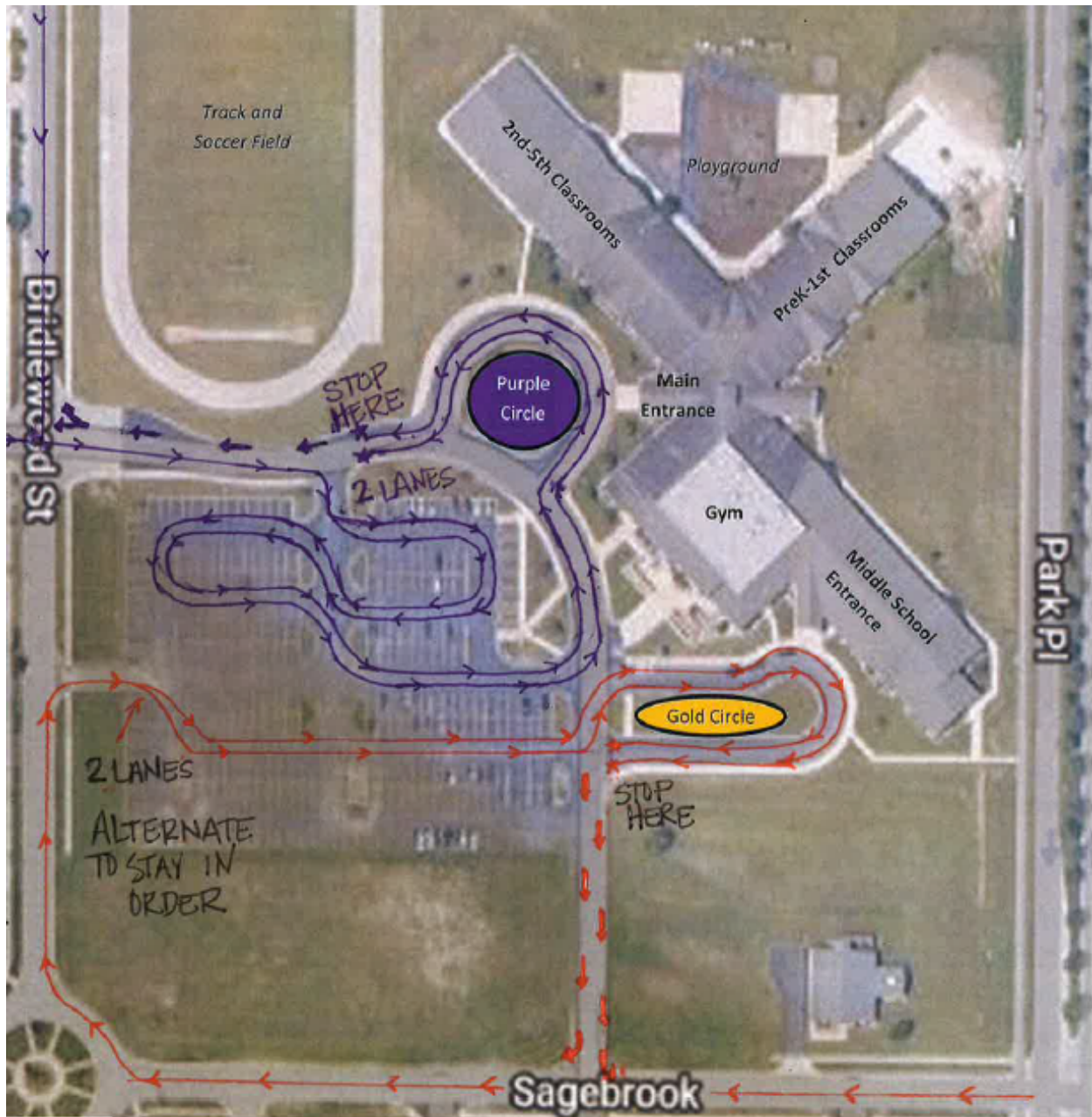
When you serve at CPCS during normal school hours, use the volunteer sign-in sheet in the main office. Hours are recorded in 30 minute increments. For after-hour school events or when assisting on a committee outside of school, hours should be approved and reported through the Committee Chairperson or through the CPCS staff member.

Hours worked at Second Life Resale Shoppe are sent to CPCS on a bi-weekly basis and recorded soon after. Note: There is often a delay in recording hours in May and June due to final year billing and summer breaks.

APPENDIX C – Carpool Drop Off and Pick Up

Carpool Map

The below map is intended to help parents and guardians enter and exit carpool in a clear and orderly manner. As indicated below, **purple** circle (by the main entrance) should enter from the west and from the north. **Gold** circle (by the middle school entrance) should enter from the west.



Carpool Family Procedures and [PikMyKid How-To Guide](#)

In order to streamline the pickup process, we ask families to follow these procedures:

- Follow the traffic flow outlined in the above map and marked with cones through the parking lot. The routes were created out of respect for our neighbors, in order to keep CPCS traffic off the neighborhood streets as much as possible.
- Never weave in and around the parking lot to ensure our children stay safe!
- Remain in your vehicle during dropoff and pickup. Staff will assist smaller children who need help getting in or out of their vehicles.
- Carpool with other families whenever possible to reduce the number of vehicles and expedite the dropoff and pickup process.
- Be patient! Carpool can be stressful for parents and staff alike, especially at the beginning of the year. Please extend God's grace to those around you.

Morning Drop Off

- Pull all the way around to the first available spot in the circle, single file. Be considerate of others and do not stop your vehicle directly in front of the school entrance.
- Never pull around vehicles in the line ahead of you. This is extremely unsafe as small children are still present and often difficult to see.
- Dropoff students no earlier than 7:30 am. Students dropped off prior to 7:30 will be checked into morning CAMP.
 - Elementary students that arrive between 7:30 and 7:50 should walk around the side of the building to the playground. Backpacks are typically placed on the ground near the door where students line up to come inside at 7:50. Teachers will help direct children where to go. In the event of inclement weather, elementary students will be allowed to enter the school through the main entrance and report to their classroom.
 - Middle school students may enter through the middle school entrance starting at 7:30. They may not enter their classrooms until 7:50.
- Ensure your child(ren) have their shoes/coat/jacket on and backpack ready before pulling into the dropoff circle. Unprepared students significantly slow the drop off line.
 - If a young student does not want to leave the car, you must drive to the parking lot, park, and walk your child to the CPCS staff who are assisting with dropoff. Parents are *not* allowed to walk their child(ren) into the school or to their classroom.

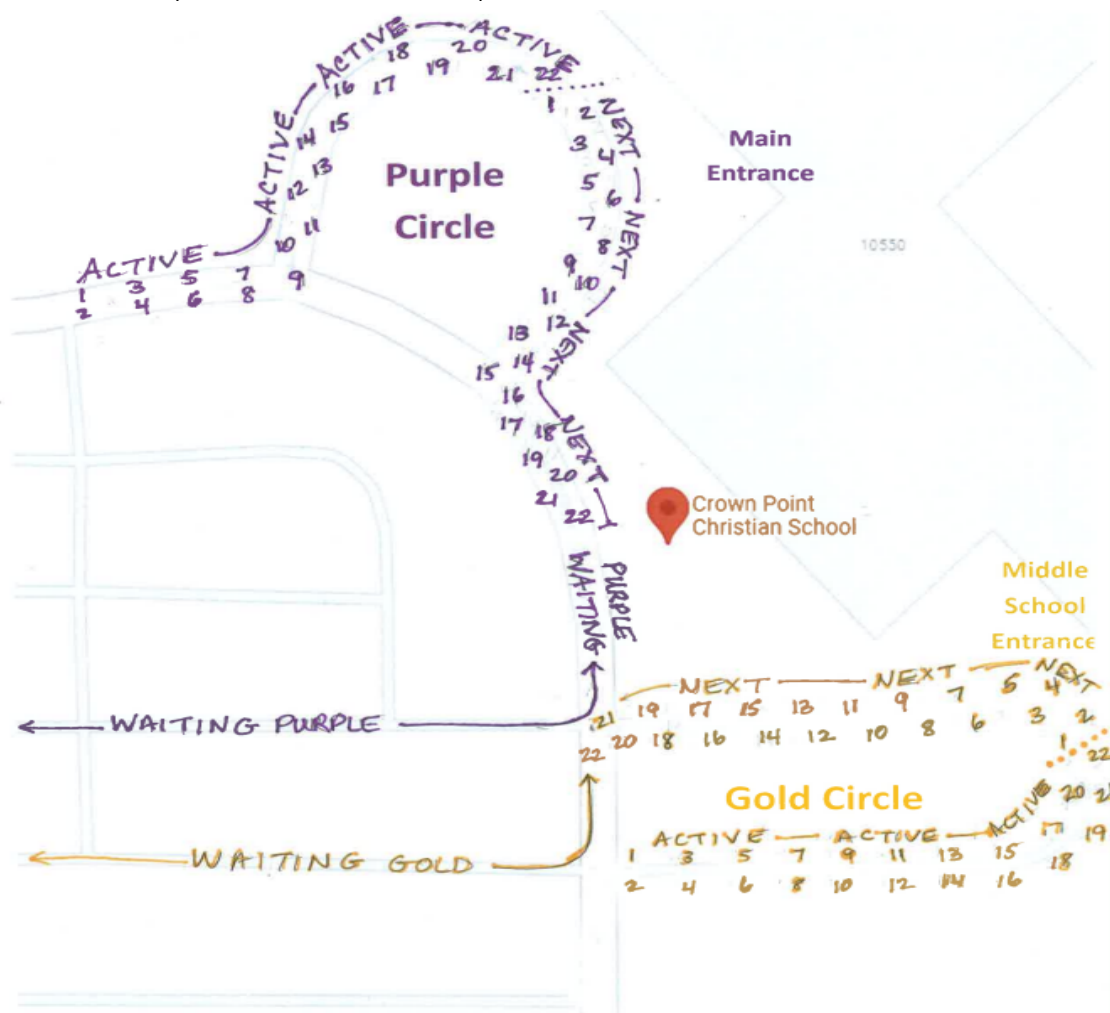
Afternoon Carpool

- Pull all the way around to the first available spot in the circle, forming two parallel lanes as soon as you enter the parking lot.
 - If using the **gold** circle, alternate to form two equal lanes instead of one long lane once you enter the parking lot. Be considerate of others and allow them to move into their proper turn lane when exiting the circle. This will keep the vehicles in the order in which they were queued by our outside staff. When vehicles don't alternate lanes, students are queued to carpool in the wrong order, sometimes even to the wrong round which is both unsafe, confusing, and time-consuming.

- Use the PikMyKid app on your mobile device to 1) “**announce**” your arrival for afternoon carline pickup or 2) designate others to pick up your child(ren) on your behalf.
 - The “announce” feature will be open at 2:30pm every day.
 - Parents should “**enable location services**” and agree to the “**auto-announce**” feature which automatically announces your arrival inside the CPCS geofence.
 - If you decline to auto-announce, you will still need to enable location services “while using the app” then manually announce yourself every time you arrive for carpool.
 - You will not be able to “announce” if your device is not within the geo-fence (600 yards of CPCS) or if your location services are disabled.
 - If you or your delegate does not have the app, the carpool staff will have to manually lookup and announce your child(ren) which significantly slows the process.
 - Detailed PikMyKid user instructions can be found below.
- Prominently display your carpool tag daily, even if our staff “know you”. We recommend placing it on your windshield or on a sun visor that is flipped down during dismissal.
 - Carpool tags will be distributed to all families at the August Open House or backpacked home on the first day of school.
 - If you carpool with other families, be sure to share a copy of your tag with them so carpool staff see the names of all the children going in each vehicle.
 - If you forget your carpool tag, roll down your window and tell the staff member your carpool name(s). This takes extra time and slows the entire process, so please remember your tag(s)!
- Do not hold the entire round for your child, out of respect for everyone around you.
 - If your child does not reach your vehicle before your round is dismissed, you will need to circle back and re-enter the end of the car line.
 - Cars are not allowed to pull to the side and wait for their student(s) to exit. To reduce your trips around the circle, please coach your child to:
 - Be ready to leave the classroom before dismissal begins.
 - Pay attention to the classroom TV and know their circle (**gold** or **purple**), status (Active or Next) and cone #. See more info on this below. This helps our carpool staff point them in the right direction when they exit the building.
- Wait until the round is dismissed before pulling away. For the safety of our children, do not pass cars parked ahead of you in the circle.
- Be on time. “Announce” actions will be added to the classroom queue up until 3:20 and only if the car is in line by that time. If you arrive and/or announce after 3:20, you will be asked to park and come into the atrium to retrieve your child from CAMP.
- Be aware that one of the items auctioned off every year is the right to be first-in-line during carpool. In both circles, you may notice three vehicles that pull to the front of the line every day and drive away as soon as their children are loaded. If you are interested in skipping the line, attend the auction and make a bid!

How Carpool Works

- As cars line up in the gold and purple circles, staff members walk the circles (starting around 2:45) to locate the “announced” cars and queue them in the correct order.
- The first 22 vehicles in each circle are listed as “Active” and the next 22 are listed as “Next” as displayed in the below diagram. The cars that follow are “Waiting” and the cars who have not yet been added to the queue are “Announced.”



- Students watch the classroom TV, heading out when the words “Active” or “Next” to appear by their name, along with gold or purple circle and the cone # (ie: Smith, Joey - Purple - Active 11) This info is very helpful to carpool staff who assist students in finding their parent’s vehicle.
- If a child doesn’t come out before the round is dismissed, he/she is put into “hold” status to be re-added when the parent circles back around.
- After ensuring all cars in the active round are loaded, staff release that round of vehicles, and the next round will begin pulling into the circle. As this happens, the next 44 cars in each circle move from “Waiting” to “Active”/“Next” in the order they were queued.

Carpool FAQs & Troubleshooting Tips

How does the app know where I am in the line if we all announce at different times?

Carpool staff see a list of vehicles whose parents have “announced.” The staff then push the cars over in the order in which you pull in. Gold circle parents who are queued while in single file on the street must alternate lanes when entering the parking lot to remain in order.

If a grandparent or high schooler picks up, do they need the app?

Yes. They do need to download the app and register using their own mobile number. Then, you will need to change the pickup method on the days they are picking up so that they see your children and can “announce” their arrival. Note: They will not see your children until the day they are delegated to pickup.

What if I have a last minute change?

If it’s before 2:30 pm, log onto the app and change your pickup method or person for that day. If it’s after 2:30 pm, you will need to ask our outside carpool staff to manually update the system using your carpool tag numbers. Manual entry takes a lot more time so if possible, update the app before 2:30 pm.

What if the kids from another CPCS family aren’t showing up on my app?

The parent in the other family needs to schedule you as the pickup person on the day(s) you pick up their child. You will not see the other children until their parent has completed that task and the day arrives. If they don’t, you will need to ask the outside staff to manually add the children. For safety reasons, this is strongly discouraged.

What if my app is showing “not on campus” and the “announce” button is grayed out?

Your location services are turned off. If you confirm they are on, delete the app and redownload. If that doesn’t fix the issue, email carpool@crownpointchristian.org.

What if I (or my delegate) don’t have a smartphone? Or my phone gets broken/lost?

Parents can use a website: parentapp.pikmykid.com to register, make pickup changes and report student absences. Once parents/delegate arrive on campus, they should display the carpool tag and outside staff will type in the student number(s) and manually “announce”.

If I choose to “always enable location services,” will I be tracked?

No. Rest assured that location services will only be used to verify that you are within 600 yards of CPCS during carpool. If you choose to enable “only while using the app,” you will need to open the app every time you arrive for carpool in order for the auto-announce feature to run. If you still are uncomfortable with enabling location services, you will need to always display the carpool tag to assist outside staff who will need to manually type in your child(ren)’s PikMyKid number(s).

Want to learn more? View this PikMyKid [how-to video](#) and this short [guide for parents](#). Contact carpool@crownpointchristian.org with any questions or concerns.

APPENDIX D – Library Policies

Library Use Policy

- All students currently enrolled at Crown Point Christian School may check out books from the school library. This is arranged between the teacher and the librarian.
- The maximum number of books to be checked out by a student at one time is two books. Special circumstances, such as holidays or school projects, will allow for extra books to be checked out.
- 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 at the next library visit. Examples include holidays, field trips, and other such occasions arranged ahead of time between the teacher and the librarian.
- 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 (e.g., book reports).
- After the three (3) week maximum check out time, books become overdue.
- 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 assessed on a book by book basis.
- Book checkout will end two 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.
- Parents are expected to replace lost books or pay the cost to replace the lost books.

New and Donated Books

The CPCS Librarian will evaluate books and use discretion to approve or disapprove books and process them. 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 except through Jesus Christ.

Concern Form

If someone has a disagreement with a book in the library, please fill out a [Concern Form](#).

- Parent Concern – A parent will fill out a [Concern Form](#) and give it to the principal. The appropriate age group teacher will be asked to give his or her opinion (two 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 principal for resolution.
- Teacher Concern – The teacher will fill out a [Concern Form](#) and give it to the principal. If the librarian 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 Administrative Leadership Team for resolution.

APPENDIX E – Acceptable Use Policy

Crown Point Christian School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for the future. We are committed to helping students develop 21st-century technology and communication skills.

All school-issued devices, including Chromebooks, belong to CPCS. Computer content, including software, email, and internet use, will be monitored. Devices are for educational purposes, and it is important to use them correctly and responsibly in order to be trusted with this privilege.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technology or when using personally-owned devices on the school campus:

- The CPCS network is intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained. This includes searches, posts, chats, sharing and messaging.
- Access to online content may be restricted in accordance with CPCS policies.
- Students and employees are expected to follow the same rules for good behavior and respectful conduct online as they do offline.
- Misuse of school resources can result in disciplinary action.
- Every user must take responsibility for his or her use of technology and must make every effort to avoid inappropriate types of content.
- CPCS has systems and processes in place to protect the safety and security of our students. No system is perfect, and when inappropriate content does appear, users are expected to alert the appropriate staff immediately of any concerns of safety or security.

Technologies Covered

CPCS may provide the privilege of internet access, Chromebooks, iPads or other mobile computers or devices, video conferencing capabilities, email and more. This Acceptable Use Policy applies to school-owned technology equipment/software using either the CPCS network/internet or any private network/internet connection accessed at any time in any location. The policy outlined in this document covers ALL available technologies now and into the future, not just those specifically listed or currently available.

Internet Conduct

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employees to see. Once something is online, it's out there, and can sometimes be shared or spread in ways never intended. At CPCS, we strive to train digitally responsible students and cover internet safety training as part of our educational commitment.

User Commitment

1. I am responsible at all times for technology assigned to me, both during the school day and outside of school. This means:
 - I am the only authorized user of my school-owned device.
 - I will not share my school-owned device with another student.
 - I will keep my passwords confidential.

- I will immediately report the loss or damage of my school-owned device or power cord to the IT Department.
2. I am responsible for taking good care of my school-owned device. This means:
 - I will keep my school-owned device with me or stored safely in my locker at all times. This includes leaving my school-owned device in my locker during athletic practices or home games.
 - I understand that leaving my school-owned device in a vehicle for an extended period of time can cause damage because the device cannot tolerate extremes in temperature.
 - I will not eat or drink near the school-owned device.
 - I will not mark the device or case in any way with markers, stickers, etc.
 3. I am responsible for bringing my Chromebook to school fully charged every day. I understand that the Chromebook is needed every day to accomplish the learning goals set by my teachers, and that it is very important to bring my school-owned device **fully charged** each day. I understand that there are consequences for not having a charged device as outlined below:
 - I will need to leave my class, missing out on learning, and visit the IT Office to wait for a rental.
 - I will be required to return the rental by the end of the day. If I do not, I will be charged a \$5 rental fee and my family will be notified.
 - After 3 incidents of failing to come to school with a charged device, I will receive 1 before- or after- school detention for each additional incident.
 - After 6 incidents, my parents will be called in for a face-to-face meeting to discuss strategies to change this behavior.
 - After 7 incidents, I will be placed on a behavior plan to specifically address the issue of having an uncharged computer at school.
 4. I am responsible for how I use the school-owned device each day.

I will be polite and show respect:

- By recognizing the benefits respectful collaboration brings to education.
- By not attempting to damage, change or tamper with the hardware, software, settings or the network, etc.
- By not using any form of electronic communication to harass, frighten, or bully anyone. Cyberbullying will not be tolerated. Cyberbullying is defined as “the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.”
- By not sending inappropriate messages or pictures to anyone.

I will be honest and obey the rules:

- By not personalizing my screen.
- By not downloading music, or purchasing products or services online with my school-owned device.
- By using only my own file(s) or my own folder(s) on the student server.
- By not viewing or displaying inappropriate messages or pictures.
- By telling an adult if I read or see something on the computer that is inappropriate.

- By obeying copyright laws.
- By not accessing my personal email account, IM or internet sites at school except with the permission of a teacher.
- By not seeking out or playing non-school approved games that have no educational value.
- By not using CPCS technology for non-school related purposes, at school or at home.
- By not plagiarizing content (including words or images from the Internet). This means I will not use someone else's work as my own, without citing the original creator. Research conducted on the Internet should be appropriately cited, giving credit to the original author.

Lost/Stolen/Damaged/Replaced Chromebooks

Loss, theft, or damage of a school device must be reported to a school staff member as soon as possible. The staff member will assist in creating a support ticket and providing access, where appropriate and available, to a loaner device.

The Technology Department will review damaged devices to determine if repairs are possible, or if a replacement is required. Damage to a device (not including cases or chargers) will be covered under warranty for the first incident. In the event of damage in a second incident or if a device is lost or stolen, a student will be charged the actual repair or replacement cost.

If a fine is assessed against a student's account, an email will be sent to the primary guardians with instructions on why the fine was assessed. Any issues with the assessed fine should be communicated through the student's appropriate principal.

The prices below are cost estimates for replacement parts and are subject to change based on available pricing at the time of the repair.

- | | |
|-----------------------------------|---------------------------------------|
| • Complete replacement - \$215.00 | • Motherboard - \$115.00 |
| • Screen - \$49.00 | • AC Charger / Power Supply - \$29.00 |
| • Trackpad - \$30.00 | • USB port Left Board - \$21.00 |
| • Hinge Set - \$15.00 | • Broken or Missing Case - \$19.00 |
| • Keyboard - \$33.00 | • Headphone Jack - \$20.00 |

Student Google Account Management

CPCS creates and manages a Google account for each student. CPCS student Google accounts will be suspended six months after graduation or withdrawal date, followed by permanent deletion one and a half years after graduation/withdrawal date. Students are responsible for transferring or backing up any necessary information from their Google accounts before the suspension date.

Violations of the Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- suspension of network, technology or computer privileges;
- notification to parents;
- detention or suspension from school and school-related activities;
- fines and/or charges for repair/replacement costs to school-owned devices.

ACCEPTABLE USE POLICY – SIGNATURE FORM

CPCS Parent Acknowledgment

- *Required for all CPCS parents – Print, sign, and return to homeroom teacher.*

I have read and agree to the CPCS Technology Acceptable Use Policy and have discussed it with my child:

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date Signed: _____

CPCS Student Acknowledgment

- *Required for all 3rd-8th grade students – Print, sign, and return to homeroom teacher.*

I have read and agree to the terms of the CPCS Technology Acceptable Use Policy.

Student Name (Print): _____

Student Signature: _____

Date Signed: _____

CPCS Employee Acknowledgment

- *Required for all CPCS Employees – Print, sign, and return to your direct report.*

I have read the CPCS Technology Acceptable Use Policy and additional guidance provided in the Employee Handbook and agree to the terms outlined in both.

Employee Name (Print): _____

Employee Signature: _____

Date Signed: _____

APPENDIX F – How Sick is Too Sick?



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

How Sick is Too Sick?

This information sheet is designed to be used as a general guidance for parents. If parents have medical questions, they are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100.4 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100.4 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eyes	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

APPENDIX G – CAMP Program Policies

Last Updated: 7/26/23

Hours & Calendar

Both morning and afternoon CAMP are available every day that school is in session. Please follow the 2023-2024 calendar on the school website for days in session and early dismissals.

- Before school CAMP is available from **6:30am** until 7:30am.
- After school CAMP is available from dismissal until **5:30pm**.

Please note, children should not be dropped off at school before 6:30am.

When there is a Thursday 2:00pm dismissal for Staff Professional Development, CAMP will begin after “**Free Til 3**” is over. For all other 2:00pm dismissals, CAMP will begin at 2:20pm.

Registration

Only students currently enrolled at Crown Point Christian School may register for the CAMP Program. Registration is available through the **FACTS Parent Portal** under **School, Web Forms**.

All students attending CAMP, before or after school, must be registered. If an unregistered child attends CAMP, the CAMP Manager will contact the parents through email. There is a non-refundable registration fee of \$20 per family per school year which will be billed through FACTS as an incidental expense.

Payment & Fees

CAMP fees are as follows:

- \$6.00/hour for one child
- \$8.00/hour for two children
- \$10.00/hour for three or more children
- Fees will be charged in 15-minute increments
- If children are not picked up by closing time, fees increase to \$1/minute for the 1st 15 minutes and \$5/minute thereafter.

Payment notices will be sent from FACTS Incidental Billing at the end of each month. For your year-end tax records, a report of your individual account is available through FACTS.

Morning CAMP Schedule

- 6:30am - The building opens at Purple Circle (main entrance) and students check-in to the Learning Hub. Parents should not enter the building.
- 7:30am - Students will be dismissed to their homeroom classes.

Afternoon CAMP Schedule (Times will be adjusted on early dismissal days.)

- 3:15pm - Dismissal from classroom; students will report to afternoon CAMP, where a CAMP supervisor will check-in the students.

- During the 2023-2024 school year, CAMP will be held in the Learning Hub (library)
- 3:15pm - 4:00pm - Outdoor time (weather permitting) or gym time
- 4:00pm - 5:30pm - Snack, homework & study time, large group and individual activities
- 5:30pm - All children should be signed out by 5:30pm.

Check-out Procedures for Afternoon CAMP

- Enter your pickup ID # into the CAMP checkout kiosk. This pickup ID can be retrieved at Open House or will be emailed to you after registration.
- Checkout your child(ren). This will timestamp their departure from CAMP to be used for billing purposes.
- Push the door bell to notify CAMP staff of your arrival. CAMP staff will verify identity through the vestibule camera and open the door to allow parents to come to the Learning Hub.

Late Arrival Fee

Please respect our closing time of 5:30pm, and arrive by 5:30pm. Our CAMP staff will stay until the last child is checked out. **If children are not picked up by closing time, fees increase to \$1/minute for the 1st 15 minutes and \$5/minute**

Afternoon Snacks

The CAMP Program will provide one snack every day at 4:00pm for students. If your child needs additional snacks, please send them with your child. Students are allowed to use the staff vending machine. Please make us aware of any food allergies that your child(ren) may have. Please send a water bottle that can be filled from the refillable water stations for your child(ren) to use during CAMP.

Announcements & Planning

- If you are already registered for CAMP, you do not need to notify CAMP of changes to your scheduled.
- If your child(ren) will be staying for CAMP unexpectedly, please email attendance@crownpointhristian.org and the classroom teacher so they can let your child know.
- If your child(ren) is scheduled for afternoon CAMP but will be going to carpool instead, please email both the classroom teacher(s) and attendance@crownpointhristian.org.
- On days with athletic home games, Middle School students (only) are allowed to attend the event instead of checking into CAMP. Younger siblings are not allowed to attend the event until their parent arrives. If the athletic event is cancelled, all students will be checked into CAMP.
- If, for any reason, you must withdraw your child(ren) from the CAMP Program, please email camp@crownpointhristian.org. As a reminder, the annual registration fee is non-refundable.

School Cancellation

In the event of school cancellation or closing, families will be notified, via the school Parent Alert system, that neither school nor CAMP will be open. During unexpected inclement weather, students will stay in CAMP until parents can arrange for an early pick up.

Technology

Students are allowed to be on CPCS technology (i.e., school issued Chromebooks and/or iPads) and devices provided by their parents. Only Middle School students are allowed to use their CPCS issued Chromebooks.

Behavior

Students are encouraged and expected to follow CAMP rules every day:

Rule #1: Show respect for CAMP supervisors and fellow students.

Rule #2: Follow instructions when given and with a Christ-like attitude.

Rule #3: Use kind words and keep hands, feet, and other objects to yourself.

In order to assure a safe environment, behavioral concerns will be addressed as follows:

First Incident: A CAMP supervisor will speak with the child(ren), expressing an appropriate change in behavior.

Second Incident: The child(ren) will lose recess and/or activity time.

Third Incident: Parents will be notified.

In extreme or repeated incidents, students may not be allowed back in CAMP.

Emergencies/Safety

With the children's safety and well-being in mind, it is most important that the parent/guardian fill out an emergency contact form in FACTS and adhere to this policy.

In the event of a major incident/injury, CAMP staff will complete an incident report and contact the parent and/or emergency contact as needed.

Questions/Concerns

If you have questions, concerns, or comments about the CAMP program, please contact the CAMP Manager, Milan Rayes – mraves@crownpointchristian.org

Our goal is to provide a before and after school program that benefits all Crown Point Christian School children and families. We appreciate you being a part of our CAMP program and look forward to spending time with your children!