



“Where Christianity is a Way of Life”

# Student Handbook

## 2019-2020

Cross Street Christian School exists to develop and educate lifelong followers of Jesus who exemplify knowledge, Biblical truth, service, and love.



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[www.CrossSt.org](http://www.CrossSt.org)

# WELCOME FROM THE PRINCIPAL

We are excited about the start of a new school year! I would like to welcome back students who are returning and add a special welcome to those who are new to Cross Street Christian School (CSCS). This year will present many opportunities and challenges as we work towards achieving our goals.

We appreciate your interest and commitment to our school as we seek to educate your children. To accomplish this, CSCS is committed to providing a Christian education that is founded on God's Word as the basis for every academic discipline and extracurricular activity. On this foundation, CSCS seeks to develop each student through structure, discipline and excellence in all aspects of daily life.

The faculty are dedicated Christians who have committed themselves to the ministry of educating your children. Each teacher has committed to pray for your child and is eager to share Christ through their teaching and example. Understanding the absolute necessity of God's leadership and wisdom, we ask that you commit to pray for us and the ministry of CSCS. We look forward to having the opportunity to serve with you as we serve our Lord Jesus Christ.

*Lisa Rhodes*

CSCS Principal

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## **ABOUT THE SCHOOL**

### ***School History***

Cross Street Christian School (CSCS) has been in Anderson for over a century. CSCS began in 1902 as the Anderson Seventh-day Adventist School. The first schoolhouse was located on Nelle Street near Jackson Park, with the first teacher, Grover Fattic, a graduate of Emmanuel Missionary College. When school started there were no desks and students used wooden benches to sit on. From these humble beginnings emerged the beautiful state-of-the-art facility of today. In 1962, the school relocated to “brand new” facilities at 7th Street and Locust. This would be the school’s home until the 1998-1999 school year when CSCS opened its doors at 2318 West Cross Street. CSCS was constructed with the purpose of providing quality Christian education to anyone in the community who desires such an education.

### ***School Accreditation***

Accreditation is achieved by the National Council for Private School Accreditation in consort with the NCPSA Member Association, Accrediting Association of Seventh-day Adventist Schools, Colleges, & Universities.

### ***Philosophy of Education***

The educational program of CSCS includes preparation for life on this earth, as well as life in Heaven. It is also in harmony with the educational standards of the Seventh-day Adventist Church and the State of Indiana.

Our educational philosophy is based on beliefs that include the following:

1. The world was created by a loving and powerful God, in six literal days (Genesis 1 & 2).
2. God rested on the seventh day, blessed it and made the day holy as a reminder that He is our Creator (Exodus 20:8-11; Genesis 2:2-3).
3. As the head of the human race, Adam chose to disobey God and learn about evil (Genesis 3).
4. As a result of Adam's choice, every person is born with a sinful human nature and thus in need of a Savior from sin (Romans 3:23; 6:23).
5. Jesus chose to redeem the whole world, giving every person the freedom to choose everlasting life with God, or to perish in the end (John 3:16; Ezekiel 18:21).
6. The Holy Spirit is God's representative on earth today. He will lead all who are willing into a loving and joyful relationship with Jesus and with others (John 16:13).
7. The entire Bible is inspired by God, revealing the truth we are to believe, the commandments we are to obey, and the Savior who transforms and empowers us (2 Timothy 3:15; 2 Peter 1:21).
8. Satan is the enemy who comes to steal, kill, and destroy. Jesus came that we might have abundant life (John 10:10; 1 Peter 5:8).
9. The preparation for life and eternity includes education and role modeling to help families understand and experience life and all its aspects (Luke 2:52).
10. Because God is worthy of our love and worship, in all that we do, we are to bring honor and glory to Him (Revelation 14:6-7).

## ***Objectives***

1. A quality curriculum
2. A loving and safe atmosphere
3. Open communication with students and parents
4. A knowledge of Bible truth – John 8:32
5. An opportunity for students to:
  - a. choose to follow Jesus – John 20:31
  - b. grow in their relationship with God – 1 Peter 2:2
  - c. serve others – Galatians 5:13

## **ADMISSIONS POLICIES**

### ***Entrance Requirements***

CSCS requires that the child must be age 4 by August 1<sup>st</sup> for Pre-Kindergarten, age 5 by August 1<sup>st</sup> for Kindergarten, and age 6 by August 1<sup>st</sup> to enter First Grade.

### ***Non-discrimination Policy***

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

### ***Application Procedure***

All new students are required to submit an application including a \$50 application fee.

The following procedures are followed by all applications received:

- a) Previous School Records submitted with application
- b) Three references (all three must be received before application will be considered)
- c) Teacher and/or Board interviews parents and student
- d) Entrance evaluation by teacher
- e) Recommendation to School Board
- f) School Board determines acceptance

### ***Physical Examinations***

A current Physical Examination by a physician is required of all students entering school for the first time and at grade 6. The Physical Exam form must be turned in to the school within 30 days of enrollment.

### ***Immunizations***

The Indiana State Department of Health's policy states, "no child will be permitted to attend school for more than thirty (30) days beyond the date of his/her enrollment unless he/she is either a) fully immunized, or b) has begun his/her immunization and can produce a schedule for the completion of them or 3) that a current religious or medical objection is on file."

## ***Medications***

Over the counter medication will only be dispensed if sent from home with written permission and instructions from parents.

Prescription medication will only be given to the student if a Medication Release Form is completed by the physician and sent with the medication to the school. If necessary, the physician may fax the form to the school at 649-5953.

## ***Students with Disabilities***

CSCS has at times accepted students with special needs. Students are accepted if the school feels the child will progress academically and socially.

Parents of students with special needs need to recognize that CSCS does not have the resources (i.e. personnel, facilities, equipment) to offer special education services.

CSCS does work with the local (public) educational agency (LEA). Parents should keep in mind that the regulations at 34 CFR 300.137 (a) explicitly provide that children with disabilities enrolled in private schools by their parents do not have an individual right to receive some or all of the special education and related services they would receive if enrolled in the public schools. Under the Act, LEAs only have an obligation to provide parentally-placed private school children with disabilities an opportunity for equitable participation in the services funded with the Federal Part B dollars that the LEA has determined, after consultation, to make available to its population of parentally-placed private school children with disabilities.

Within CSCS's ability to serve, the school will cooperate with parents and other agencies in seeking to provide solutions for the specific needs of students.

# **GENERAL OPERATIONS**

## ***Academic Probation***

A student will be placed on Academic Probation if they have two or more Ds or below per quarter.

If a student is placed on Academic Probation, the following will be implemented:

1. An academic contract will be established with the classroom teacher to help the student work towards achieving set academic goals.
2. All assignments must be turned in on time.

Students may be placed on or taken off probation every quarter. If a student has four consecutive quarters on Academic Probation, they may be asked to withdraw from CSCS.

## ***Accident Insurance***

CSCS provides all students a group accident insurance policy. It provides medical coverage for accidents occurring at school and any school function. Parents are responsible to pay the premium at the time of registration.

## ***Dress Code***

We encourage grooming habits that will present a modest, wholesome, and healthy Christian appearance. The idea behind CSCS's dress code is to create a climate of caring and learning through interactive classroom instruction. We believe the way a student presents himself/herself in

cleanliness and outer attire has an influence on their scholastic achievement, their self-esteem, and acceptance by their peers.

Research has shown that schools with an enforced dress code tend to be places that are more serious about learning, with students more focused on their schoolwork. The tone at these schools is more businesslike than at schools where students wear whatever they want. This atmosphere promotes better discipline and attendance, which lead to higher achievement. All students should observe habits of cleanliness and wear clothing that is neither tight nor body revealing (1 Peter 3:3). Therefore, the acceptable dress code has been selected with many choices, styles, and colors. The dress selection for both boys and girls are as follows:

*Shirts and Blouses:*

1. Any solid color.
2. Shirts must be polo, oxford style, turtle or mock turtleneck. Shirts and blouses must have a collar and may be long or short sleeved.
3. Coordinating ties and scarves may be worn.
4. All shirts and blouses are to be tucked in, except the polo shirts, which may be untucked.
5. Students may wear a solid color appropriately fitted long sleeve shirts under short sleeve shirts.
6. School t-shirt and sweatshirt may be worn.
7. All shirts and sweatshirts must be appropriate in size (not too tight or too baggy and sized to prevent midriff (belly) from showing when arms are raised).
8. Tank tops and undershirts worn under shirts must be tucked in.

*Pants, Shorts, Skorts, Skirts, and Jumpers:*

1. Uniform style in black, navy, or khaki in color.

2. All pants must be standard fit or relaxed fit, flat-fronted or pleated with standard waists.
3. No cargo pants, slits, cuts, tears, frays, brand names, or slogans.
4. Pants must be worn at the waist level. Size and length must be reasonably appropriate for the student's weight and height.
5. Capri-style pants, shorts, skorts, skirts, and jumpers must be knee length or longer.
6. Ladies may wear PLAIN, ANKLE-length leggings under their skirts or dresses.

*Sweaters, Vests, Cardigans, and School Sweatshirts:*

1. Any solid color and hip length.
2. Must be worn over an approved shirt.
3. Sweaters, vests, and cardigans must be of a reasonable fit.

*Footwear:*

Shoes must have closed toes and heels acceptable for physical education.

*Hair:*

Hair should be well groomed (cut/styled to maintain clear line of sight). Boys' hair length is to be kept above shirt collar. Unnatural appearing patterns, colors/bleaching, designs and hairstyles are unacceptable (1 Peter 3:3-4).

The students are asked to wear their school uniform for every school event, including field trips and programs, unless otherwise announced by the teachers.

Nonfunctional jewelry, such as earrings, rings, neck chains, identification bracelets, leather bands, crosses, and other conspicuous ornaments are not to be worn. The use of cosmetics in a manner that detracts from a natural appearance is prohibited.

Infractions of this policy will be addressed by the demerit system and the student will be asked to correct the infraction within an acceptable time frame.

### ***Extra-Curricular Activities***

Periodically, students from CSCS are invited to participate in athletic activities hosted by other area Christian schools. Students must have and maintain a minimum GPA of 2.0 to participate and cannot be on probationary status.

### ***Field Trips***

The School Board must approve all field trips with signed permission from the parents to insure insurance coverage.

### ***Graduation***

1. Kindergarten: All graduation plans, including the date, will be reviewed by the School Board. The Kindergarten teacher is responsible for organizing and seeking parent cooperation.
2. Eighth Grade graduation: All graduation plans, including the date will be reviewed by the School Board. The graduates' parents will be responsible for the reception following graduation. The responsibilities of the principal or designated teacher include:
  - a) Organization of the graduating class at the beginning of the school year.
  - b) Overseeing the raising of funds and class trip.

- c) Planning the graduation program with class cooperation at the beginning of the last quarter, including motto, colors, speaker, special music, and flowers.
3. All graduates will rent caps & gowns for the graduation ceremony. Graduates will receive a keepsake tassel.

### ***Home and School Association***

The Home and School Association is a school auxiliary group that supports school programs and the facility. It encourages all families to actively participate in school functions and activities.

### ***Locker Searches***

In accordance with Indiana Law, a student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker, nor its contents. At any time the principal or local law enforcement agency may search the locker and the locker's contents.

### ***Lunches***

Since healthy nutrition aids in a student's ability to learn and relate to others in a healthy way, we have provided the following guidelines for students who bring their own lunches:

1. Lunches must be vegetarian (no meat, poultry, or fish – Daniel 1:8-21).
2. No caffeinated drinks.
3. We recommend that fruit, vegetables, high fiber food and healthy snacks are included.

4. Limit the amount of high sugar desserts, drinks, or highly processed foods.

Any meals provided by CSCS will give the students the opportunity of having balanced, nutritional meals to provide their minds and bodies with the nutrients that will help them learn to the best of their ability.

Also, in light of the strong recommendations from the Surgeon General and the American Academy of Pediatrics, we strongly encourage the students to drink water and to limit high-sugar drinks.

While providing the nutritious-meals program and health education, it is recognized that once in a while there may be some celebrations of birthdays, holidays, and achievements that may include some extra treats.

CSCS is seeking to move in a direction of helping students and families understand and experience more of a healthy lifestyle for their long-term success (1 Corinthians 6:19).

### ***Mandatory Reporting***

As established in Indiana statute (IC 31-33-5-1) all faculty, staff, and volunteers of Cross Street Christian School are considered “mandatory reporters” and are legally obligated to report any suspicion of child abuse or neglect. These reports will be made anonymously and kept confidential.

### ***Parent & Student Responsibilities***

1. CSCS has set a standard for academic performance for their students. We recognize that each student must be on time every day to be successful in all classes. In order for each student to perform to his/her

- best ability, he/she needs to have a good breakfast and a proper night's rest.
2. Parents are expected to take an active role in their child's daily-required class work. The student and parents are to ensure that the work is turned in on time and that preparation is made for the next school day.
  3. All students are expected to maintain a passing grade (D- or above) in all subjects or they may be placed on Academic Probation.

### *Legitimate Complaints*

Criticism is either constructive or destructive. If necessary, we ask that only constructive criticism be expressed, and only in a helpful Christian manner (Ephesians 4; Galatians 5:15).

### ***Parent-Teacher Relationships***

The success of CSCS depends in a large measure upon cooperation between parents and teachers. If students make complaints to their parents concerning school matters, parents are urged to withhold judgment pending further clarification.

The proper Christian and ethical steps for resolving a concern relating to classroom instruction or management must occur in the following sequence;

The Concerned Party must talk only to:

1. The Teacher
2. The Teacher and Principal
3. The Teacher, Principal, Board Chairman/Pastor
4. The Teacher, Principal, Board Chairman/Pastor and Education Superintendent
5. The Teacher, Education Superintendent and local School Board

Parents must come to CSCS and fill out a Resolution Form for any concerns that need to be taken to the School Board (Matthew 18:15-17).

“The parents’ work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness.” Fundamentals of Christian Education, p. 69-70.

“In the formation of character no other influences count so much as the influence of the home. The teachers’ work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of the parents to cooperate.” Education p. 283.

### ***Religious Activities/ Service Learning***

The school day begins with Bible reading and prayer. Spiritual emphasis is given in every aspect of classroom instruction. Each room has a prayer of thanksgiving before the noon meal and at the close of the day.

Throughout the year, students are involved in making Christian visits to local care facilities and retirement homes, preparing choral arrangements, and performing religious programs for church services and other religious church-related activities.

### ***School Safety***

The school will conduct, as necessary and required by Indiana Conference of Seventh-day Adventist Education Department and Indiana State regulations emergency drills (fire, severe weather, and active shooter/intruder & lockdown) to prepare students on proper procedures to be followed in the

event of a real emergency. Through these drills, students will become aware of various alert tones, announcements and necessary actions needed to be taken in the event of a real emergency. Our teachers are also regularly trained in various emergency situations and review safety precautions regularly throughout the school year.

### ***School Security Surveillance***

Cross Street Christian School maintains security monitoring cameras at all exterior doors and playground areas for the protection of our students, staff, and facilities. Privacy and respect are of primary concern for Cross Street Christian School. Therefore, cameras are not located in bathrooms, locker rooms, changing/dressing rooms, and other areas where a person should expect a high level of personal privacy. These cameras observe, capture, transmit, photograph and record the sounds or events within the vicinity of the cameras. Video and audio recordings from these cameras are stored for a reasonable period of time before they are routinely erased. When appropriate, recordings may be used internally, shown to students or parents, or if necessary, disseminated to law enforcement. Tampering with, disabling, or modifying this equipment or process in any way is a punishable offense. By enrolling in and attending Cross Street Christian School, the student and parent give consent to such audio and video recordings and their stated use.

### ***Seclusion and Restraint***

The Indiana Conference believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure that all students and staff are safe in

school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration, used only for the purposes of de-escalating the behavior, and administered only by school personnel that have been trained including regular updating on the appropriate use of effective alternatives and supports as well as de-escalation techniques. Procedures should also be in place to inform and provide awareness for non-staff who may have periodic contact with children such as volunteers, chaperones, etc.

If at any point techniques for seclusion and restraint are administered, the school administration shall follow up with incident reports which shall be filled out and given to both the parents and the Indiana Conference Office of Education.

## ***Telephone***

Anyone calling CSCS for a student or teacher should try to call before 8:00 a.m. and after 3:15 p.m. Please make transportation arrangements before arriving at school. Students should not use the phone unless it is an emergency.

## ***Textbooks***

Textbooks constitute an important resource of the curriculum in all schools, including Seventh-day Adventist schools. However, a good class is not based solely on the textbook. The teacher uses the textbook as a major resource for student assignments in addition to other carefully selected materials.

In some subject areas, the Seventh-day Adventist Church spends large sums of money to produce their own textbooks. But in other subjects, the church has felt they could utilize some of the excellent textbooks already available in the general market. Before allowing a church school to purchase such books, the North American Division of Seventh-day Adventist Church Office of Education has a very careful process of evaluating and recommending approved textbooks. However, even the best-approved textbooks sometimes contain inaccuracies. Some of these are factual errors while others represent differences of opinion on important philosophical or religious issues. If the textbook your student is reading has such problems, the Seventh-day Adventist teacher will make every attempt to point out errors of differences, taking the opportunity to discuss with your children important ideas they will be confronting at the present time or in the future as they further their education. Since the Adventist teacher will be emphasizing that the textbook is not the sole authority of the classroom, students will be taught to read critically and thoughtfully every textbook. As students then enter the

broader world, they will be better prepared to deal with the many challenges their belief system will face.

### ***Transportation***

CSCS does not provide bus services for transporting students to and from school. All families are required to fill out a student transportation form listing individuals who may transport their child(ren). If a situation arises and someone not on that list will be picking up your child(ren), please notify the school.

### ***Unprinted Regulations***

Regulations not in print, which are adopted by the School Board during the school year, have the same validity as those published in the handbook. Parents and students will be informed of any changes in writing and will be required to sign and return the letter stating they have received the new regulations.

### ***Visitors***

Visitors are welcome to CSCS at any time to observe the program in action. Prior arrangements must be made with the principal and/or teacher. Small children may visit if attended by parents. Students must obtain permission before bringing visitors to school. All visitors will be required to abide by school rules and check with the teachers before attending any classes. Board members and parents are urged to visit the school on a regular basis.

# **ATTENDANCE**

## ***School Hours***

School begins promptly at 8:00 a.m. and ends at 3:00 p.m. Monday – Thursday; school dismisses at 2:00 p.m. every Friday. Students are not to come earlier than one half hour (7:30 a.m.) before the school day begins and upon arrival must report to their teacher or designated area. They are not permitted to use the playground before school begins. If some special need requires it, earlier arrival arrangements must be made with the teacher involved.

Punctuality is essential in the proper development of character. Habitual tardiness is counterproductive, for it encourages irresponsibility in the student. Devotional periods and classes are disturbed, time is wasted, and unnecessary repetition of instruction results when a tardy student enters the classroom.

## ***Honorable Attendance***

The school recognizes and regards all students as having honorable attendance if they attend school for an entire school year with two or less excused absences or tardies.

## ***Absences and Tardies***

All students enrolled at CSCS are expected to be punctual and regular in attendance. Extreme emergencies, sickness, and/or death in the family are considered the only legitimate excuses for absences.

Written excuses are required for all absences and should be given to the teacher the day the student returns to school following the absence.

A student who has accumulated 5 excused and/or unexcused absences/tardies may receive a letter of notice from the Principal along with a copy of the “Absenteeism Policy.” The School Board will also be advised at its next meeting.

A student who has accumulated 10 unexcused absences may receive a letter requiring them to meet with the Executive Committee and following Indiana State Regulations will be reported to the intake officer of the juvenile court or the Department of Child Services.

It is required that all students attend the following school functions when offered as a part of their curriculum: swimming classes, extracurricular activities, special programs, field trips, graduation, outdoor school, and/or music festival.

The Anderson Seventh-day Adventist Church invites each classroom to participate in special church presentations throughout the school year and the students are required to attend.

### ***eLearning Days***

eLearning days will enable students to complete their assignments on designated days from home or any other location they have Internet access. Cross Street Christian School has been approved through Indiana’s Department of Education to use eLearning Days on days when school is closed for bad weather or on teacher professional development days. eLearning days will be announced in a similar manner as school closings are announced or they will be included in the school calendar if they are a planned day for professional development.

Attendance for eLearning days will be taken by assignments being completed and turned in. eLearning days can be completed at home or anywhere your child has access to the Internet.

### ***Excused vs. Unexcused Absences***

Students with unexcused absences must give a minimum of two days' notice prior to the absence in order to be able to make up their missed work.

Students with either an excused or unexcused absence will have a one-day grace period to make up their missed work for each missed day of school; work turned in after the grace period will fall under the individual classroom late policy. Any assignments missed because of an absence may only be picked up at the end of the school day unless other arrangements have been made.

### ***Weather Closings/Delays***

If it becomes necessary to close CSCS due to severe weather or driving conditions, the closing will be announced over or television stations WRTV (Channel 6), WTHR (Channel 13), and WISH (Channel 8), as well as the respective Internet sites and the school Facebook page at the latest by 6:30 a.m. We are concerned with your family's safety. Families are encouraged to use discretion during inclement weather.

### ***Student Illnesses***

For the safety, health, and well-being of all of our students, we ask that parents keep a child home until they have been:

1. Fever-free without the aid of medication for 24 hours.
2. Vomiting/diarrhea – free for 24 hours.

3. Examined, treated and cleared by a physician for all skin rashes and head lice. Please help us minimize the spread of illness.
4. Due to the severity of contagiousness, students must have 24 hours of antibiotics for pink eye before returning to school.
- 5.

### ***Safety and Dismissal Regulations***

Parents are requested to make arrangements for their children to be picked up as soon as school is dismissed each day.

Students in grades PreK-4<sup>th</sup> will NOT be allowed to leave the building without the adult picking them up. We have to make sure our students are safe at all times.

Once students leave the building, they are under their pre-approved parent/guardian/adult supervisor.

## **STUDENT CONDUCT**

### ***Discipline***

We believe that God has ordained for Christian schools to be established where our children may not only receive a scholastic training, but training in proper conduct according to the rules of health, safety, as well as rules of well-being.

## ***Conduct Standards***

1. All disrespect, disobedience, and insubordination shall be cause for discipline by the teachers or School Board. Swearing or other inappropriate language is an indication of disrespect and will not be tolerated.
2. Any threats made towards the school, teachers, and/or other students are unacceptable and will result in appropriate discipline.
3. Discussions of questionable television programs, movies, or worldly places of amusement are discouraged.
4. All cell phones brought to school or school programs must be turned in to the teacher until the child is picked up from school.
5. Popular music of the entertainment world, such as rock, pop, swing, jazz, etc., is not approved for any purpose on school grounds. Radios, MP3 players, iPods, tape players, CD players, or head phones should not be brought on school grounds, and may be confiscated by the teacher until redeemed by the parents.
6. Only teacher-approved books and reading materials are permitted at school.
7. Skateboards and scooters are not allowed on school property at any time.
8. Misbehavior during school time in any way suggesting familiarity or special friendships between the sexes will not be allowed.
9. Respect for fellow classmates is expected. Bullying, injuring, degrading, or disgracing a fellow student, and fighting of any kind is forbidden.
10. Students must obtain permission from the teacher before bringing to school such things as pets, playthings, toys, special projects, electronic games, cell phones, etc.
11. Students shall not use, possess, transfer, or sell tobacco, liquor, narcotics, prescription, or nonprescription drugs.
12. Knives, squirt guns, cap guns, firearms, weapons of any kind, fireworks, matches and the like are never permitted at school or school

activities.

13. If students damage CSCS or Church property through negligence or violation of school rules their parents will be responsible for the cost of repairs or replacement.
14. The students are asked to refrain from bringing the following items to extra-curricular activities unless provisions have been made:  
food/drinks, tape, mp3 players/iPods/CD players, appliances, etc.
15. Students must not violate another student's right or privacy by touching or discussing private areas. Sexual connotations of any kind are not permitted.

### ***Personal Computers, Cell Phones, and Technology Use Policy***

Students will face disciplinary action (according to Cross Street Christian School's demerit policy) for texting, posting, sending, forwarding, or participating in any of the following activities ON OR OFF CAMPUS via a cell phone, computer, or any other electronic device in the following ways:

- Information that is disrespectful to:
  - God and things held holy by the Word God
  - The Mission and Philosophy of Cross Street Christian School
- Inappropriate Language
  - Obscenities or profanities
  - Lewd comments or vulgarities
  - Harassing statements
  - Discriminatory, threatening or disrespectful language
- Knowingly False Statements or Personal Attacks
- Sexually explicit or suggestive messages, photos, or images
  - Sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image is a violation of this policy that will result in school discipline, up to and including expulsion.

- Student and parents are highly encouraged to immediately report any known activities mentioned above to a teacher, school principal, or school board chairperson.

### ***Pre-K/Kindergarten Discipline Plan***

Discipline Plan for Pre-K/K is based on the teacher's written plan, which will be distributed at the beginning of the school year.

### ***Grades 1– 8 Discipline System***

CSCS has adopted a demerit system as part of our disciplinary guidelines. Teachers are encouraged to seek creative ways to help students to overcome unacceptable behavior. Demerits will be issued when the teachers believe it is necessary. This will provide a tangible way to communicate to the students and parents regarding ongoing unacceptable behavior.

Students will be notified after each offense deserving demerits, as well as receive a total of demerits earned. The administration reserves the right to change the demerits for a given offense if an unusual situation arises. The following demerits will accumulate over the course of the school year. If a student accumulates 60 demerits over the course of the school year, they will be accepted for the following school year on a 90 calendar day probationary status.

## DEMERIT SYSTEM

### General Offenses

1. Note passing	5	Demerits each offense
2. Eating/Gum chewing	5	Demerits each offense
3. Dress code violation	5	Demerits each offense
4. Classroom disturbance	10	Demerits each offense

### Major Offenses

	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>
1. Vulgar language/inappropriate conversation/drawings/material	20	30	35	40
2. Name calling/unkind comments	20	30	35	40
3. Disrespect to teachers, students or school property	20	30	35	40
4. Insubordination/disobedience	30	40	45	50
5. Physical contact	30	50	70	
6. Cheating/lying/stealing	40	45	50	
7. Fighting	60	65		
8. Any form of sexual harassment				Demerits decided per incident
9. Bullying				Demerits decided per incident
10. Violation of Technology & Social Media Policy	40	50	60	

### Consequences for Demerits

5	Demerits	Note sent home to be signed by parents
20	Demerits	Phone call to parents
40	Demerits	Parent/Teacher/Principal conference
60	Demerits	1 day suspension with conference
90	Demerits	2 day suspension with conference
120	Demerits	3 day suspension with Board appearance
150	Demerits	Dismissal Options (expulsion or withdrawal) from CSCS as determined by the School Board

## FINANCES

As a Seventh-day Adventist Church, we desire to assist parents who seek to raise their children to know and love God. Along with Sabbath School, Church and youth clubs, we believe that a Christian education is important for the healthy development of children. In cooperation with the Indiana Conference of Seventh-day Adventists, the Anderson Church has developed a strong educational program that is carefully supervised, accredited and supplied with trained, professional teachers.

Without any subsidy from the Church, the cost of tuition would be approximately \$600 - \$700 per month for each student. In other words, the Anderson Seventh-day Adventist Church and the Indiana Conference heavily subsidize the operation of CSCS for all students. Over 65% of the Church Budget is designated to CSCS each month.

### 2019-2020 Tuition Rates and Payment

Each Student	Registration Fee	Insurance Fee	Monthly Payments (10 months)	Total for School Year
1 <sup>st</sup> – 8 <sup>th</sup> Grade	\$180	\$45	\$505	\$5275
Pre-Kindergarten & Kindergarten	\$180	\$45	\$400	\$4225

Registration fee of \$180 is required for all students. This fee covers the cost of textbooks and computer labs. Student insurance fee of \$45 is also required for all students. This insurance fee is due at the time of registration.

Registration and insurance fees are non-refundable.

### Tuition Payment Options:

1. Single Yearly Payment – Due August 1st
2. Two Equal Payments – Payments due on August 1st and January 3rd
3. 10 Monthly Budgeted Payments – Payment due the first of each month August through May.

Any student with payments 90 days overdue may be asked to withdraw. Students paying tuition on a monthly basis must pay both the registration fee and August payment before beginning school.

Additional expenses may incur throughout the school year from activities such as field trips, mission trips, music festival, school pictures, meals, etc. Parents will be notified in advance of any such responsibilities.

At the end of the school year a student's tuition must be paid in full before any records will be released or diploma given. This includes report cards and the release of records to other schools.

### **Indiana Choice Schools Program**

For students qualifying for the Indiana Choice Program, the following policy applies if there are more Indiana Choice Students than seats available in the classroom.

Current Indiana Choice students do not have to go through the lottery.

Siblings of current Indiana Choice students will be included in the lottery (they will be given preference in the lottery process). However, the student has to be accepted and pre-checked through the voucher program by the last business day of April.

The number of lottery seats initially available will be determined based on the number of returning students and therefore varies by grade level. Additional seats may become available up until the start of school.

Your local Indiana Choice Program Coordinator will notify you by email when a seat is available, and you will have 10 calendar days to enroll by paying the non-refundable enrollment fee of \$50 per student.

Seats will initially be awarded on the lottery date (the second Wednesday of May) to those who were accepted for admission prior to the lottery date. Students who are accepted after the lottery date and whose financial aid application is complete, will be awarded a seat immediately upon acceptance if one is available, or will be added to the waitlist.

If you fail to both enroll your child and pay the enrollment fee within 10 calendar days your seat may be given to the next person on the waiting list.

## **BULLY PHILOSOPHY AND POLICY**

The faculty and school board of Cross Street Christian School is dedicated and committed to providing students with a safe, caring, and supportive school environment.

Our school has adopted a school wide system to help address the serious issues related to bullying. Our school-wide anonymous reporting system is an important tool to help prevent and stop bullying. This system allows students, parents, and any community member to anonymously report bullying through an anonymous form and locked container at Cross Street Christian School. It gives bystanders (students witnessing bullying but

unsure what to do about it) and targets (victims of bullying) the chance to stop bullying without fear of repercussions.

This system is implemented in an effort to help bystanders with a safe tool for reporting bullying. Thank you for helping us provide a comfortable and safe environment for all students.

### Definition of Bullying

A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. (Olweus, 1986, 1993)

### Characteristics of Bullying

1. The behavior is aggressive or malicious.
2. It can be repeated and goes on over time or it can be a one-time incident.
3. It occurs in an interpersonal relationship, which is characterized by a certain imbalance in strength or power.

### Types of Bullying

1. Physical – Hitting, kicking or any other physical aggression.
2. Verbal – Teasing, name-calling, put-downs, or other behavior that would deliberately hurt others' feelings or make them feel bad.
3. Emotional or Exclusion – Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.

4. Cyber-bullying- Using electronic device mediums such as, but not limited to computers, cell phones, and pagers to bully (bullying defined above) others through methods such as posting comments, statements, or pictures on blogs or websites, text messaging, instant messaging, and email.

## Bully Stoplight

The bullying stoplight has been designed as a visual reminder for our students to stop, think, and act when it comes to bullying. These stoplights are hung throughout the entire building as a visual reminder that students can make a difference in the prevention of bullying. These visual reminders will be a tool for teachers to continue educating students about how to identify bullying and what to do about it.

### Stop (Red)

Target – Identify behavior and/or language that is making you uncomfortable. Is the behavior aggressive, repeated, and is there an imbalance in power? Am I being bullied?

Bully – Identify behavior as bullying (verbal, physical, emotional).

Bystander – Observe and identify bullying behavior (verbal, physical, emotional).

### Think (Yellow)

Target –What strategies can I try? What options do I have? Is there an adult I can talk with?

Bully – What is my purpose for bullying? Was there anything wrong with what I did? Could I choose other ways to solve my problem? What kind of person do I want to be? How do I want others to see me?

Bystander –What can I do to help? How can I make a difference? What are my options? Brainstorm ideas with friends. What strategies can I offer to target?

### Act (Green)

Target –Try my strategies. Tell an adult. Make an anonymous referral.

Bully – Do the right thing by changing my behavior. Make amends and apologize to the target. Treat all students with respect.

Bystander – Reach out to target. Tell bully to stop. Encourage target to take action. Report to adult. Make anonymous referral.

## Bully Reporting Form

Today's Date \_\_\_\_\_

Person Being Bullied: \_\_\_\_\_

Name of Bully: \_\_\_\_\_

Your Name (optional): \_\_\_\_\_

Did you witness the bullying?     YES     NO

Were there other witnesses to the bullying?

Type of Bullying:

- Physical: hitting/kicking/other physical aggression
  
- Verbal: teasing, name-calling, put-downs, or other behavior that would hurt others' feelings or make them feel bad
  
- Emotional/Exclusion: starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends
  
- Cyber Bullying: using an electronic device to engage in any type of bullying mentioned above

Describe what happened: