



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

Unity in Christ is the theme of the 2020-2021 school year.

It is based on 1 Corinthians 12:12 *“For as the body is one, and hath many members, and all the members of that one body, being many, are one body: so also is Christ.”*

The mission of Crown Point Christian School is to provide 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.

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

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

School Hours: 8:00 am - 3:10 pm daily Office Hours: 7:30 am - 4:00 pm

Administration: School Board Members:

Co-Head of School: Jim Hofman
Co-Head of School: Don Woo
Interim Elementary Principal: Megan Donovan
Interim Middle School Principal: Emily O’Brien
Lead Middle School Teacher: Jenny Kuiken
Dual Language Point Person: Lisa Flipse
Director of Student Services: Jenn Cary
Director of Technology: Angel Ruiz
Operations Manager: Tyrah Kohut
Business Manager: Paulette Schaap
Admissions Coordinator: Lisa Knight

I. INTRODUCTION

Welcome to Crown Point Christian School. The purpose of this handbook is to provide guidance to the parents and students of Crown Point Christian School and to make them aware of the policies and routines necessary to fulfill the school's Mission and Purpose. This handbook should be used in conjunction with God's Word, Crown Point Christian School's Constitution and statement of Faith. This 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 student(s) as you become part of the community at CPCS. These are important years of spiritual, physical, social, emotional and moral growth for your student(s) and we are grateful that you chose Crown Point Christian as your partners in guiding them through it.

MISSION AND PURPOSE

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

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

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

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

II. SCHOOL / HOME RELATIONSHIPS

We believe the home, church, and school must be partners in helping the students to grow in discipleship, establish relationships, and live in obedience to God's word.

COMMUNICATION WITH PARENTS

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

1. The school's web page is **crownpointchristian.org**. Check it out for a broad range of information as well as a calendar of activities.
2. **Parent-Teacher Conferences** are scheduled in the fall, shortly after the end of the first quarter of the school year. Parents will have the opportunity to sign up for a time that is most convenient.
3. **The CPCS News & Notes and Middle School Minutes** will be posted bi-weekly on the school's web site. This will keep you informed of activities, reminders, and advance notices.
4. **Report Cards** will be sent home via email, usually within the week following the end of the quarter.
5. Teachers may send home interim notes or reports as indicated by student performance, behavior, or accomplishment.
6. **FACTS** allows parents of students (Grades 1-8) to view grades online. It also shows resource documents, web forms, student medical and lunch, financial obligations, attendance, and provides an online phone directory.
7. CPCS is also an active user of social media. Please like us on Facebook at <https://www.facebook.com/CrownPointChristianSchool> and follow us on Twitter @cpcsin.

PRIVACY POLICY

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

INCLUDING:

- Student cumulative records and transcripts are kept in a locked, fireproof cabinet in the office. Transcripts will be forwarded to another educational institution upon written consent from the parent(s). The transcripts will be forwarded directly from CPCS to the specified school pending full payment of any outstanding balances (tuition, fees, etc.).
- Behavior and discipline issues are to be kept in confidence between the necessary parties involved. Disciplinary notes and records are kept in a separate file from the academic transcripts.
- Any student or staff member's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the individual and others. The number of personnel aware of the individual's identity or condition will be kept at the minimum necessary.
- Financial information including tuition balances, donations, and monetary contributions will be kept confidential.
- The tone and attitude in conversations will reflect a desire to build up and encourage one another. Please contact the school office if you have any questions. Your privacy, our professional ethics, and the ability to educate your child(ren) in a safe and Spirit-filled environment are very important to us.

PARENT SUPPORT

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

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

SCHOOL VISITATION

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

Due to COVID-19, please refer to the CPCS re-opening plan for changes to our visitor policy.

1. **All visitors to the school must report to the office to sign in. Visitors must also report to the office when they leave the school building to sign out.**
2. All visitors, including parent volunteers, will be asked to submit to a background check by providing a driver's license when entering the building. A printed visitor badge will be provided and required to be worn while on campus.
3. In order to minimize interruptions, parents are requested to avoid bringing items (lunches, homework, books, clothing, etc) to the classroom. If you need to bring something to school for your child, please leave the item on the cart in the airlock with proper identification. The office staff will direct it to your child.
4. If you need to pick up a child for an appointment, please make that request known to the office. Your child will be called to the office. Do not go to the classroom.
5. Entryways to the building are equipped with surveillance cameras. Also, the front outside entrance and playground have security cameras.

FINANCIAL INFORMATION TUITION

All tuition and additional fees will be handled through FACTS

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

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

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

Please see the **TUITION POLICY** of Crown Point Christian School

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

HIRING PRACTICES Crown Point Christian School requires that all new employees who come in regular contact with students undergo a Criminal History Background Check. This includes all professional staff members and all support staff members who have contact with students. Crown Point Christian School also performs continued background checks throughout the history of employment.

III. Academic Program

PK – 8th SYSTEM Crown Point Christian School is proud to be a school that offers education from Pre – Kindergarten (age 4 on or before September 1st) through eighth grade. This allows the student to progress through these formative years in a single system with a consistent philosophy.

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

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

SPECIAL CURRICULUM OFFERINGS

STUDENT SERVICES

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

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

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

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

Ongoing Support, Communication, and Follow-Up: Student Services staff (along with the classroom teacher) will provide a quarterly report on students' progress in their program to each parent.

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

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

FIELD TRIPS

Due to COVID-19, please refer to the CPCS re-opening plan for changes to our field trip policy.

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

SPECIAL SUPPORT AND SERVICES

MUSIC PROGRAM

CPCS offers band, choir, and orchestra to students in grades 5th - 8th. In 4th grade students have the opportunity to elect to join orchestra. In 5th grade students are required to join choir, band, or orchestra. Beginning Band and Beginning Choir are offered to 5th graders. Intermediate Choir and Intermediate Band are offered to 6th graders. Concert Band and Concert Choir are offered to 7th - 8th graders.

Dates and times of performances are published at the beginning of the school year. Participation is required at these events as they are part of the music curriculum. Students will receive an excused absence in the case of illness or death in the family if the director is notified in advance. For students with unexcused absences, an appropriate consequence will be determined by the teacher and administration.

LIBRARY

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

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

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

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

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

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

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

THE LEARNING HUB

The mission of The Learning Hub is to provide a space for students to become future ready using 21st century skills of creativity, collaboration, critical thinking, and communication.

LIBRARY BOOK POLICIES New and Donated Books – The Librarian will evaluate books and use discretion to approve or disapprove books and process them.

Concern Form – If someone has a disagreement with a book in the library, please contact the school librarian for 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/her opinion (2 teachers if necessary). If all are in agreement, the book will be removed.

Teacher Concern – The teacher will fill out a Concern Form and give it to the principal. If the principal is in full agreement with the teacher for obvious reasons, the book will be removed.

No books will be placed in the library if they disagree with CPCS Affirmations of Faith (Constitution). No books will take or “quote” the Bible out of context. No books will refer to

anyone as an equal to Jesus or in any way state another way of being saved through Jesus Christ.

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

LIBRARY USE POLICY 1. All students currently enrolled at Crown Point Christian School may check out books from the school library. This is arranged between the teacher and the librarian. 2. The maximum number of books to be checked out of by a student at one time is two books. 3. Books checked out are due back in two weeks (14 days). Special circumstances not permitting students to return books in the two week period of time will have books due to the next library visit. Examples include: holidays, field trips, and other such occasions worked ahead of time between the teacher and the librarian. 4. A student may renew their books one (1) time. This would bring the total number of days a student may keep a library book to 21 days (3 weeks).

Special circumstances allowing a student additional time with a book for classroom purposes must be cleared with the teacher and the librarian. Example: book reports. 5. After the three (3) week maximum check out time, books become overdue. 6. By the end of each grading period, those overdue books not yet returned must either be returned or replaced by the student. The charge is figured on a book by book basis. 7. Library visits will end one week prior to the end of the school year in order to get all borrowed books returned before school closes. The student, prior to the next school year, must replace any books missing at the end of the school year. 8. Parents are expected to replace lost books. Parents may also choose to pay the cost of lost books which can be added to the family's tuition account. Books are considered lost if not returned at the end of each grading period.

CAMP BEFORE AND AFTER CARE

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

the start time or picked up later than the end time.

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

INTERSCHOLASTIC ATHLETICS PROGRAM Crown Point Christian School has organized athletic teams for competition throughout the school year. Team participation and facility use will be consistent with how God created us as male and female in His image. This program is operated in accordance with an Interscholastic Athletic Program Policy that is available by request from the office. Each student signing up for athletics will receive a policy that requires reading and a signed agreement prior to participation. Athletic programs include: boys & girls basketball (winter) and volleyball (girls in fall, boys in March); co-ed soccer (fall), cross country (fall), and track (spring); and girls cheerleading (winter). See Appendix A at the end of the handbook.

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

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

IV. TESTING, GRADING, ACADEMIC POLICIES

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

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

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

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

A 100 - 95 B- 82 - 80 D+ 69 - 67 A- 94 - 90 C+ 79 - 77 D
66 - 63 B+ 89 - 87 C 76 - 73 D- 62 - 60 B 86 - 83 C- 72 - 70
F 59

GRADING PERIODS

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

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

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

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

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

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

include reports and projects, required reading and daily assignments.

ASSIGNMENTS AND MAKE-UP WORK

Students are expected to complete all assignments in a timely manner. Students are responsible for writing down assignments so that work can be completed accurately and promptly. Students are responsible for assignments even when absent. Parents are expected to contact the school office regarding schoolwork missed if a student is absent more than one school day. The office will inform the teacher of a parent request for homework, but the school will not guarantee that work will be provided to the child for absences planned in advance.

When a student must miss school, parents are expected to inform the school office and provide the reason for the absence no later than 8:00 a.m. If homework is desired, parents must email the request directly to the teacher(s) by 9:00 AM. Student work may be picked up in the school office after school or arrangements can be made to send it home with another student. A student will have the number of days missed plus one to make up daily work and tests missed. There will be no grade reduction for an excused absence.

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

V. CAMPUS LIFE

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

Notification of Absence When a student must miss school, parents are expected to inform the school office and provide the reason for the absence no later than 8:00 a.m.

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

Planned Absence CPCS requests that family vacations be planned during regularly scheduled school breaks according to the CPCS calendar. School calendars are available on the CPCS website at www.crownpointchristian.org.

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

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

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

Parents are asked to keep such absences to a minimum as these absences may affect their student's progress in school. It is the responsibility of the student and parents to make up and complete all work missed during Parental Request Absences.

Due to COVID-19, please refer to the CPCS reopening plan for changes to our Illness policy.

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

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

TARDY POLICY

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

Late Arrival and Early Dismissal

If a student arrives between 8:00 a.m. - 8:30 a.m. he/she will be considered tardy. If a student is absent for more than 30 minutes at any time in the day he/she will be considered one half day absent. If a student is absent for more than 3 1/2 hours at any time in the day he/she will be considered one day absent.

Excessive Tardiness Excessive tardiness will be reported to parents by the principal.

SCHOOL HOURS

1. School day hours for all grades are 8:00 a.m. to 3:10 p.m.
2. Students in all grades are required to attend CAMP if they arrive at school prior to 7:40 a.m.
3. Students will go directly to their homerooms upon arriving or being released from CAMP.
4. Students are not allowed to leave school grounds before, during or after school unless they have been given specific permission to do so by the administration.

COLD WEATHER POLICY Students 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 temperature/wind chill is below 10 degrees with wind chill at recess times, the students will be kept inside or the recess will be shortened. Parents are requested to dress students appropriately for the existing weather conditions (such as coats, hats, gloves, snow pants).

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

Wearing coats or jackets will be the decision of the staff as the weather conditions indicate. Generally, coats/sweatshirts must be worn when the temperature/wind chill is 60 degrees or less.

DRESS GUIDELINES

Crown Point Christian School strives to conform to the Christian principles of moderation and appropriateness in dress, as well as in all areas of life. Parents and teachers are guides and role models of the Christian faith, and therefore it is critical to the mission of the school that they model both moderation and appropriateness in dress. The CPCS Statement of Faith affirms that God

created each person in His image, wonderfully and immutably made as male or female. Rejection of one's biological sex is a rejection of the image of God within that person. Thus all clothing should be gender appropriate and honoring to God. As the school is an extension of the home, appropriateness of dress is first of all the responsibility of the home. Parents are requested to supervise their children's clothing so that they come to school dressed appropriately and with consideration of the season.

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

Dress Code

Guidelines:

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

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

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

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

If a student's clothing is deemed inappropriate, the school staff will inform parents, and the

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

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

Middle school students (6th – 8th grades) are required to wear their school issued gym shirt. The cost of this shirt is \$5.00 and it will be charged through FACTS. 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 the CPCS premise.

COMMUNICATION

CELL PHONE / WEARABLE ELECTRONICS & TABLET POLICY Students are not permitted to carry or use cell phones on the school premises or in the school building.

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

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

PARENT /SCHOOL

- Report cards – Report Cards are our primary method of reporting student progress to students and parents and are emailed to the parents at the end of each quarter or semester. Parents are encouraged to regularly check FACTS for current updates on student's grades.
- Parent – Teacher Conferences – Parent teacher conferences are held each fall. At grades PreK – 5th these conferences are scheduled by appointment and attendance is encouraged. At grades 6th – 8th these conferences are encouraged and follow a first come, first serve schedule. You will receive information concerning them in the month of October. **Due to COVID-19 TBD**
- Open House / Back to School – “Open House” (PreK – 5) and “Back to School Night” (6th – 8th) will be scheduled early in the school year for parents. This provides the parents with an opportunity to meet the teachers, and see their classrooms and learn the goals of the school

year.

- Contact the Teacher – Parents are encouraged to call (messages can be left in voicemail), or send a note, or email the teacher to check on their child's progress or to ask a question. Teacher communication should be returned within 24 hours during the school week. Communication received after school on Friday may not be returned until Monday. Do not hesitate to contact the teacher at school any time you have a question or problem. Honest, open communication is essential to the success of Christian education.

DISAGREEMENTS OR CONCERNS

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

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

CHAPEL

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

TEXTBOOKS

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

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

CPCS is aware of the variety of allergies that students and staff members are dealing with. For this reason, you are asked to refrain from sending your student(s) to school with perfume, cologne or essential oils that are strong enough to negatively impact students around them.

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

SECOND LIFE RESALE SHOPPE: The single most important source of income for CPCS, outside of tuition, is the donation that we receive from Second Life Resale Shoppe. Please consider spending time volunteering at the Second Life Resale Shoppe. The resale shoppe could use your help.

FUNDRAISING CPCS holds the following three primary fundraising events during the school year: The Fellowship Dinner is an evening of food, fellowship, and celebration with the purpose of raising funds for the benefit of the school. Auction - An auction of items donated by businesses and friends of CPCS is held in the spring. All items are identified in an auction booklet and displayed for bidders to view. Items are sold to the highest bidder. In addition to the Live Auction, there is a Silent Auction of smaller, lower priced items. A food court is open throughout the evening. Golf Outing is a fundraising event in June. This event is a great opportunity for recreation and fellowship among those who wish to support and promote the ministry of Crown Point Christian School.

VI. STUDENT CONDUCT

PURPOSE In the training of children, it is necessary that guidelines be set to establish the limits of acceptable behavior. The classroom is teacher-directed. The atmosphere in which students learn the most is one that is ordered, structured, and disciplined. Each student is expected to familiarize themselves with the rules of the school and the classroom and adhere to them.

Students should understand that discipline is an act of love and we at CPCS love students enough to discipline them. The teacher deals with minor infractions of the school or classroom rules. If the problem becomes repetitious or is of a more serious nature, it will then involve the parents and the school administration.

DISCIPLINE PLAN

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

It is important to note that while CPCS strives to maintain a non-punitive discipline plan, there are times when detentions and suspensions may serve an important role in helping to discipline a student. Corporal punishment is not permitted.

Grades Pre-Kindergarten – Grade 5: Each classroom teacher is responsible for developing a plan for maintaining a well-disciplined classroom atmosphere for learning. This includes classroom rules and procedures with positive reinforcement as well as consequences when rules are not followed.

Beginning in 5th grade, students may receive detentions. The teacher must explain a detention, stating the reasons for the detention, and how a student can receive a detention. Examples are:

1. Unfinished or missing assignment
2. Violation of classroom and/or school rules
3. Inappropriate classroom behavior
4. Inappropriate hallway behavior
5. Inappropriate restroom behavior
6. Inappropriate outside/inside recess behavior

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

Grades 6 – 8 With the discipline method of Love and Logic as our guide and understanding that each student is responsible for his/her own behavior, each classroom teacher is responsible for developing a plan for maintaining a well-disciplined classroom atmosphere for learning. This includes classroom rules and procedures for how students failing to follow those rules will be addressed.

Detention

A detention may be assigned for the following reasons but are not limited to:

1. Dismissal from class
2. Lying
3. Cheating/plagiarism
4. Bullying (see Bullying policy)
5. Vandalism/destruction of school property
6. Laptop misuse/negligence
7. Disrespect or disruption of class
8. Repeatedly breaking classroom or handbook rules and regulations.

Detentions will primarily be served before or after school. Failure to report for detention will result in an additional detention and may result in immediate suspension of the right to attend school. Parents will be notified stating the reason for the detention, and the day it will be served. If detentions become excessive, the principal may choose to create a behavioral plan designed specifically with the student's success in mind.

SUSPENSION

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

1. Disruptive, disrespectful or disobedient behavior
2. Profane or vulgar language
3. Obscenity or obscene actions or gestures
4. Cheating
5. Fighting
6. Unexcused absences
7. Stealing
8. Dishonesty

9. Possession or use of tobacco, alcohol, illegal drugs or weapons
10. Vandalism
11. Bullying

All suspensions shall be recorded in the school discipline file that is separate from the student permanent record file.

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

• **Out-of-School Suspension: (flagrant misconduct or disruptive behavior)** An out-of-school suspension may be given for willful, extremely disruptive misconduct or behavior. The decision to suspend a student out-of-school must be made by the principal. The principal must notify the parents as soon as possible regarding the behavior and the immediate action taken. A conference will be called with the parents, the student involved, and the appropriate principal to discuss the matter and appropriate disciplinary action. If a student is suspended from school, he/she is not permitted to come to school or any school functions for the day(s) of the suspension.

EXPULSION

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

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

The principal must notify the parents and the Head of School as soon as possible regarding the behavior and immediate action taken. The parents and students involved will be required to appear before the Board of Trustees if they are appealing the expulsion decision. A decision of expulsion can

only be made by the Board of Trustees. Any expulsions shall be recorded in the school discipline file that is separate from the student permanent record file.

BEHAVIOR AND RULES

PLAYGROUND RULES

1. There must be adult supervision of any students on the playground during school hours.
2. Toys, skateboards, cell phones, computer games, gaming devices, etc. are not permitted.
3. Profanity, obscenity and lewd or vulgar language are not tolerated.
4. Students may not leave the playground without permission.
5. Rough play, wrestling or tackle games are not allowed. Example: "King of the Mountain".
6. Playing baseball is not permitted at any time.
7. Snowballs are not permitted at any time.
8. Soccer and softball are to be played only in the designated areas of the playground following general rules governing each game.
9. Students may not climb on structures not designed for climbing.
10. Students may not stand up on swings.
11. Students may not jump from swings while swinging.
12. Students may not flip swings over the bar to make the chains shorter.
13. Students may not jump on the ropes of the pyramid rope structure.
14. Students must take turns on the top of the pyramid rope structure.
15. Only one student at a time is permitted on the slide.
16. Students may not hang on the basketball nets.
17. Playground activity must stop as soon as the bell rings or the whistle is blown.
18. Balls must be returned to the classroom from which they were taken.

19. Any student who fails to follow these rules may receive a disciplinary consequence

(See Student Conduct Policy).

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

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

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

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

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

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

BEHAVIOR RUBRIC In grades PreK – 5th the behavior rubric is a form of documentation intended to communicate with a student and parent any unkind and disrespectful behaviors that may warrant attention. Unkind and disrespectful behaviors are defined as any unkind look, gesture, words or

actions that hurt a person's body, feelings, friendships or things. Parents will receive a grade level specific explanation by their homeroom teacher. If a child is documented the parents will be notified by either the homeroom teacher or administration.

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

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

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

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

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

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

STUDENT CONDUCT POLICY A significantly important component of an excellent school is a defined system of expectations for conduct/behavior as well as for academic achievement. The assumption is made that all students attending Crown Point Christian School are enrolled because

parents seek an education for their children that is Christ-centered and consistent with the values taught in the home and the church. In order to accomplish this task, a curriculum has been developed which guides teachers through the aspects of learning, enabling students to achieve at the highest level of his/her potential. Equally significant is developing and implementing an appropriate system of conduct compatible with parental expectations that enhances and optimizes the environment in which students learn.

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

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

VII. HEALTH AND SAFETY

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

SCHOOL CLOSINGS

School delays and cancellations will be announced via the school's FACTS Parent Alert system through text and voicemail or by Facebook, Twitter, or by media: WGN Radio 720-AM, WBBM Radio 780-AM, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable.

HEALTH REGULATIONS AND INFORMATION

1. If a child is at home, ill with a communicable disease, the child may not return to school until a doctor's release form has been received stating that the child is no longer contagious to the rest of the students. If a child has a fever, the child must be fever free for 72 hours without the use of fever reducing medications before returning to school.

2. If the child becomes ill at school, the parents will be contacted to pick him/her up. Parents may send someone else in their place but must notify the office who that person will be. A child will be sent home if they have a temperature of 100.4 degrees or higher.

3. In the event that head lice is detected at school or at home, the child must be treated according to Lake County Health Department procedures. Before re-entering school, the child must be free of lice and nits and checked by the school nurse upon arrival to determine permission to return to class.

4. If a minor accident occurs, the child will be checked and given appropriate first-aid. If deemed necessary, the school will notify the parent either by a phone call or email.

5. In case of a serious accident or injury:

- a. If needed, emergency services (911) will be called.
- b. The child's parent or guardian will be called.
- c. The designated emergency number will be called if the parent cannot be reached. Necessary steps will be taken to secure appropriate treatment for the child.
- d. An incident report will be filed and a copy will be given to the parents.

6. It is unlawful to give medicine in school (even aspirin) without parental permission.

7. We acknowledge that we have students on medication during the school year. The school adheres to state law that states the restraints, limitations and procedures for giving medication at school. A superintendent-designated person may give a nonprescription medication in compliance with the written permission of the student's parent or guardian. Prescription medication may also be given by the above named persons provided there is a written doctor's order on file. In such a case,

parents will be required to complete and sign a **Medication Release Form** which is located in the office or found on the school website..

8. The school or the designated personnel are not liable for civil damages as a result of the administration of medication except for an act or omission amounting to gross negligence or willful and wanton misconduct.

GENDER AND SEXUALITY As it relates to gender, the CPCS Statement of Faith addresses the beliefs of our school as follows: We believe that God created each person in His image, wonderfully and immutably made as male or female. The fall of mankind corrupted God's creation, resulting in physical and spiritual brokenness relating to gender and sinful sexual desires. In the midst of a broken and fallen world,

God's Word continues to affirm the sanctity of one's biological sex and of marriage between one man and one woman. These two distinct, complimentary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

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

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

1. When a weapon is found at school the principal will confiscate the weapon immediately, may place the student in in-school suspension, and will call the student's parents or guardians.
2. If a weapon is confiscated the police and the parents/guardian will be notified, and the student will be placed in immediate in-school suspension. Generally, students found in possession of a gun will be expelled from school for a minimum of one year pursuant to the Gun Free Schools Act. The Head of School may suspend the student. The School Board will participate in any appeal proceedings regarding expulsion.
3. For any other weapon confiscated from a student, the student will be placed in immediate in-school suspension until the principal is able to carry out an

appropriate investigation. The result of the investigation will determine the severity of the punishment. Some suspension time will occur, and expulsion can follow depending upon the results of the investigation. The police may be called in to investigate.

VIII. SERVING IN COMMUNITY

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

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

Due to COVID-19, please refer to CPCS reopening plan for changes to our volunteer policy

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

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

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

Due to COVID-19, please refer to CPCS reopening plan for changes to our service credit policy

IX. TUITION POLICY

This section is under revision, an updated appendix will be coming out soon.

APPENDIX

A

Interscholastic Athletic Policy

Statement of Philosophy

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

1. To advance the development of the student's spiritual, academic, social, and physical growth.
2. To ensure that the child's school experience and training is a preparation for a life of service to God and our neighbor.
3. To nurture and develop the God given abilities of every child by training, encouraging, and challenging the child to surpass his/her current ability.
4. To teach relationship-building between students and the Lord and between students and others

5. To train children to use the skills learned in serving others around them. To teach them to live a life of gratitude to the Lord for the gifts He has given them as a child of the King.

Guidelines

Interscholastic Athletics are Educational

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

Interscholastic Athletics Promote a Christian Value System

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

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

Appendix B

CPCS SERVICE HOUR PROGRAM REVISED JULY 2019

Due to the restrictions on involvement during the school day in the school, we encourage you to spend time at Second Life Resale Shop! We will be revisiting using in school volunteers following the first quarter of this year. Our store is the second greatest source of income we have and the need for volunteers is always significant! Thank you.

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

The Service Hour Program Guidelines are as follows:

- Each family will be required to give 36 hours of service per year. The Service Hour calendar year runs from May 1 – April 30.
- Families not completing the hours will be billed a fee of \$15 per hour for each uncompleted hour. Your service is much more valuable to us than money. Please make every effort to complete hours to avoid payment.
- Service Hours will be approved and submitted by committee chairpersons only.
- Service Hours completed during regular school hours will be recorded on a designated sign-in/out sheet in the office.
- Service Hours will be updated monthly and tracked on the Service Hours Portal which can be accessed through the website www.crownpointchristian.org. Each family will be responsible for checking their Service Hours.
- Service Hours will be recorded in 30-minute intervals.

- Serving on the school board or as an approved committee/group chairperson will result in a waiver of the required Service Hours for the year.
- Service Hours are non-transferable between families and must be completed by the parents themselves. (The only exception is that Service Hours completed at Second Life Resale Shoppe may be completed by extended family and friends who are high school age or older.)
- Single parents who are solely responsible for tuition will be asked to complete 18 hours per year.
- Families with only part time students (oldest child is in a 2-, 3-, or 4-day program) will receive a prorated waiver for the percentage of time their oldest child is not at school.
- Families who are experiencing extenuating circumstances, making them unable to complete all of their hours, may submit a request for assistance. Requests should be submitted via email to volunteers@crownpointchristian.org as early in the program year as possible.
- See the Frequently Asked Questions online for more details.

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

FAQ for the Service Hour Program

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

What activities do NOT apply to CPCS Service Hours? Attendance only will not count toward your Service Hours; you must have an assigned service duty. Purchases and in-kind donations do not qualify for Service Hours.

Examples: Attending a school function does not count toward hours, but working the event does. Purchases of in-kind donations do not count toward hours, but giving your time does. Chaperoning a classroom field trip does not count towards hours.

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

I have some extra time today. Can I show up at school to volunteer in some way? All hours served at school need to be pre-arranged with a teacher or committee chairperson. The only place that Service Hours do not need to be pre-arranged is at Second Life Resale Shoppe.

Can I donate my Service Hours to another family? Service Hours earned at school are not transferable from family-to-family.

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

When are the hours due? What if I don't fulfill the required Service Hours by the due date? Hours must be completed by April 30 of each school year. Uncompleted hours are billed at \$15 per hour, which would total \$540 if no hours were completed. This assessment will be added to the final tuition statement for the school year. Regular requirements of the tuition payment policy will be applied to this assessment.

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

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