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Welcome to Cicero Adventist Elementary School (CAES)

Our school is owned by the Indiana Conference of Seventh-day Adventists and operated by the Cicero Seventh-day Adventist Church. Indiana is one of four states that make up the Lake Union Conference which is one of the nine union conferences that create the North American Division of Seventh-day Adventists. Thirteen divisions compose the global church organization. The Adventist educational system is the largest protestant parochial system in the world.

We are accredited with the following associations:

- National Council for Private School Accreditation
- Accrediting Association of Seventh-day Adventist Schools
- Board of Education of the North American Division of Seventh-day Adventists

Our Mission

The Cicero Seventh-day Adventist School is committed to developing young missionaries for life-long service to Jesus Christ as missionaries in the workplace, in the home, and in foreign lands.

Our Philosophy

We are committed to academic excellence in math, science, language arts, and social studies by providing an emphasis on student projects, music, art, physical education, current technologies, services and outreach. Offering grades *K-8 with a low teacher-to-student ratio, our teachers prayerfully work together to provide the personal attention each student deserves.

*We would always like to offer our kindergarten program. The program is available if we have a minimum of six kindergarten students.

Nondiscrimination Policy Statement

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, and/or gender in the administration of education.

Sexuality Policy

Young people who may identify as LGBTQ+ and/or children from LGBTQ+ homes may attend Cicero Adventist Elementary School as long as they are respectful of and agree to abide by the beliefs and teachings of the Seventh-day Adventist church in their attitudes, speech, and actions. Young people will be asked to refrain from promoting views or ideas inconsistent with Biblical principles as understood by the Seventh-day Adventist Church and as spelled out in the church policies and statements, use the restroom of their biological sex, and to present an outward gender identity consistent with their biological sex. Visible forms of transitioning from one gender identity to another is prohibited.

Staffing

Below you will find the contact information for each teacher. We encourage you to be in constant communication with your child's teacher, but request that all calls be made prior to 5:00 pm in order to respect our teacher's private time.

Teachers

Miss Stephanie Adams , 1 st -4 th	317-967-4958	sadams@indysda.org
Miss Kendra Knudson, 5 th -8 th	507-696-3820	principal@cicerodaschool.com

School Board Officers:

Mrs. Shannon Weis, Board Chair	405-206-0800	shannonweis@sbcglobal.net
Mike Hackleman, Vice Chair	301-800-8101	mrhackleman@yahoo.com
Linda Butcher, Treasurer	765-278-7401	caestreasurer@indysda.org
Aaron Clark, Pastor	317- 984-4860	aaclark@indysda.org
Cris Suarez, Pastor	203-482-8303	pastorcrissuarez@gmail.com

Admissions

In order to be considered for enrollment, all potential students must complete the following steps.

- Submit a completed application for admission
 - \$50 application fee for all students
- Submit a medical certificate of a physical examination
 - 5th grade (those entering into)
 - 8th grade (those entering into)
 - 1st time students
- Submit a complete and/or up to date immunization record according to the state of Indiana's requirements for immunizations for public schools. See the following link for what immunizations are needed (<https://www.in.gov/isbvi/files/2023-24-School-Immunization-Requirements.pdf>).
- Submit a photocopy of the child's birth certificate
- Submit a photocopy of medical insurance card
- Have application be accepted by the School Board
- Read and accept the school's rules and guidelines
- Students entering kindergarten must turn 5 years of age by August 1st
- Students entering first grade must turn 6 years of age by August 1st. This standard is in compliance with the recommendations of the State of Indiana.
- When determining grade placement, the school reserves the right to require entrance and qualifying tests to any applicant.

- Since the physical facilities are limited, preference for admission is first given to students whose parents/guardians are members of the Cicero Seventh-day Adventist Church.
- In order to meet the care of special-needs students, parents/guardians are required to have a consultation with the teacher/principal to ensure that we are equipped to provide education for their student.
- Completion of paperwork for any applicable scholarships and/or a payment plan.

Attendance

Absences or Tardies are considered excused only in the cases of: illness, bereavement, medical appointments (teachers must receive a medical excuse slip), and mission trips. Occasional, unusual, or unavoidable circumstances may also be excused.

Absentee Policy

In case of sickness or unexpected circumstances, parents need to contact the teacher before 8:00 am by leaving a message or sending a text on their cell phone.

- Missed work due to an excused absence may be made up and receive full credit.
- Missed work due to an unexcused absence may be made up but receive a reduced grade.
- Teachers and parents/guardians will work together to set an appropriate deadline for missed work.
- Parents/guardians of a student incurring more than 3 unexcused absences in a quarter will be contacted by the principal and given a written warning.
- If the absences continue, parents/guardians will be asked to meet with the school board Executive Committee. (In extreme cases, more than 9 absences, a truant officer will be contacted).
- All pre-planned absences must be submitted to the teacher/principal for approval.
- Trips longer than a week, with the exception of family and/or medical emergencies, will have to be approved by the school board Executive Committee and submitted a month in advance.

Tardy Policy

Because punctuality is a life-skill, students must be in their seat at 8:00 am. The following procedures will be enforced if a student is tardy.

- Parents/guardians are required to supply the teacher with a reason for tardiness on day(s) student(s) are late via in person, text and/or email.

- If a student has 3 unexcused tardies within one nine-week grading period, the parents/guardian will be contacted by the principal and given a written warning.
- If further action is necessary, the parents/guardian will be required to meet with the school board Executive Committee to discuss further intervention. Until this occurs, the student will not be able to attend class.

Inclement Weather

For school closings and delays, please watch the WTHR news channel, FB school page, email and/or use the WTHR app to be updated to see information regarding closings and delays. We will always try to have the information out by 6:30 in the morning, sometimes by group text.

Parents/guardians must make provisions for the supervision of their children if school is closed early or delayed.

We are willing to excuse a student, if you as a parent/guardian, feel the roads are unsafe to drive. Please let the teacher know before 8:00 a.m.

Health Concerns

It is expected that parents/guardians will keep their affected children at home until they are in good health. Communicable diseases such as chicken pox, pinkeye, measles, mumps, streptococcal infection, head lice, and infectious skin diseases such as ringworm and scabies MUST be treated with no symptoms remaining before students are back in school. A child MUST be fever free, without medication, for at least 24 hours prior to returning to school or any related activities/programs in addition to symptoms improving. Students who have a cough may be required to wear a mask at school.

Mental Health

Mental and/or emotional issues will be reported to parents/guardians. Self-harm and/or threats of harm to others will be reported to appropriate entities. Certain situations may require psychiatric evaluation and a letter from a therapist on letterhead stating the appointment was met before re-admission, or continuation, to the school and classroom.

Lice Policy

- 1st infraction

- We ask that you treat your student or students at home for lice. Making sure to comb all the eggs out. There may be no live lice, or eggs, upon returning to school.
- An email will be sent to all families alerting them that lice has been discovered within a classroom and/or the school building.
- 2nd infraction
 - An educational letter about lice will be sent home from the school to affected students.
- 3rd infraction
 - A treatment kit will be sent home with a charge to the family.
 - A doctor's note is needed to be able to return to school (a prescription, lice has been treated and cleared by a doctor).

P.E./Recess: Fresh air, sunshine, and exercise are all essential to good health and well-being. All students are expected to participate in recess and Physical Education classes. Please provide a parental note for medical exemptions. A medical note from a doctor is required for extended exemptions.

Academics

CAES has a high academic standard. We believe that all students should strive for academic excellence. We closely follow the guidelines established by the Department of Education of the North American Division of Seventh-day Adventists. It is designed to include the spiritual, mental, social, and physical growth of the student. Our curriculum includes science, math, social studies, language arts, Bible, typing, music, physical education and community outreach. To help ensure this success, there are specific learning tools needed for each class.

Late Work: Time management skills along with developing responsible habits will help guide students in their academic success therefore, any unexcused late work may receive a reduced grade determined by the teacher and potentially receive a "0".

Acceleration: Acceleration or retention of a student will be considered on an individual basis according to the Lake Union Conference of Education Policy. A decision will be made by the school in cooperation with the parents/guardians and the Indiana Conference Department of Education.

Special Needs Students:

CAES welcomes students who earnestly desire a Christian Education. However, the school is not equipped or staffed to accommodate students who have severe learning, emotional, or behavioral needs. Moderate learning, emotional, or behavioral needs may be serviced if teachers feel equipped to handle the needs of the student(s).

CAES will use resources available to us to assist students with academic challenges to the best of our abilities. Students with academic, speech, or behavioral challenges may be referred to Hamilton Heights School Corporation services for further testing and evaluation.

Upon evaluation and review, CAES is able to provide some accommodations and minor modifications to meet students' special needs.

Testing:

It is understood that parents who have enrolled students at CAES give the school the approval for student testing designed to assess students' scholastic growth and academic progress. The following tests are administered to students attending CAES.

NWEA MAP Growth Testing: MAP growth testing is administered three times a year to students in Kindergarten through grade eight. MAP growth is an online assessment in the subject areas of Science, Math, Reading, and Language Usage.

I-Read, I-Step and WIDA Testing: These tests are administered as part of our partnership with the state as an Indiana Choice Scholarship.

In consultation with the administration, additional individualized testing may be requested by parents and/or teachers to develop effective strategies to better meet the needs of the individual student. Written permission must be given by parents for special needs testing.

Evaluation: All students in grades K-8 are issued grade reports following the close of each nine-week grading period. The marking system is included on the grade report and should be reviewed by the parents carefully, both for scholarship and conduct.

Parent/Teacher Communication

At CAES we welcome the opportunity to talk with parents concerning their student's welfare and progress. To keep the lines of communication open we offer the following:

- Back to school mandatory meeting for parents/guardians and students to review the school handbook and school calendar for the upcoming school year.
- Parent/teacher conferences are held twice a year and are published in the school calendar. Parents are required to make an appointment with their child's teacher.

- A weekly or monthly school update is emailed by the principal updating parents and students on classroom projects, upcoming events, etc.
- Teachers update Renweb/FACTS throughout the week for parents to check their student's progress online. Parents can view grades, attendance, and can also communicate with the teacher through Renweb/FACTS.

Parent/Teacher Conciliation:

On the occasion that problems arise, the following biblical steps (see Mathew 18) are strongly recommended:

1. Parents first talk with the teacher and attempt to solve the problem.
2. If the issue is not resolved satisfactorily, the parent is to take their concern to the principal.
3. If still not satisfactorily resolved, the parent should contact the school board chair, who, if necessary, will bring the matter before the board and/or executive committee.

Student Conduct & Discipline Policy:

School rules and procedures generally fall into one of two categories. Those developed and administered by each teacher are sometimes call Classroom Management Plans or Class Rules. These rules are usually similar, but have some variation from teacher to teacher.

The second category are rules and procedures which apply to the entire school, sometimes called School Policies. All School Policies apply to every classroom although they may not always be specifically listed in the Classroom Management Plan.

It is virtually impossible and impractical to make an all-inclusive list of specific inappropriate behaviors for our school. We have tried to identify and include here some of the more serious infractions as well as some of the more common ones. But it is always possible that some will occur that are not listed.

Students at CAES are expected to obey the rules of the school. These rules are designed to create and foster a learning environment in which every student feels safe, respected, and encouraged to learn. If the child chooses to disobey these rules the following steps will be followed:

1. Following a student's 1st infraction of the rules, the teacher will telephone, e-mail, or speak directly to the parents to inform them of the problem. Parents will be asked to discuss the issue with their child.
2. Should there be a 2nd infraction of the rules, the parents will receive and sign a letter from the principal informing them of the continued problem. Parents are expected to discuss the seriousness of the issue with their child.

3. Following a 3rd infraction of the rules, the principal will contact the parents to inform them that their child has incurred a suspension. A conference with the parents, teacher, and/or principal will be required before the student is allowed to return to school.
4. A 4th infraction of the rules will result in a special meeting being called between the parents and the school's Executive Committee. At this time, the Executive Committee will make a recommendation to the school board on disciplinary action or dismissal from CAES. The student will be suspended until such time as the Executive Committee and the school board meets and makes its decision.

The school assumes parents' willingness to actively collaborate in our efforts towards corrective discipline. A spirit of mutual respect and cooperation between parents and school personnel is crucial, if the desired goal of proper guidance and correction of a student is to be realized. We ask parents to hold their judgement on the fairness of any disciplinary action until they have had a chance to talk with the teacher involved. We believe discipline that flows out of love and respect for a child is the most effective; this approach results in correction and guidance rather than mere punishment.

Note: Certain actions by a student may result in immediate suspension and/or the skipping of steps in the disciplinary policy. The principal reserves the right to move a student to a step that he/she deems appropriate at any time.

School Rules and Policies

Attitude

Students who habitually disregard the conduct standards of the school, demonstrated by frequent infractions and/or a negative attitude towards guidance and counsel that is provided, may be placed on probation.

Hands-off Policy

Because we want all of our students to feel safe at school, CAES subscribes to a strict hands-off policy between students.

Fighting, tussling, kicking, shoving and the like are not acceptable behaviors whether in jest or in anger.

Holding hands, kissing or hugging is unacceptable.

Students are expected to treat every member of the school family with respect, dignity and in a morally acceptable manner. The social, interpersonal relationship culture of CAES is motivated by Biblical and Christ-like love based on purity of thought, intent and motive.

Harassment

Because we should treat others as we ourselves are treated, CAES is committed to preventing harassment of any kind at its schools or facilitates, during school-sponsored activities, whether or not it occurs on school premises. Certain behaviors outside of school can affect a student's ability to be a part of, or continued part of, our school. No staff member, student, or any other person associated with a Seventh-day Adventist school shall concur with, cooperate with, permit, or participate in any act that injures, degrades, or disgraces, any other student or other person.

Harassment of any student or other person is not acceptable at CAES. School personnel must take seriously and act on any reported incidents of sexual harassment, bullying, hazing, violence, threats, or intentional humiliation.

Harassment-Bullying

Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or the attack on the property of another. It may include actions such as verbal taunts, name-calling and put-downs related to an individual's race, religion, national origin, age, gender (M/F), appearance, or physical challenges.

Students who engage in any act of bullying while at school or at any school function will be subject to appropriate disciplinary actions.

Harassment-Sexual

Sexual harassment is disruptive to the education process and interferes with our commitment to provide a positive, safe, and harmonious learning environment for our students. Sexual harassment is illegal, immoral, improper, and will not be tolerated. These guidelines are implemented by CAES to help inform students, parents, and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment. Teachers should discuss this policy with their students in an age appropriate way. Any student who engages in sexual harassment shall be subject to disciplinary action up to and including dismissal.

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that is unwelcome.
- Examples of conduct prohibited by the policy include, but are not limited to: unwelcome teasing; jokes, remarks and questions; deliberate touching; grabbing; brushing against the body; fondling; pinching; inappropriate messages via telephone, internet or email; all electronics and materials of a sexual nature; graffiti, etc.

Insubordination

Willful failure to respond to or verbal refusal to carry out a reasonable request by any staff member or other person in authority, shall be considered an act of insubordination.

Language/Lying

Inappropriate language and lying will not be tolerated.

Weapons & Pyrotechnics

Weapons and other dangerous devices, whether real or look-a-likes, are not permitted at school at any time, including:

- Guns and knives (all types), Matches, Lighters, Fireworks, or other Explosives
- Behavior involving any or the above will result in suspension and/or expulsions
- Other possible consequences could arise from law enforcement involvement.

Lunches: We do not allow caffeinated drinks, pork products, or other unclean meats as part of any student's lunch (see Leviticus 11). Clean meats that are approved are chicken, turkey, and beef.

Technology Policy

Students are not permitted to bring on campus any items that could cause distractions to themselves or other students. This includes the following but may not be limited to:

- Personal tablets or any handheld device, video games, laser pens, games, toys, playing cards, and toy/water guns, except for show in tell in which pre-permission has been given by the classroom teacher.
- Cell phones may be brought to school but must be turned in to the teacher at the start of each day. If a student needs to contact a parent, they must get permission from the teacher to use their cell phone at any time on campus—no exceptions. Failure to comply will result in a complete restriction of the phone on school grounds.
- The primary purpose of the school phone is for business use. It is not to be used by students without the permission of their teacher, and students shouldn't be called out of the classroom except for matters of extreme importance.
- CAES provides iPads/tablets for students to use at school and under very special circumstances, at home
 - Deliberate or careless behavior of a school device by a student or students that causes damage, small or large, will result in the family and/or parent being financially responsible
 - The internet at CAES is safely monitored by teachers and our head IT personnel
 - Students are required to sign a technology agreement each school year

School Property

- Defacement or destruction of property is forbidden. Students that cause any damage will be responsible, along with their parents, for all costs to replace and/or fix the problem.

- Students that destroy or deface school property will face possible suspension or expulsion. All missed work must be made up.
- The school will not be responsible for books, clothing, money, or other personal property while present on school grounds. The school is also not responsible for the theft or damage to any vehicle parked on campus.
- Other possible consequences could arise from law enforcement involvement.

Desks and Lockers: The school cannot be responsible for money or other valuables kept in desks and/or lockers. Desks and/or lockers must be treated well with use each year. Any damage or vandalism to a desk and/or locker will be assessed and families may be charged according to damage.

School Uniform & Dress Code

The purpose of the uniform policy is to maintain a consistent standard of dress that is neat, clean, modest and in harmony with Adventist standards. All students will wear the uniform voted by the school board. All students are required to remain in their uniform until picked up.

Dress Code

During class and school hours, students are required to wear approved pants, skirts, or shorts with an approved polo shirt. These can be purchased through any store that carries "uniform" selection of clothes such as Lands' End, JCPenney, Old Navy, Target, Costco, or other stores that carry similar options.

The CAES Logo doesn't need to be embroidered on uniform clothes.

Shirts: Long sleeve or short sleeve, solid color polo shirts with collar. Please avoid any brand name patches if possible.

Pants: Khaki or navy uniform dress pants, knee length shorts, knee length skorts/skirts or capris. Avoid skinny pants, figure fitting pants, cargo pants, extra baggy pants, etc.

The following guidelines will be adhered to when a student is violating dress code:

1. In the 1st occurrence of uniform violation, the teacher will talk with the student and the parent the same day to review the policy (or, as soon as possible).
2. If there is a 2nd violation, the parent will be asked to immediately bring a change of clothes or take the child home to change. The student will not be able to participate until the problem is resolved.
3. If there is a 3rd violation, the principal will notify the parent to pick up their child for the remainder of the day. The principal will try to resolve the problem with the parent and if necessary, the school board. The student will not be able to attend school until further notice. All missed work must be completed.

Shoes: Closed-toe shoes, sandals with an ankle strap, and athletic shoes are acceptable footwear. Flip-Flops and Croc-like shoes are not to be worn at any time. Non-marking athletic shoes or similar closed-toe shoes must be worn for physical education, recess and other activities.

Hats: Hats, hoods, bandanas, scarves, other head coverings, and sunglasses are not permitted indoors during regular school hours.

Hair: Should be well-groomed and not extreme in style or color, not causing any distraction*.

Jewelry: No jewelry/wrist bands/hair ties of any material except for medical alert bracelets/necklaces. Jewelry items will be confiscated and can be picked up by the parent at the end of the day.

Makeup: Makeup applied in a natural manner and neutral color that is not a distraction* is allowed for girls only. If a student wears inappropriate makeup, they may be asked to remove it.

Fingernail/Toenail Polish: It is not allowed unless it is clear. Students will be asked to remove it if it is not in line with policy.

Tattoos: Tattoos, whether permanent or temporary, are not allowed. We also do not permit writing on the skin with markers, ink pens, or any other devices. Purposely cutting the skin is also prohibited.

Special Events Dress Code Guidelines

The administration reserves the right to identify particular events and days wherein compliance with announced special event dress code guidelines will be required. These events and day include, but will not be limited to:

- School spirit days
- Picture days/Re-takes
- Special Events/Chapels/Concerts/Graduation
- Special Field Trips

CAES doesn't attempt to place a moral judgment on certain types of apparel; however, in order to project our desired school image, the above outlined dress code will be enforced.

***administration reserves the right to decide if something is a distraction.**

Financial Information

As a Seventh-day Adventist Church, we desire to assist parents/guardians 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 Adventist, the Cicero SDA Church has developed a strong educational program that is carefully supervised, accredited and supplied with trained, professional teachers.

2023-2024 Tuition Rates & Payment

Each Student	10 monthly payments	Total Annual Tuition for School Year
1 st - 8 th grade	\$575.00	\$5,750.00
Non-Voucher Student Payments		
*All headings and bullet points below apply to non-voucher students.		
Voucher Student Payments		
<p>Cicero Adventist Elementary School is a participating member of the Indiana Choice Scholarship Program. All students who meet the eligibility requirements established by the Indiana Department of Education can apply through Mrs. Mathis, ciceroinchoice@cicerosdaschool.com , for the Indiana Choice Scholarship Program. Please click here to see if your child(ren) would qualify.</p> <ul style="list-style-type: none"> • The Indiana Choice Scholarship has two cutoff dates for each current school year. As a result of that policy, if a student, receiving an Indiana Choice Scholarship, withdraws or is expelled prior to any of those cut off dates of the current school year, the state will not pay any fees or charges accrued up to the point of withdrawal or expelled date, therefore the parents/guardians will be financially responsible for any outstanding tuition, fees, and other charges since the student’s enrollment at CAES began up to the point of withdrawal or expulsion. The state doesn’t pro-rate any days enrolled up to the specified cutoff dates in October and February. • Applications for the voucher program need to be submitted by September and December of the current school year. 		

Enrollment Fees:

A one-time, non-refundable fee is charged upon registration. This fee is charged to cover textbook rental, purchase library books, cover testing fees, provide student insurance, etc. A child's registration fee must be paid before a child can enter school.

- Enrollment fee for returning student discount if re-enrolled before the end of April of the current school year: \$150.00
- Enrollment fee for returning students, if enrolled after the end of April of the current school year: \$200.00
- New Student enrollment fee: \$200.00

Indiana Conference of Seventh-day Adventist Employee Benefit for Children of Full-Time teachers and Pastors:

- Parents who are full-time employees of the Conference, will receive monies for children enrolled in grades 1 through 8, that amounts to 35% of tuition and registration fees. This scholarship does not cover other fees, and it is determined solely by the Indiana Conference of Seventh-day Adventist.

All payments should be paid directly to the school and made payable to: **Cicero SDA Elementary School**. These may either be given to the principal, put into the white mailbox inside the school entrance on the wall, or mailed to the school treasurer.

Mailing Address: 24089 State Road 19

Cicero, IN 46034

Tuition information/Elective charge:

- *There are 10 tuition charges occurring monthly from August to May
- *All payments are due by the 25th of each month. If payment is not made nor arrangements made by the 25th, your child will not be able to attend classes until this occurs.
- *Tuition does not vary by grade level
- Special field trips will require funds from the parents to help cover entrance fee, gas, etc. Advanced notice will be given to parents when this occurs.

- In the event that a child loses a classroom textbook or library book, parents will be required to pay for replacing the lost item.

***Account Information**

Statements will be issued at the first of every month, August-May, with payments due by the 25th of each month. Any unpaid balance remaining on the last day of the month will be considered past due and the following steps will be taken:

- Students with unpaid bills past the 26th will not be able to attend school until suitable arrangements are made and approved by the finance committee.
- At 15 days past due, you will receive a phone call to make arrangements for payments. (PARENTS ARE EXPECTED TO COMMUNICATE WITH OUR TREASURER IN THE EVENT THAT A TUITION DEADLINE CANNOT BE MET).
- If the situation is not rectified, the student will be asked to withdraw for non-payment.

*Financial assistance is available in March/April for the next school year from Cicero Adventist Church. We never want finances to be a reason a student can't attend CAES.

Returned Check fees that occur from non-sufficient funds will be charged directly to the student's account.

Previous accounts with a balance must be cleared prior to the opening day of school, unless arrangements have been made with the treasurer and approved by the finance committee.

Any student withdrawing and/or graduated from 8th grade must have his or her account current and paid before the diploma, final report card are released and before transcripts will be released. CAES reserves the right to withhold student records and grades until all bills are paid in full and other financial obligations are satisfactorily met.

A form will be signed when a student enrolls making parents/guardians aware of financial responsibility in the case of a withdrawal as well as an official withdrawal form when the student is actually withdrawing from CAES .

- **Late Enrollment:** Students entering school after the opening day will be charged tuition from the month of entrance into school, with the current month's tuition being pro-rated to the date of enrollment. A full registration fee will be charged for students entering any time during the school year.
- **Student Withdrawal:** Students who withdraw during the school year will be charged according to the number of days they were enrolled. Refund of the current month's tuition will be made on a pro-rated basis.

- **Financial Assistance:** A limited amount of financial assistance is available to lower-income families. If financial assistance is needed, a Financial Assistance Request Form is available at the church or school office. The form must be turned in to the church no later than March/April of the current school year. Failure to meet the deadline may result in no aid for the upcoming school year.
- **Contributions:** Giving to project funds whether designated or undesignated are fully tax deductible. However, donations given to a specific student are not considered tax deductible.

Volunteers-We welcome parent involvement!

If you desire to help out in any way, simply contact a teacher or the administration. It is required by the state that all volunteers fill out appropriate paperwork for background checks prior to the date of volunteering, including all field trips. All background checks are valid for two years.

Driving for field trips also requires:

1. A copy of proof of insurance and drivers are required to have
 - a. Should carry a minimum personal auto liability limit of \$100,000/\$300,000/\$100,000.
2. A signed Designated Driver Agreement form
3. Copy of current drivers license

To become an approved volunteer, please use this [link](#):

- Create an account and follow the steps.
- Let your child's teacher or principal know when you have completed the process. He/she will then check with the conference to confirm all steps have been completed before you can start volunteering.

Indiana Academy (IA) Student Workers

- All IA students working on campus will be required to abide by the same rules as our students. This is inclusive of their conduct, dress, and appearance. They are to adhere to the Christian values outlined in this source book.

8th grade Parents

Eighth grade is an exciting year; graduation, class trip, etc. Please note the following information.

1. An 8th grade class trip is usually taken in April or May
 - a. It can be a day trip or a long weekend. The 8th grade class, with the help of their parents, must fundraise or personally take care of any fees associated with what they plan. Fundraising ideas:

- Fall Fest in October-booth where they can sell food, arts & crafts, etc.
- Pizza Fridays
- Cake pops
- Garage Sales
- etc.

2. Graduation

- a. End of May
- b. The teacher will need baby photos-present for student tribute slideshow
- c. Letter from parent to graduate or graduates for CAES teachers to read during slideshow
- d. Parents must reserve fellowship hall at Cicero SDA Church for a reception following graduation
- e. 8th graders can receive a \$500 scholarship from Indiana Academy, if offered in the academic year, based on recommendations from classroom teacher at CAES to the principal at IA. The following categories are what recommendations are based on.
 - **Academic Excellence:** Students must have at least a B+ average and no D or F grades in the 8th grade year and be of good character.
 - **Outstanding Character:** Students that stand out with an exceptional work ethic or attitude of helpfulness or kindness and have a spiritual outlook. *This is a student we would be proud to represent our school.*
 - **Christian Leadership:** Students that have taken the initiative to lead among their peers in the areas of academia, spirituality, and servitude.