



CLASSICAL STUDIES OF INDIANAPOLIS

Parent/Student Handbook

Revised: January 2025



PREFACE

At Classical Studies of Indianapolis (CSIndy), we support homeschool families by providing high quality educational resources, fostering an atmosphere of academic excellence and cultivating hearts and minds that love Jesus Christ above all else. By God's grace, we prayerfully hope to see homeschool students become critical thinkers ready to impact their communities for His glory.

Because every person is created by God in His image and for His glory, students at CSIndy are called to reflect God to one another by loving and obeying His commands. As they do, God's transformative work begins to make them look more and more like Jesus (Romans 8:28-29). To that end, this Handbook is designed to encourage organization, administration and conduct that glorifies the Lord, provides unity within the CSIndy community, and cultivates deeper love for God and one another.

We review the Handbook to formulate changes that help parents and students achieve their goals. As needed, changes are made to address current concerns. Nothing has been placed in this Handbook without having been considered and reviewed by our senior leaders.

We believe that an effort to work together in these areas will help us provide a proper environment where Christ is honored and homeschool families' goals are exceeded. We expect that both students and parents will read the Handbook and keep it for a reference. We believe that diligent and prayerful efforts will be met with the blessing of God.

In Christ,
CSIndy Executive Director



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CLASSICAL STUDIES OF INDIANAPOLIS

CODE OF CONDUCT

CSIndy as a community seeks to honor the Lord through our speech, actions, and conflict resolution. We ask that all families follow the guidelines provided in God's Word (e.g., Matthew 5:23–24; 18:15–16; Galatians 6:1) when seeking conflict resolution.

In addition, the elements of the *CSIndy Code of Conduct* are aligned with CSIndy's purpose, mission, vision, core values and doctrinal statement.

The conduct of CSIndy students should be Christ-honoring, respectful and encouraging. Older students should model this behavior among their peers and younger students who look to them as role models. Younger students are expected to conduct themselves in a respectful manner as they also seek to cultivate a Christ-honoring character.

Each homeschool family is required to sign the below covenant when enrolling their student(s) at CSIndy:

CODE OF CONDUCT COVENANT

Our family recognizes that it is our responsibility to encourage and cultivate in our student(s) a Christ-honoring character that includes:

- *Loving one another*
- *Eagerness to maintain unity*
- *Being a peacemaker, gentle and kind*
- *Respecting those in authority, and desire to adhere to CSIndy guidelines*
- *Willingness to help others, bearing with one another*
- *A humble, teachable spirit and strong work ethic*
- *Growing in self-control and setting a Godly example for others to follow*
- *Speaking the truth in love and using edifying, grace-filled words*

As a parent, I recognize it is my responsibility to train my student(s) and encourage those traits noted above within the home as well as within the CSIndy community. Further, I will seek to model the same characteristics both inside and outside the CSIndy community. When necessary, I will partner with CSIndy to provide gentle, loving correction to my student(s) if their conduct is not in line with this Code of Conduct.



STUDENT CONDUCT

Dress Code

How we dress reveals much about our attitude toward God, ourselves, and others including peers and those in authority. Students should come to school dressed neatly, modestly and appropriately. Students' dress should be consistent with our efforts to establish a wholesome Christ-centered learning environment. The following are the dress code standards for Pre-K, Lower and Upper Grammar, Dialectic and Rhetoric students.

PRE-K

CSIndy Pre-K students should come dressed in clothes ready to play! Clothes which will move with the student, are free of cumbersome fasteners, as well as strings and trim which may be caught during play are most appropriate. Closed-toe shoes or tennis shoes are also recommended.

LOWER & UPPER GRAMMAR

	Lower Grammar (LG) LGK-LG1-LG2-LG3		Upper Grammar (UG) UG4-UG5-UG6	
	Boys	Girls	Boys	Girls
Tops	Plain white or forest green shirts: polos, oxfords, or turtlenecks. Collars encouraged, but not required. No t-shirts, please.			
	Plain gray, navy blue, or white fleece, sweatshirts, or sweaters (no hoodies, unless it is CSIndy Spirit Wear). Tops must be worn underneath.			
Bottoms	*hem length no more than one hand-width above the knee			
	Navy or khaki pants or shorts*	Navy or khaki pants, calf-length Capri-style pants, shorts* or skorts	Navy or khaki pants or shorts*	Navy or khaki pants, calf-length Capri-style pants, shorts* or skorts
		Navy or khaki skirts* or jumpers* (tights or leggings should be worn underneath during cooler months)		Navy or khaki skirts* or jumpers* (tights or leggings should be worn underneath during cooler months)
Shoes	Closed toe shoes required			



DIALECTIC

	Dialectic (D7-D8)	
	Young Men	Young Ladies
Tops	Navy blue or light blue polo or Oxford style shirt, tucked in.	
	Plain gray or navy blue fleece, sweatshirts, or sweaters (no hoodies, unless it is CSIndy Spirit Wear). Collared tops must be worn underneath. Crests are preferred but not required.	
	*hem length no more than one hand-width above the knee	
	Bottoms	Khaki or navy pants, knee length shorts allowed
<i>Clear Blue Plaid</i> (exclusively supplied by Land's End) skirts* or skorts* (leggings, tights or hose should be worn during cooler months)		
Shoes	Closed toed shoes required	
Dialectic students are permitted to wear their shepherding T-shirts each Monday prior to a Dialectic school service event. On such days, students may wear modest, well-tailored clothing – including blue jeans and tennis shoes – of their choosing along with said T-Shirt. Holes or tears in any clothing are not permitted. All clothing selections on ‘Shepherding T-shirt day’ must be in the same spirit as the dress code presented above.		



RHETORIC

	Rhetoric (R9-R10-R11-R12)	
	Young Men	Young Ladies
Tops	Burgundy or light pink polo or white Oxford collared shirt tucked in	
	Plain gray or navy blue fleece, sweatshirts, or sweaters (no hoodies, unless it is CSIndy Spirit Wear). Collared tops must be worn underneath. Crests are preferred but not required.	
	*hem length no more than one hand-width above the knee	
Bottoms	Khaki or navy pants, knee length shorts allowed	Khaki or navy pants, capris, skirts*, jumpers*, or skorts*. Knee length shorts allowed.
		Burgundy/Gray Plaid (exclusively supplied by Land's End) skirts* or skorts*. (leggings, tights or hose should be worn during cooler months)
Shoes	Closed toed shoes required.	
At times CSIndy will permit or even encourage alternative dress related to a “spirit day” or other classroom activity. While leniency is granted on these days, the spirit of the dress code, including a requirement that students dress modestly, is still expected to be recognized. That same spirit applies to attire worn for CSIndy performances.		
Extremely casual clothing which is most intended for lounging at home should not make an appearance at CSIndy. This includes pajama pants, sweatpants, yoga/workout pants, tight “leggings” or “lounges” pants.		



Alcohol, Tobacco and Weapons

The use, possession, or distribution of alcohol, intoxicants, drugs, firearms, knives, or explosives (including fireworks) on CSIndy premises (including Speedway Baptist Church property, book bags, etc.) or at school functions will result in immediate disciplinary action in accordance with the Disciplinary Procedure described in this Handbook.

For the sake of this policy, a weapon may be defined as any device or instrument whose primary design is to inflict harm, regardless of intent. This includes, but is not limited to all bladed instruments, tension or spring-loaded weapons, airsoft guns, paintball guns, Nerf guns, slingshots, utility and pocket knives, kitchen knives, etc. (Note: a disposable, plastic knife may be used for lunches). Additionally, any device or instrument that looks like a weapon is not allowed (e.g., balisong, etc.).

Props for costumes used in Drama Club or other CSIndy classroom assignments or special activities (e.g., Discovery Day, etc.) are allowed but must be approved and held by the Day Administrator or designee.

Anti-Harassment Policy

As it is a guiding principle for God's people that we should "love our neighbor as ourselves," no type of harassment (e.g., physical, verbal, emotional, sexual, digital, etc.) by anyone will be allowed at CSIndy during operating hours, on Speedway Baptist Church property, or at any CSIndy function or sponsored event(s).

Harassment or bullying over any matter will not be allowed. Although individuals may disagree on important Biblical, political, socio-cultural matters, harassment and bullying are not the Godly means of addressing these or other issues and will not be tolerated. Any infraction will be handled according to Biblical principles and the CSIndy General Disciplinary Procedure (outlined in this handbook below).

DEFINITIONS

Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student which:

1. Creates an objectively hostile environment that meets one or more of the following conditions: 1) Places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, or 3) has the effect of substantially interfering with the student's ability to participate or benefit from the services, activities, or privileges provided by CSIndy.



The following activities, without substantial additional aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:

1. Instruction and participation in lessons and worship services.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal, and physical interpretation of Scripture, and religious texts, music, and opinion.
4. Witnessing and faith-sharing.

REPORTING

Suspected incidents of harassment and bullying should be reported to the Executive Director or designee as soon as possible. The Executive Director is responsible for receiving reports and ensuring the Anti-Harassment Policy in this Handbook is implemented.

INVESTIGATION

Suspected incidents of bullying and harassment will be promptly and thoroughly assessed by the Executive Director or designee. Assessors will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.

CONSEQUENCES FOR VIOLATORS

Individuals responsible for conduct in violation of this policy will be subject to appropriate disciplinary steps outlined in the General Disciplinary Procedure in this Handbook.



Academic Dishonesty

Cheating is viewed as a sin that transgresses God's biblical mandate for his people to be honest and above reproach. Cheating includes using other students' work or answers on assignments or tests, or any other means that does not clearly reflect the actual knowledge, abilities, or work of the student (e.g., A.I. programs, "cheat sheets" without express instructor consent, etc.)

Plagiarism, which is the use of another's words or ideas as your own without giving credit to the source, is considered cheating. Students must be careful to properly reference all written or electronic resources that are used. Outlined below are the various disciplinary steps CSIndy may take in matters of student cheating.

UPPER GRAMMAR DISCIPLINE

- Evaluate the nature of the cheating; consider the student's recognition of the offense
- Bring the offense to the attention of the student and parent, including documentation of the offense
- Provide resources regarding the nature and definition of cheating as well as proper documentation / source citing for future projects and assignments
- Consider the process of discipline associated with the *Community Code of Conduct*

DIALECTIC AND RHETORIC DISCIPLINE

First Offense (Instructor directed):

- Bring the offense to the attention of the student and parent, including documentation of the offense
- Review this policy; provide a printed copy to the student and parent
- Provide resources regarding the nature and definition of the cheating as well as proper documentation / source citing for future projects and assignments
- A penalty may be assessed upon the assignment, depending upon the severity of the cheating.



Second Offense (Instructor & Program Manager directed):

- Bring the offense to the attention of the student, parent and Program Manager, including documentation of the offense
- Review this policy; provide a printed copy to the student and parent
- Review resources regarding the nature and definition of the cheating as well as proper documentation / source citing for future projects and assignments
- Assignment may receive a zero in the CSIndy grade book as well a note concerning the nature of the grade
- For UG–Rhetoric, student may be given an Individual Character Plan (ICP) with specific steps toward improving character

Third Offense (Program Manager & Executive Director directed)

- Bring the offense to the attention of the student, parent, Program Manager and Executive Director, including documentation of the offense
- Review this policy with the student and parent
- Student may receive a final semester grade of “F” as well a note concerning the nature of the grade
- Offense is documented on the student’s ICP, as applicable
- At the discretion of the Executive Director, student may be suspended for a period of time

Fourth and Final Offense (Executive Director directed, Board informed)

- Bring the offense to the attention of the student, parent
- Review this policy with the student and parent
- Student may be dismissed from the CSIndy program and Board is informed
- Documentation of the offense and resulting Board decision will be placed in the student record, including “evidence” of the offense.
- Student and parent(s) may appeal his or her case to the Board of Directors
- Student will receive a final course grade of “F” for the class(es) impacted



CSIndy Behavior & Intervention Management

Level One

Minor Behavior Teachable Moments Instructor/Instructor Aide Managed

*If these become chronic behaviors, move to level 2.
Always feel free to reach out to the Program Manager. We are always available to you!

Examples:

Off Task/Avoidance

- Distracting behaviors
- Not following directions
- Not listening
- Not prepared
- Out of seat
- Playing with objects
- Sleeping
- Talking out of turn
- In class work refusal
- Not taking responsibility
- Tardiness

Safety Issues

- Running
- Horseplay
- Jumping downstairs

Other

- Coats in class, hoodies on head
- Cell phone usage—First time, ask student to put it away. Second time, take phone and give to Program Manager.
- Unkind words
- Other behaviors

Level Two

Repeated Minor Behavior or Safety Program Manager Managed

* Any behavior that requires parent contact must go first to the Program Manager.

The Program Manager contacts parents.

Examples:

Off Task/Avoidance

- Ongoing Level 1 behavior

Safety Issues

- Leaving supervised spaces
- Standing on furniture
- Loss of emotional control

Other

- Dress Code Infractions
- Dishonesty/Cheating/Al usage
- Disrespect to staff or classmates
- PDA (Public Display of Affection)
- Foul language
- Skipping class
- Argumentative/Aggressive behavior

Level Three

Major Behaviors Harmful or Illegal Program Manager & Executive Director Managed

*Chronic Level 2 Behaviors

Once a problem has been escalated to Level Three the issue may go to the discipline committee and include a parent and student in a meeting.

At the discretion of the Program Manager and Executive Director, the parents may be asked to pick up their child before the end of the school day.

Examples:

Safety Issues

- Actions involving **serious** physical contact where injury may occur
- Threatening to do injury to a person or property
- Harassment
- Illegal substances, including smoking/vaping
- Theft
- Vandalism
- Self-Harm/Suicidal Thoughts
- Weapons
- Spitting on each other
- Hate Speech
- Verbal or physical assault



Suicide and Self-Harm Concerns

If CSIndy instructors or staff become concerned because a student expresses suicidal ideation or plans for self-harm, or a student expresses self-harm tendencies or exhibits self-harm injuries, the parents will be notified. Any support and resources CSIndy can reasonably provide in those circumstances will be offered.

Inappropriate Physical Contact

Because God's people are called to love and respect one another, all physical contact should reflect that calling. Inappropriate physical contact is any touching that falls outside this Biblical mandate. This includes shoving, punching, and other forms of violence. Threatening or menacing words are also inappropriate. Students who engage in this type of physical contact will be subject to immediate disciplinary action.

Another type of inappropriate physical contact is any form of consensual or non-consensual sexual activity. The Bible shows us that sexual intimacy should be reserved for marriage and that sexual activity outside of marriage constitutes sinful conduct. Such misconduct includes fondling, caressing and any other form of sexual activity. Students who engage in this type of behavior during CSIndy operating hours or CSIndy-sponsored events are subject to immediate disciplinary action.

Note: although not considered sexual misconduct, CSIndy also does not allow the public display of affection (e.g., kissing, hugging, holding hands, etc.) during operating hours. However, students who engage in this kind of activity are subject to the General Disciplinary Procedure (next section) and not the same disciplinary steps for sexual misconduct.

DISCIPLINARY STEPS

If the inappropriate contact involves physical violence, CSIndy will take the following initial steps:

- The Executive Director, or his/her designee, will notify the parents of all students involved in the incident
- The student(s) may be suspended from school the remainder of the day
- An Incident Report will be completed, documenting the incident
- Additional disciplinary steps may be taken depending upon the severity of the incident
- The Board of Directors will be informed of the incident



If the inappropriate behavior involves sexual activity, CSIndy will take the following initial steps:

- The Executive Director or designee will notify the parents of all students involved in the incident
- CSIndy will comply with any Indiana State Laws regarding sexual misconduct of minors
- An Incident Report will be completed, documenting the incident
- Additional disciplinary steps may be taken depending upon the severity of the incident
- The Board of Directors will be informed of the incident

GENERAL DISCIPLINARY PROCEDURE

General disregard for the CSIndy Code of Conduct may require disciplinary action. The measure of the discipline is determined by the severity of infraction.

- First infraction: staff member issues a verbal warning to the student(s)
- Second infraction: staff member escalates the incident to the Program Manager; parents are notified; Incident Report created
- Third infraction: staff member, Program Manager, Executive Director, parent and student will meet together to discuss the issue

An Individual Character Plan (ICP) outlining key areas of needed improvement may be created after the second or third infractions. Repeated unwillingness to improve may result in suspension or dismissal from the program.

Note: CSIndy reserves the right to remove a student from a classroom if he or she is putting other students at risk or are a distraction to the classroom environment.

PARENT AND STUDENT CLASS EXPECTATIONS

PARENT EXPECTATIONS

One of CSIndy's core values is parental authority and responsibility. Therefore, CSIndy believes the lead instructor of a student is the parent in the home, and that CSIndy's role is to partner with the parents to meet the educational needs of their students. In light of that, below are the expectations for parents and students.

LOWER GRAMMAR (LG) CLASSES:



- For Pre-K through LG3 the parent may choose to use their own academic courses for their student, with the exception of:
 - Recitation pieces which are to be committed to memory AND
 - Musical pieces which also require memorization and practice
- Students receive enrichment classes at CSIndy. They do not receive spelling & phonics, early reading and reading comprehension, simple grammatical concepts, and mathematical skills.
- Parents, especially of LG3 students, are highly encouraged to begin incorporating CSIndy assignments into their homeschool plan in preparation for the upper grammar years.

UPPER GRAMMAR (UG) CLASSES:

- Parents should ensure their UG students have completed class assignments, projects, and exercises given by CSIndy instructors. This also includes memorizing recitation and musical pieces as assigned.
- CSIndy encourages the parental role in coaching a student through their assignments. The parent should supplement with spelling, vocabulary, grammar, and reading comprehension based on their student's needs and skill level(s).
- The parent should provide the tools necessary for the student to complete their assignments. These include books identified on the class booklist, internet access, working printer and assorted craft tools or items to be used in some supplementary projects.
- We encourage parents to honor assignments, deadlines, and the expectations given by the CSIndy instructor and reinforce those in the home. If a student struggles completing assignments, we recommend the parent connect with the instructor so that the instructor is aware and can partner with the parent to work on a mutually acceptable plan.

DIALECTIC (D) CLASSES:

- The parent should coach and direct their students in their schoolwork.
- The parent is expected to provide a math and grammar program for students. Parents are encouraged to sign students up for the CSIndy math electives program because it prepares students well for high school math and science.
- The parent should provide the tools necessary for the student to complete their assignments. These include books identified on the class booklist, internet access, working printer and assorted craft tools or items to be used in some supplementary projects.
- Assignments, deadlines, and the expectations set forth by the CSIndy instructor, should be honored as much as possible by the parent in the home.



- At this level, students will begin receiving some grades on many assignments and parents should regularly check the gradebook in Canvas; however, parents ultimately assign their student's grades.
- As the primary educators, parents are responsible for keeping their own transcript.

RHETORIC (R) CLASSES:

- The parents can coach and direct their students in their schoolwork.
- The parent is expected to provide the tools necessary for the student to complete their assignments to the best of their ability including books identified on the class booklist, internet access, working printer, and assorted craft tools or items to be used in some supplementary projects
- Assignments, deadlines, and the expectations set forth by the CSIndy instructor should be honored as much as possible by the parent in the home.
- At this level, students will receive grades on most assignments and parents should regularly check the gradebook in Canvas; however, parents ultimately assign their student's final grades.
- As the primary educators, parents are responsible for keeping their own transcript.

STUDENT STUDIES & GENERAL CLASSROOM EXPECTATIONS

LOWER SCHOOL (LGK–UG6)

The intent of lower school classes is to (1) introduce key elements and ideas related to the given topic for the week; (2) reinforce key elements, ideas & concepts introduced in previous lessons; (3) expose the students to those keys in a manner that solidifies learning; and (4) foster a passion for further exploration while helping the students grow as individuals studying, playing, and interacting with a group of peers. CSIndy is intended to supplement and enrich the homeschool programs of member families.

- While the Lower Grammar program (LGK-LG1-LG2-LG3) is supplemental in nature, students who arrive with familiarity with the topic will benefit the most. For Upper Grammar (UG4-UG5-UG6), students are expected to come to class prepared to discuss the assignments in class and turn in necessary assignments.
- Students are expected to actively engage and participate in classroom discussion and activities.
- Students should be respectful of the classroom experience at all times, including the respect of peers, classroom aides and instructors.



J.O.Y. (JESUS-OTHERS-YOURSELF)

Lower grammar students are expected to abide by a simple five-point set of in-classroom behavior principles:

- Eyes are attentive
- Ears are listening
- Mouths are silent (or quiet)
- Hands are kept to themselves (self-control)
- Feet are still / walking instead of running (self-control)

In addition, the CSIndy student body is expected to reflect an attitude of humility in the spirit of Christ Jesus. This is summarized with the acronym J.O.Y. – **Jesus** first, **others** second, **yourself** last (Philippians 2:1–11). CSIndy encourages students and adults alike to consider an attitude of J.O.Y. when engaging in relationships with peers, instructors, volunteers, staff, and guests) and self.

Dialectic & Rhetoric

The intent of Dialectic and Rhetoric classes is to (1) review key elements of the content studied for the week; (2) reinforce key concepts; (3) help students draw connections between ideas; (4) train students to engage in thoughtful, productive discussion regarding ideas or concepts; and (5) drive the learning process. CSIndy is intended to supplement and enrich the homeschool programs of member families. At this level of the program, more work is supplied by CSIndy than in LG and UG to help facilitate and foster their growth and development.

Students are expected to arrive at class well-read and versed in the subject matter at hand. Failure to read and complete assigned work at home prior to the class will result in a less-than-beneficial class period for both the student and the class as a whole.

- Students will come to class on time with all supplies needed including (but not limited to) completed study materials, materials for note taking, and relevant texts.
- Students are expected to complete all assigned work, including work to be graded and reviewed and work not to be graded. Students are expected to complete assignments to the best of their ability.
- Students should make themselves aware of the Late Work and Make-Up Work Policies of each class (see section Guidelines and Grading Scales).
- Students will readily engage in classroom activities and discussions.
- Students will be respectful of the classroom discussion process at all times, including being respectful of peers and their comments in accordance with the Code of Conduct.



STUDY HALL

The purpose of the CSIndy Study Hall is to provide students with additional study time during class breaks in a student's schedule.

- Students should arrive with material to work on during class time.
- Students will refrain from talking online or in person.
- Students may use phones to listen to music, audio cannot be audible to others.
- Students may utilize a laptop to complete schoolwork. Screens must be facing the instructor at all times.
- Students must sit at a table.
- If a student does not plan on attending a study hall, then CSIndy asks that the parent let the Day Administrator know and why.

GENERAL POLICIES

WEEKLY CHAPEL

Each Monday, the Lower School will gather for a time of Chapel, where students will sing hymns, pray, and hear a devotional from the Bible.

CALENDARS AND SCHEDULES

Classes and schedules will be made available to the students and parents, no later than two weeks prior to the beginning of the academic year.

CLOSURES AND DELAYS

At times a school-day cancellation or closure might be necessary (e.g., inclement weather, building mechanical issues, etc.). School day closures and/or two-hour delays will be communicated via Canvas by 7:00AM on a given school day. If CSIndy initially chooses a two-hour delay then decides classes should be canceled completely, that posting will occur by 8:30AM.

Any post-school or off-site learning opportunities are automatically canceled in the event of a cancellation or delay.

CLASS DAY CANCELLATION / VIRTUAL LEARNING DAY



On rare occasions, a CSIndy class may be canceled for a day. In the event that a class cannot occur in person, a lesson using the Canvas platform may ensue at the instructor's discretion. Students are responsible for any material(s) or assignments posted on a given day.

In the event of a hardship situation (i.e. power outage prohibits participation and assignment submission), students should contact the instructor(s) as soon as possible.

FACILITY USE

It is the intent of CSIndy to be the ultimate houseguest in any and every host facility. Students, parents, staff, volunteers, and instructors recognize that the facility is a blessing to CSIndy.

Damage to the facility and/or its furniture, fixtures and equipment may result in a family's assumption of the financial burden to correct, repair or replace the error.

Students are expected to assist in the cleaning of any and all spaces used during the process of a school day in a manner keeping with the use of the space and the age of the student.

D7 & D8 SHEPHERDS

Students in Dialectic 7 and 8 serve the CSIndy community as "Shepherds." This additional serving begins to train them in leadership and stewardship, while also giving them opportunities to serve those around them.

Responsibilities may include vacuuming and sweeping, wiping down tables and chairs, collection and removal of trash, cleaning whiteboards, and other tasks as needed. Students will also assist in the arrangement/rearrangement of furniture in the manner directed by a host facility. There may also be periodic service projects that give the Shepherds additional opportunities.

Parents may also be asked to assist in the cleaning and maintenance of any space used by CSIndy as part of their contribution to the CSIndy community.

STUDENT ARRIVAL / CHECK-IN

All students are expected to arrive on time. This includes those Dialectic students who have morning shepherding duties and may be required to arrive 10-15 minutes earlier than their peers.



Parents of students UG6 and younger must check students in for attendance, help them put away their bags, and escort them to the sanctuary for Chapel.

Any student arriving after morning attendance must be checked in directly with the Day Administrator prior to being escorted to their first class by their parent(s).

IDENTIFICATION

All CSIndy students will wear name tags during CSIndy operating hours.

END OF DAY DISMISSAL

All adults may be required to present identification and must be on the approved pick up list. Dialectic and Rhetoric students will be dismissed after their obligations are completed.

CSIndy asks that students and parents be especially mindful in parking lots before and after a class day. Parents are responsible for the whereabouts and actions of their students at dismissal.

In the event a student needs to leave early, parents should contact the Day Administrator.

STUDENT ATTENDANCE

Initial attendance is taken at the start of the day and attendance is taken in each class. If students will be absent or need to leave early, please contact the Day Administrator.

All Dialectic and Rhetoric students will be dismissed without an adult. Each student should sign out and return his or her nametag to their student folder. Upon signing out, each student should leave the premises.

In the case where students have appointments or gaps in their schedules, they may choose to sign-out and leave the campus with intent to return. However, it must be clearly understood that any student returning to the campus (1) must sign back in, and (2) is expected to return as a student with the intent to learn.

TARDY POLICY



Students are expected to arrive on time. A schedule with the established class times is readily available. CSIndy asks that parents and students do their best to arrive on time so that other students' learning experiences are not impacted. If a student is going to be late to class, please contact the Day Administrator.

STUDENT HEALTH POLICY

STUDENT ILLNESS

We desire that all students enjoy their experience within the classroom, as well as attend an environment that is safe and comfortable. The following illness policy is presented in an effort to (1) keep sick students at home where they can recover best and (2) prevent other students from possibly contracting an illness.

If a student presents any of the following symptoms 24 hours prior to the start of the school day, that student should remain at home:

- Fever, diarrhea, vomiting, pink eye, unexplained skin rash, head lice, any kind of infectious disease (e.g., COVID-19, flu, strep throat, etc.) etc.
 - If gastro-intestinal symptoms are present in family members aged 12 years and younger, CSIndy asks that all students 12 and younger remain at home until the entire household is symptom free for 24 hours.

CSIndy asks that students be asymptomatic a minimum of 24 hours prior to attending.

PREVENTATIVE MEASURES

In the event of a student presenting with symptoms associated with GI-type illness, symptoms associated with highly contagious disease (e.g., influenza, strep-throat, chickenpox, COVID-19, etc.), *CSIndy reserves the right to send home not only the symptomatic student but also any other students from the same family.*

STUDENT ALLERGIES

Parents should disclose any and all food allergies to CSIndy in the registration portal.

In the event that food is provided by or is served as part of a CSIndy event, notice of the event and potential foods present will be given prior to the event to the entire community. It is the responsibility of the parent to provide food alternatives for students who have food allergies. We believe the parent can make the best determination regarding a safe alternative selection for their student with allergies.



Instructors may offer a treat or snack in class for a lesson from the approved list received at Parent Orientation.

Although CSIndy will make an effort to be aware of food allergies with the Dialectic and Rhetoric population, we ask parents to coach their dialectic and rhetoric students regarding how to handle and make known their food allergies.

ADMINISTRATION OF MEDICATION

A complete *Student Medical Information* document and/or relevant information will be kept on site at all times. It is the responsibility of the parent to update the Day Administrator in writing with this information and notify the Day Administrator of any changes.

Any over the counter (OTC) medicine administered to students will occur only with the written consent of the parent. These are limited to antacids, acetaminophen, ibuprofen, and diphenhydramine. No OTC medication will be administered to a student under the age of six.

Medication administered to students in Dialectic or lower will require verbal parental consent at the time of administration. Signed documentation needs to be on file for permission. Rhetoric students may self-medicate in the presence of a CSIndy staff member

CSIndy will not administer any medication requiring an 'injectable' delivery system, including but not limited to, Epi-pens and insulin. CSIndy will also not administer an inhaler. Students must be able to self-administer in the presence of CSIndy staff or parents may come to administer.

COLD WEATHER / OUTDOOR ACTIVITY POLICY

Students at CSIndy are expected to dress for outdoor activities. For winter weather, this includes coats, mittens, hats and scarves. When determining outdoor recess, CSIndy will monitor the current wind chill temperature, and students will not be sent outside if the wind chill danger is at 30 minutes or less.

Children will also be kept indoors if hazardous weather warnings exist for the immediate or approaching areas.

TRANSPORTATION AND STUDENT DRIVERS



TRANSPORTATION

CSIndy does not provide transportation. CSIndy students and families may work collaboratively to arrange private carpools or provide transportation independently.

STUDENT DRIVERS

No student in the lower school (PreK – UG6) will be released to a student driver under the age of 18 unless that student is the older sibling OR that student driver has been granted permission to do so through written and expressed permission by the parent of said student(s).

UNATTENDED STUDENTS IN THE PARKING LOT

A student aged UG6 and younger, should be attended in the parking lot at all times.

WITHDRAWAL AND FINANCIAL OBLIGATION

WITHDRAWAL PROCESS

If you choose not to continue with CSIndy at any time during the academic year you must officially withdraw. To withdraw, please send a letter to the Registrar stating which classes you are withdrawing from and why. You are still expected to maintain the financial obligation agreement you signed when you registered.

FINANCIAL OBLIGATION

Because CSIndy makes budget and staffing decisions based upon the number of students registered for each academic year, it is important that families continue to honor their financial commitments throughout the year. The following is a list of the financial requirements for CSIndy families:

I will maintain integrity in all of my dealings with Classical Studies of Indianapolis (CSIndy), which includes the assumption of responsibility for all financial obligations for my/our child(ren) according to the Fee Schedule. The following guidelines should be reviewed before committing financially to CSIndy:

- Families who are not current on tuition payments at the time of registration, are not eligible to register for the upcoming academic year. Contact the Finance Committee of the Board of Directors for replacement invoices or confirmation of any balances due.



- Registration fees are non-refundable.
- New families will be required to pay 10% of their total tuition at the time of registration. This fee is non-refundable. *Existing families, including individual students, who register after alumni registration closes will also be obligated to pay 10% of their total tuition at the time of registration.
- Rhetoric Registration Fees: R9-R12 Full Day Students will be required to pay a 10% tuition deposit and R11-12 Elective-Only Students will be required to pay a 50% tuition deposit by April 20. If this deposit causes an insurmountable financial burden for your family, please reach out to the Board of Directors.
- Families are solely responsible for the acquisition of all required texts and tools unless otherwise specifically noted by CSIndy.
- Changes made to elective or club enrollments after April 15, may result in a change fee of \$50 per change.
- CSIndy will provide a monthly statement to families beginning on or about the 20th of June each academic year. Statements will be sent to the e-mail entered upon registration in Homeschool Life. This e-mail address is considered the primary e-mail used for CSIndy communications.
- Class supply fees will be due July 1, prior to the start of the academic year. Tuition is divided into 10 monthly installments, with the first payment due August 1.
- All invoices are due at the first of the month. There will be a 20 day grace period, after which there will be a \$25 late fee assessed for each month an account has an open balance after the 20th of the month.
- In the event a student faces disciplinary action resulting in suspension or expulsion, the full tuition balance due will remain intact. No refund or adjustment will be considered.
- Families wishing to make a case for a hardship withdrawal and waiving of future payment obligations will present a request to the Finance Committee of the Board of Directors. The Board of Directors will make final decisions on waiving any future payment obligations.
- Withdrawal Policy: Should a family withdraw a child(ren) from classes, electives, or clubs for any reason, voluntarily or involuntarily, the following refund schedule applies:



Effective Date of Withdrawal	Registration Fee	Supply Fee	Tuition Obligation
Date of enrollment – April 30	Non-refundable	None	0% tuition
May 1 – May 31	Non-refundable	None	25% tuition
June 1 – June 30	Non-refundable	100%	50% tuition
July 1 – July 31	Non-refundable	100%	75% tuition
After August 1	Non-refundable	100%	100% tuition

VOLUNTEER AGREEMENT AND GUIDELINES

VOLUNTEERING

While CSIndy has paid staff to instruct and supervise CSIndy students, we could not function without the help of many volunteers. Volunteering is key to the preservation of safe adult/student ratios during peak student business hours, including lunch time, lunch recess, dismissal, and CSIndy events. In addition, volunteers allow us to be better stewards of the space allotted to us on CSIndy school days, to bless our instructors with supervision of their students, help in the classroom, and assist with special event days.

CSIndy expects families to volunteer a minimum of 4 times per academic year. A \$50 fee will be assessed for each time not filled. Areas of volunteering may include:

- Assisting with the supervision of students in a classroom setting (primarily preschool)
- Supervision of students during the lunch and/or recess hour,
- Assistance with the basic cleaning and set up of classrooms
- Help in the staff nursery
- Assisting with planning and executing special events (e.g., Discovery Day, Winter Dance, Graduation, service projects, performances, community events, etc.)
- Volunteering to help with cleaning and other logistics on Monday's and Wednesday's

Parents will be given the opportunity to preference volunteer services and dates using an on-line scheduling tool.

VOLUNTEERS AND CHILDCARE

Generally, CSIndy does not provide childcare for non-enrolled students while a parent offers volunteer time. Childcare on parent volunteer days is the responsibility of the



parent. However, in the event that CSIndy has the ability to permit children in the CSIndy nursery or Pre-K classroom, those provisions for parents are limited to those who are participating in an established volunteer role which has been previously arranged through the CSIndy staff.

VOLUNTEER GUIDELINES AND EXPECTATIONS

Volunteers present in a classroom should embrace their role as a volunteer by asking where they can help during their volunteer time.

- Volunteers do not need to handle discipline issues or bathroom breaks.
- Volunteers should ensure they are never alone with a child.
- All volunteers are subject to a criminal background check.
- If your volunteer role requires you to move from class to class, please try to enter and exit classrooms during appropriate transition times, moving as quietly as possible.



TECHNOLOGY USE POLICY

CANVAS

Canvas is meant for educational purposes only. Materials on Canvas should, in general, be considered “private to the community” and should not be copied and pasted for further distribution outside the community.

CANVAS ACCESSIBILITY BY PARENTS

Canvas is the preferred communication tool within the CSIIndy community. It is used for sharing school assignments and posting key pieces of information. It represents the standard location for relevant documents and is the central point of messaging. Parents have full access to all of their student’s classroom materials and communications in Canvas.

CSIIndy encourages parents to frequently review their students’ assignments, work, and communication in Canvas so that they are updated regularly as to how their students are doing.

CANVAS ACCESSIBILITY BY STUDENTS

Dialectic and Rhetoric students are required to have and maintain their own private login to Canvas but may use a parent’s email instead of their own.

E-MAIL

Email is intended to be a tool used for communication between parents, instructors, and the student community. In addition, the parent is typically copied in email conversations between an instructor and student.

MEMBERS LIST

The Members List (found on Homeschool Life), which includes all contact information for CSIIndy community members (e.g., families, students, teaching staff) is only for the benefit of and use within the CSIIndy community. Any migration of personal information for further use beyond this is prohibited.



ELECTRONIC DEVICES & PHONES

Students in Dialectic and Rhetoric may carry cell phones; however, these devices must remain muted. Students should not have any device out during a class period. Inappropriate use of a camera feature may result in disciplinary action.

CSIndy asks that parents not allow their LG or UG students to carry cell phones during the school day, with the exception of devices used for medical purposes.

CSIndy reserves the right to confiscate any electronic device until the end of the day if a student does not abide by this policy. Furthermore, each instructor has authority to ban any such device in the classroom as they deem appropriate. If a device is a distraction at school, the instructor has the right to confiscate it and give it to the Day Administrator for the parent to retrieve at the end of the day.

STUDENTS AND INTERNET ACCESS

Students may be granted internet access using the CSIndy network at the discretion of the CSIndy instructor. Depending on the location, students may have restricted / open access to internet access. Thus, the following apply:

- Students are expected to use any and all internet access in a manner that is in keeping with the student standards set forth in the Community Code of Conduct.
 - Specifically, any and all explicit internet content is prohibited and may be subject to disciplinary action.
- Students' screens should be easily visible by the instructor at all times.

PARENT RESPONSIBILITIES

- The parent is responsible for coaching his/her student regarding internet and on-line safety, as well as email etiquette and use.
- CSIndy is not responsible for tech support surrounding the use of internet access.

CONSEQUENCES / EXCLUSIONS

Students who do not abide by the guidelines regarding any electronic device and internet use may have those privileges revoked. Repeated violation may result in further disciplinary action.

This policy is reserved for those students in the Dialectic and Rhetoric programs. In the case of a student-specific Individual Education Plan (IEP) which requires the use of an assistive technological device, CSIndy will make every effort to accommodate.



GUIDELINES AND GRADING SCALES

LOWER GRAMMAR

Lower Grammar assessments will be made at the discretion of the CSIndy Program Manager or designee. The nature of these remarks is to provide general feedback to parents as their students acclimate to the year. These remarks include:

- Student Behavior
- *Progress Reports* - if a concern is indicated or the instructor notes a skill deficit, the parent will be made aware.

UPPER GRAMMAR

Upper Grammar students will receive feedback on their projects and papers throughout the year. The instructors will monitor student progress and will communicate with parents if there is an academic or behavioral concern. Parents are welcome to reach out to the instructors with questions and concerns.

DIALECTIC

CSIndy employs the use of an on-line grade tracking tool associated with the Canvas LMS; parents have continued access throughout the academic year. The instructors will monitor student progress and will communicate with parents if there is an academic or behavior concern. However, CSIndy recommends that parents remain actively aware of their student grades and parents are welcome to reach out to the instructors with questions and concerns.

RHETORIC

The CSIndy instructor will supply parents and students with academic feedback using the on-line grade tool through Canvas. Real-time viewing of a student's grade book is available on-line at any time in Canvas. CSIndy recommends that parents remain actively aware of their student grades and parents are welcome to reach out to the instructors with questions and concerns. Parents are responsible for recording student grades at the end of the semester into a transcript created by the parent.

All academic remarks will include a variety of learning modalities including, but not limited to homework, participation, course-specific projects and/or assignments, and evaluative work.



LATE WORK / MAKE-UP WORK

Late work may be subject to penalty. Instructors provide their late work and make-up work policies at the beginning of the school year, typically in the course syllabus.

LOST WORK RELATED TO TECHNOLOGY FAILURE

Because CSIndy partners with parents to provide supplemental educational services, we seek to work with and extend as much grace as possible to families who experience a technology failure such as (but not limited to) the following:

- Computer hard drive crash
- Stolen laptop
- Corrupted files

In the event of such an unfortunate situation like these, the parent or student should contact the instructor immediately so an alternative plan for due assignments can be made.

DIALECTIC AND RHETORIC GRADING SCALE

CSIndy uses a traditional 10-point grading scale.

Letter Grade	Percent Grade	4.0 Scale
A+	100	4.0
A	93 – 99	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 - 66	1.0
D-	60 – 62	0.7
F	< 60	0.0



TRANSCRIPTS AND GRADES

CSIndy is a private non-profit business rather than an accredited school. Homeschool parents are the primary educators of their students. Students are privately educated individuals who are contracting the tutorial services of this organization based on (1) the wishes of the parent supervising their private instruction, (2) the pursuit of academic excellence by both parties, and (3) the mutually agreed upon scope and sequence established by CSIndy.

As per the contracted agreement between CSIndy and the parent, the enrolling family is responsible for the maintenance of all academic records including, when relevant, a high school transcript.

In addition, CSIndy recognizes that the concept of a high school transcript, as well as course of study planning can be overwhelming. In that, CSIndy is pleased to provide a high school course catalog as a helpful guide when determining credits. The catalog provided by CSIndy is intended to be used as a frame of reference for instructors, students, and parents.

RHETORIC CREDIT AND THE DIALECTIC STUDENT

In a memo dated May 2010, the Indiana Department of Education released the following information as it pertains to students in grades 8 or below seeking high school credit. As with all elements of high school transcript keeping, the creation of and maintaining of a high school transcript remains the responsibility of the parent.

Indiana State Board of Education rules (511 IAC 6-7-1, 511 IAC 6-7.1-1, and 511 IAC 6.1-1-2) do not restrict high school "credit" to course work completed in Grades 9 through 12. Students who complete courses before entering Grade 9 may earn high school credit for those courses if each course is equivalent to its high school counterpart. The purpose of permitting flexibility is to allow students who are capable of succeeding in high school level courses to do so and to earn high school credit. For more information, please see 511 IAC 6-7-1, 511 IAC 6-7.1-1, and 511 IAC 6.1-1-2.

CSINDY GRADUATION POLICY

CSIndy is pleased to provide a graduation ceremony for all R12 students. If a student is taking a minimum of one class, they are eligible for the graduation ceremony; however, they may be subject to a higher fee.

Please note that CSIndy does not issue graduation diplomas to graduating students because it is a non-profit business providing educational services rather than an



accredited school. CSIndy issues certificates of completion. As the primary educators of their students, parents are responsible for issuing graduation diplomas.

ACADEMIC MODIFICATIONS AND ADJUSTMENTS

COURSE OF STUDY ADJUSTMENT

The parent may need to work collaboratively with CSIndy instructors to make adjustments to the classroom experience. Motivations for these adjustments include, but are not limited to:

- An IEP related to a unique learning style or method.
- An Individualized Study Plan related to unique life circumstances or time commitments.
- If needed, a student may audit a class.

In the event that an academic or behavioral modification needs to be made, the following expectations should occur.

The student(s) will...

- Abide by the plan put into place by the parent and CSIndy
- Remain respectful of the program, any and all assignments given (despite his or her participation in them), and honorable in his or her responses to the classroom environment.
- Arrive prepared for the day, as it relates to all school day expectations.

The parents will...

- Communicate with each individual instructor and Program Manager
- Provide any tools or resources needed to accomplish or accommodate the adjustments agreed upon.
- Provide additional aides or supervisory staff at their expense.
 - In such cases, any aide in the presence of CSIndy students will be subject to criminal background checks as per CSIndy policy.
 - Any aide will not ask or expect accommodations by the instructor that will disrupt that classroom and its students or move beyond a normal classroom environment and expectations.

The CSIndy instructor will...

- Work with the parent in a reasonable fashion.
- Work to make the accommodations as seamlessly as possible.