



**CROSSROADS**  
CHRISTIAN SCHOOLS

## ***PARENT / STUDENT HANDBOOK***

This handbook has been designed as a tool to help familiarize you with our school and specific policies pertaining to Kindergarten through eighth grades. Please read it carefully and be sure that you understand the guidelines which we have established with the student's best interest in mind. We want you to understand what Crossroads Christian Schools offers and what is expected in return.

### **OUR MISSION STATEMENT**

Provide a quality educational experience in a loving and caring environment, where school and home can partner together in leading children to a saving knowledge of Jesus Christ.

### **OUR PHILOSOPHY**

Our philosophy of education and basis for existence is drawn from God's Word, the Bible. Our major responsibility in school before God is to instruct the child in such a way that he or she will direct his or her focus toward God.

It is our commitment that God be central in all that we do. He is to be viewed as the head of our school.

This school is an alternative to the public school system. The curriculum meets the requirements of the California Educational Standards. Emphasis is directed toward making it superior to California's standards.

All courses are taught in a Christian environment, with biblical principles emphasized. Our goal is to develop the whole personality of the child - physically, academically, artistically, emotionally and spiritually. The emphasis is on developing a Christ-like character in each child, resulting in a healthy respect for God and for others.

The teaching/learning environment will be physically conducive to the learning ability of each child. This environment will be emotionally healthy, as each child will be individually loved and accepted as a unique individual created by God. Each child's self-image will thus receive positive reinforcement.

The relationship between the school and the home is very important. The parents reinforce the values by which children live. We feel that character development taught to the children at school should also be modeled by the parents at home; otherwise, the effect of the classroom training will not reach full impact. We encourage each parent to regularly attend a Bible-believing, Christ-centered church. In this way, parents will be more effective in supporting the teaching of the school.

## OUR STATEMENT OF FAITH

CCS is incorporated separately from Crossroads Christian Church with a non-profit 501(c)(3) designation from the IRS. CCS is affiliated with the church in that the two organizations share a common statement of faith and a direct connection through the by-laws of CCS.

The school views itself as an indispensable part of the three major forces in the life of each child: the home, the school and the church. Crossroads Christian Schools was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of faith and practice are held by CCS:

1. **We Believe** in God the Father, God the Son, God the Holy Spirit and that they are distinct personalities with distinct roles, but one God. And that One God is the Creator of the universe. (Genesis 1:1; Matthew 28:19; John 10:30).
2. **We Believe** the Bible is the divinely inspired Word of God in its entirety and that it does not contradict itself. It is our guide. (2 Timothy 3:15; 2 Peter 1:21).
3. **We Believe** Jesus Christ is the Messiah, the Savior, the Son of God (John 10:33), who was born of a virgin (Isaiah 7:14), lived a sinless life (Hebrews 4:15, 7:26), died on a cross (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), and was raised from the grave (John 11:25; 1 Corinthians 15:4). He will return as our victorious Lord (Acts 1:11; Revelation 19:11).
4. **We Believe** our salvation comes only through Jesus Christ and cannot be earned. It is a gift of God. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. **We Believe** the church, as the body of Christ, is the extension of Jesus Christ's character, attitude, behavior, and mission in our world today. (Ephesians 1:22-23; 4:15-16)
6. **We Believe** faith in Jesus requires repentance, confession of that faith before witnesses, obedience to His Word. Baptism by immersion demonstrates our faith and obedience while it depicts our union with Christ in His death, burial and resurrection. (Acts 2:38).
7. **We Believe** man was created in the image of God and that He gives gifts to both men and women through the Holy Spirit for the benefit of the church's ministry. (Genesis 2:26-27; Ephesians 4:7-16; Colossians 1:18-20).
8. **We Believe** everyone who accepts Christ has the indwelling presence of the Holy Spirit who acts as a Comforter, Guide, and Advocate. (Romans 8:12-14).
9. **We Believe** that humility in prayer is the foundation for all we do and that celebrating communion together weekly is beneficial for all Christians (1 Thessalonians 5:17-18; Acts 2:46-47).
10. **We Believe** marriage has been established by God. This church defines "marriage" as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in these Articles. (Genesis 2:21-24; Mark 10:6-9). (Revised 10/21/08).

## **OUR LIVING CURRICULUM**

The teaching staff at Crossroads Christian Schools (CCS) is highly qualified and thoroughly dedicated to helping each student toward positive spiritual, mental and physical growth. We believe that the knowledge of the Bible and the person of Jesus Christ are essential to the development and growth of each individual student in spiritual, mental, physical, and social areas. All staff and faculty have a personal relationship with Jesus Christ and they allow the Holy Spirit to minister through them as they affect the lives of their students. As a ministry of Crossroads Church, our staff meet standards of personal integrity, sacrificial service and hold to our statement of faith.

## **OUR INSTRUCTIONAL PROGRAM**

Our desire is to see each and every student strengthen his or her relationship with Jesus Christ. We also desire that they have a sound mastery of basic learning skills, acquire self-discipline, good work habits, and biblical social values. The Bible – God’s Word – is carefully and purposefully integrated into all curriculum as well as being a dynamic course of study by itself.

## **OUR ACCREDITATION/CERTIFICATION**

The Accrediting Commission of the Association of Christian Schools International (ACSI) and Western Association of Schools and Colleges (WASC), attest that accredited status has been granted and thus affirms Crossroads Christian Schools of Corona, commitment to pursue excellence in education, to meet established standards, and to follow an on-going school improvement plan. Our teachers are degreed and are certified with ACSI and the state of California.

## **OUR SCHOOL COLORS**

School colors are navy blue, red, and white.

## **OUR SCHOOL MASCOT- “COUGAR”**

The courage of a Cougar reminds students to be courageous in their daily walk with the Lord.

*“Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the LORD your God will be with you wherever you go.”* Joshua 1:9 (NASB)

*“Be on your guard; stand firm in the faith; be men of courage; be strong.”* I Corinthians 16:13 (NASB)

# GENERAL INFORMATION

## ADMISSIONS / REGISTRATION / FEES

### Admissions Procedure

Crossroads Christian Schools are open to anyone interested in securing a Christian education, from preschool through eleventh grade, who the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Crossroads Christian Schools rules. It must always be understood that attendance at Crossroads is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our code of conduct must forfeit this privilege.

We believe the Bible mandates that the primary responsibility of each student's education rests with the parents, and we view the school's role as one of partnership with the parents in this endeavor. In order to establish and maintain a successful partnership, it is essential that parents are in agreement with the philosophies and intentions of the school. If, at any point during the school year, you as the parent find that you are in disagreement with the philosophy standards or administration of the school, by practicing the Matthew 18 principle, you should make every effort to work with the administration for a solution. If a harmonious solution cannot be reached the student may be asked to leave the school.

All students must desire to attend Crossroads Christian Schools and agree to honestly and wholeheartedly apply themselves to "study to show (themselves) approved unto God." (II Timothy 2:15 KJV). They agree to conform to the current discipline and dress codes, and also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Crossroads Christian Schools admit students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. Crossroads Christian Schools do not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic, and other school-administered programs.

We do screen applicants on the basis of Christian faith and lifestyle, academic ability, character, and desire and willingness to participate in the CCS program.

### Admissions Process

1. The applicant must submit the following items to the school office:
  - The **Application for Admission** completed and signed by parents. Please attach additional paper, if needed.
  - All other forms included in the original Admissions Packet (i.e., Personal reference, Academic Reference, etc.)
  - Enclose a copy of the student's most recent report card and standardized test results.
2. After the application packet is reviewed and approved, the school office will schedule an appointment for the prospective student to be tested for curriculum readiness and placement. There is a \$75 non-refundable testing fee due at the time of testing.
3. After successfully completing the entrance exam/placement test and personally completing and signing the Student's Personal Application, an administrative interview will be scheduled. Both parent and prospective student must participate in this interview.
4. Following the administrative interview, parents will be given the ***Registration Packet***. A non-refundable ***Registration Fee*** is due at the time the student's parents meet with Student Accounts Director to register.
5. Once the student is officially enrolled, CCS will send for transcripts from the school previously attended.

## Withdrawal Procedure

A **two-week notice** prior to withdrawal is required to the Accounting Office. The parent must contact our Student Billing Manager by phone, email, or in person, and fill out a Withdrawal Form in the Elementary Office. Notification must be received in the time allotment before any EFT is discontinued or refunds are issued. All textbooks, library books, lunch account balances and sports equipment must be cleared or turned in to CCS before the Student Billing Department finalizes your withdrawal. Non-resolved items will be deducted before any credit balance is refunded. Tuition refunds will be based on the days attended by student.

## TUITION

### Rates for 2010-2011 School Year

#### Registration Fees:

All students (K-HS): \$500.00 (or \$400.00 with EFT or Paid In Full)

#### Grades K-5<sup>th</sup>:

1 <sup>st</sup> Child	\$6,150.00
Sibling	\$5,535.00

#### Grades 6<sup>th</sup>-8<sup>th</sup>:

1 <sup>st</sup> Child	\$6,350.00
Sibling	\$5,715.00

#### High School:

1 <sup>st</sup> Child	\$6,850.00
High School	
Sibling	\$6,165.00
Middle School	
Sibling	\$5,715.00
Elementary	
Sibling	\$5,535.00

## Tuition Reduction Program - Scrip

SCRIP is a term that means "substitute money." SCRIP is actually gift cards that are just like the ones you would purchase at your favorite stores. The wonderful thing about participating in our Scrip program is that with every purchase, you receive a tuition reduction and contribute to the school at the same time.

**How does it work?** The school purchases the scrip cards from Great Lakes Scrip Center at a discount.

For example: We receive 5% back for Stater Bros. scrip. If you purchase \$100.00 in grocery money, you receive \$100.00 worth, but the school pays only \$95.00. The \$5.00 profit is then split 50-50 between your child's tuition and a fundraiser for the school. Funds raised help supplement programs such as technology, sports and fine arts. It's a win-win situation. Scrip is a popular fundraiser because families don't have to sell anything. Families produce revenue by making regular household purchases they would make anyway. Groceries, gas, clothing, home improvements, appliances, and gifts can be purchased with scrip cards. Discounts range from 1.5% to 23%, depending on the item.

Your savings are accumulated and you are automatically notified of the amount your tuition will be reduced. We do all the tracking and bookkeeping for your family in a special scrip computer program.

## FINANCIAL POLICY

Crossroads Christian Schools' primary source of income is tuition. It is vital that all CCS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. After carefully reading this financial policy, please sign and date the Financial Contract located on the back of the Method of Payment form, acknowledging that you understand your financial responsibility (this is done in the Registration Packet). **Please note, only one financial contract is necessary per family.**

### Registration Fees

All CCS families are required to pay the **non-refundable, non-negotiable** registration fee. As a way to offset costs incurred at registration, you may use the option of paying with two (2) checks which will be taken on registration day. One check will be dated with the date you register, and the second check will have the post date of April 1<sup>st</sup>.

### Testing Fees

A non-refundable testing fee of \$75 will be due at the time new students are applying for entrance into Crossroads Christian Schools.

### Tuition Method of Payment Options

#### EFT Payment Plan

If you choose to have your tuition fees automatically deducted from your bank account, you will receive a reduction in your registration fee of \$100 when you register your student(s). You will be required to complete an authorization form for each new school year. You will have the option to have your monies deducted either the 1st or 15th of each month. If you decide **not** to use the automatic withdrawal option after you have committed to EFT, you will be required to complete an EFT Cancellation Form and your account will then be charged back the discount that you received at registration. A 10-day lead-time is necessary and the cancellation form **MUST** be completed in order for EFT to be cancelled. If the form is not complete within the appropriate time, CCS cannot be held responsible for monies deducted from your account.

#### Cash/Check/Credit Card Payments

If you choose monthly payments by cash, check or credit card, you have the option of dropping your payment in the drop box located in each school office or you can mail your payment to:

**Crossroads Christian Schools**  
Student Billing Department  
2380 Fullerton Ave.  
Corona, CA 92881

**For your protection, we strongly suggest that you obtain a receipt from office personnel.**

**\*\*CCS CANNOT BE HELD RESPONSIBLE FOR ANY CASH PAYMENTS  
MADE WITHOUT A RECEIPT\*\***

## Payment Schedules

### 10-Month Option:

- If you are paying your student(s) tuition in 10 payments (either EFT or Coupon Method), the following payment schedule will apply:

June – One month's tuition deposit (10% of annual tuition)  
September – May (9 consecutive monthly payments)

### 12 Month Option: Available only to payers who select the EFT Method of Payment:

- If you are paying your student(s) tuition in 12 payments, the following payment schedule will apply:

**June – May (consecutive payments)**

### Paid In Full Option (Savings of \$100 off Annual Tuition Fee)

- If you are paying your student(s) tuition in full, the following payment schedule will apply:

**\*June – 10% Deposit** (If you are unable to pay entire balance by June 15<sup>th</sup>)

**\*September – Balance in Full**

*\*Please note, if your payment in full is not received by September 15<sup>th</sup>, your account will be charged back the discount you received at registration and you will then be placed on a month-to-month status. In order to retain the \$100 registration discount, payers may select EFT as their method of payment.*

## Refund Policies

Upon termination of enrollment, tuition will be pro-rated based on the number of school days attended. The pro-rated tuition will be compared to the amount of tuition paid, leaving a refund due to the school family or a payment due by the school family.

### June Deposit Refund

Refundable on the following prorated schedule if the school is notified by:

July 1<sup>st</sup> = 75% Refund      July 15<sup>th</sup> = 50% Refund      July 31<sup>st</sup> = 25% Refund

\*\*Any notification of withdrawal received after August 1<sup>st</sup>, will not be eligible for a refund. \*\*

## Consequences of Delinquent Accounts

Tuition payments are due on the first of each month, and are considered late after the 15th of each month. If your account has an unpaid balance, a fee of \$25.00 will be assessed. If your account is unpaid by 8:00 a.m., the last day of the month, you will be jeopardizing your child's place in our school, and your account may become suspended.

## Suspended Accounts

An account can become suspended as a result of more than two (2) NSF returned checks, or after an account has become delinquent and no payment arrangements have been made with the Accounting Department. Once an account has been suspended, Crossroads Christian Schools reserves the right to remove the student(s) from school. After a student has been removed from the program due to a suspended account, the responsible payer will then have 30 days to pay off the past due balance or make payment arrangements with the Accounting Department. The student(s) will remain out of school until the back balance is paid in full. If after 30 days either payment has not been received in full, payment arrangements have not been made or payer defaults on any portion of the payment plan, the account will then be sent to collections.

## **Returned Checks**

Non-sufficient Fund (NSF) checks are **not** automatically re-submitted by our bank. If your payment is returned, the accounting office will notify you either by telephone call or letter. CCS will expect payment for the NSF check, along with a NSF fee of \$25 to be submitted within five (5) working days. If CCS receives two (2) or more NSF checks or NSF EFT's from the account payer, it will be required that the payer make all further payments in cash for a period of three (3) months.

## **Billing Questions**

Please direct all billing questions or concerns to Bridgett Eaves, Student Billing Manager at (951) 493-2181. [beaves@crossroadsschool.org](mailto:beaves@crossroadsschool.org)

## **DAYCARE**

Daycare is available on school days from 6:00 a.m. until 6:00 p.m. Before school care is charged from 6:00 a.m. to 7:30 a.m. After school care charges begin 15 minutes after students are dismissed from class. Any students not picked up by this time will be placed into daycare and appropriate fees will be charged.

All students attending daycare are required to have a "Daycare Contract" on file. Payments are due each Monday of the week or may be paid monthly by selecting EFT and completing an EDC EFT contract.

## **Fee Rate**

The following daycare plans are available:

Full Schedule - \$50 per week (4 or 5 mornings and 4 or 5 afternoons)  
Partial Schedule - \$35 per week (2 or 3 mornings and 2 or 3 afternoons)  
Morning Schedule - \$25 per week (2-5 mornings)  
Full Afternoon Schedule - \$45 per week (4-5 days after school)  
Partial Afternoon Schedule - \$30 per week (2-3 days after school)  
Drop-In Fee: \$20 per day

## **Before School Daycare**

All students dropped off before 7:30 a.m. will be checked into daycare. Daycare will be charged until 30 minutes before classes begin. However, students will remain under supervision until classes start.

In the morning, parents should walk their children to the Elementary Office and sign their children in to daycare.

## **After School Daycare**

After School Schedule:

2:00-2:10	Kindergarten check-in and snack
2:30-2:40	Elementary School check-in and snack
2:50-3:00	Middle School check-in and snack
3:00-4:00	Homework Room (1 <sup>st</sup> -8 <sup>th</sup> grades)
4:15-5:00	Organized Activities
5:00-6:00	Outdoor or Indoor Play (depending on weather)

## **Late Pick-Up**

After school care ends at 6:00p.m. If you are late, you will be charged \$1.00 per minute. Please call the school at 278-3199 if you anticipate arriving late. If you fail to do so, one of your authorized contact people will be contacted to come and pick up your child. After three offenses, the fee will be \$5.00 per minute. Consistent abuse of the 6:00 pick-up policy may result in cancellation of the daycare contract.

## **FEES OTHER THAN TUITION**

### **Library**

We are blessed to have a library on campus. As the students enjoy and use the library from day-to-day, we need to remind them that there are certain fines that will be imposed in the following circumstances:

1. Students will pay the replacement cost of lost materials.
2. If materials are damaged the amount of the damage will determine the fees.
3. All charges not paid by the end of each year will be billed to the student's account.

### **Supplies**

A supply list will be posted on our website prior to the start of school in fall. Each student is then required to bring his/her own paper, notebooks, pencils, etc. to class each day.

### **Sports**

Students participating in after school sports activities will be assessed fees for uniforms, awards, and sports banquets.

### **Uniforms**

Parents will be required to purchase school uniforms from either Dennis Uniforms or Land's End. There is a link to both companies on the website. We also offer a uniform exchange program. Please inquire for more information.

## **DONATIONS AND GIFTS**

CCS is a non-profit entity. The tuition is kept as low as possible to make Christian education available to those who desire such for their children. Because the tuition and fees may not cover all of the operating expenses, gifts are welcomed. All cash gifts and gifts-in-kind are income tax deductible, as long as they are not designated for an individual.

## DROP-OFF / PICK-UP PROCEDURES

For the safety of your children and all persons on our campus, we ask that you please follow these procedures at all times.

- Drive slowly whenever you are on our property.
- Watch for pedestrians.
- Stay off of your cell phones while driving on our campus.
- When dropping off or picking up students park in appropriate spaces.
- Please do not drop off students in the parking lot or while parked in the handicap parking, unless you have a permit.
- Do not park and LEAVE your vehicle along the red curb at anytime.
- Parking (stopping and leaving your vehicle) along the curb, in the circle closest to the school buildings is permitted only at the following appropriate times:
  1. Before 7:15 a.m.
  2. Between 8:15 a.m. and 1:30 p.m.
  3. After 3:00 p.m.

### Drop-Off

Parents of Kindergarten – 5th grade students have two options for drop-off in the morning:

1. **Drop off in the circle zone.**
  - Students may be dropped off between 7:30-8:00 a.m. in the Jacie Booher Circle. There will be staff available to assist and direct students as they proceed to the court areas.
  - Follow the flow of traffic through the parking lot to the drop-off zone (See Drop-Off/Pick-up Map online).
  - Form 2 lines, K-3<sup>rd</sup> grades against the inside curb closest to the building, and 4<sup>th</sup>-8<sup>th</sup> against the outside curb next to the grass.
  - The middle lane is for moving traffic only.
  - Children should be ready (backpacks packed up and zipped, prayers said, hugs given, etc.) prior to entering the drop-off zone.
  - Stop and let students out of the vehicle on the **curb side only** then pull back into the center lane when your child(ren) have safely and entirely exited your vehicle and when clear to drive on. This will allow for a smooth flow of traffic.
2. **Park and Walk.**
  - If you would rather park and walk your child on campus, please park in any designated parking space.
  - DO NOT park in handicapped spaces, parking spaces designated for Villa Amalfi or spaces marked with Reserved signs.
  - Walk students through the parking lot, using crosswalks and observing instructions given by Crossroads staff members on duty.
  - After students have been escorted to the front gate by an adult, they can go directly to their designated areas.
  - Any students dropped off earlier than 7:30 a.m. must be checked into daycare at the normal daycare rate.

### Other important information regarding drop-off

- We ask that parents and students remain outside the classrooms prior to 7:55 a.m., except by appointment. Parents needing assistance should come to the school office which opens at 7:30 a.m.
- Avoid using cell phones while driving through the parking lot.
- DO NOT drop off in undesignated areas (example: in front of the school mailbox).
- Follow the arrows and signs.

- Be alert for children.
- ***DO NOT drop students off in the parking lot and allow them to cross through traffic unescorted by an adult...regardless of age or grade.***
- Please be kind, patient, courteous, and safe.

## Rainy Day Drop-Off

Follow the same procedures as above, with the only difference being that the students go directly to daycare room prior to 7:30 a.m. or to their classroom after 7:30 a.m., rather than going to the playground.

## After School Pick-Up (Kindergarten)

- Kindergarten students are dismissed at 2:00 p.m.
- Students will be escorted by their teacher to the pick-up area.
- Teachers will walk the students to their vehicles or parents may park in the lot, walk up and wait *outside* the gate for their children.
- A parent, guardian or authorized person may pick up a Kindergarten student from their teacher during this time.
- Vehicles picking up kindergarten students will pull into the lane closest to the building.
- Once you have pulled into Jacie Booher Circle, please do not leave your car unattended.
- Parents with older CCS students may opt to have their kindergartner stay for daycare until the older student is dismissed from school at no extra charge.
- Any Kindergarten student not picked up by 2:15 p.m. will be taken to daycare. Please note that daycare charges do not begin until 2:15 p.m.
- If you arrive after 2:15 p.m. to pick up your Kindergartner, you must go to the office to sign the student out and pick him/her up from daycare.

## After School Pick-Up (1st – 5<sup>th</sup> Grades)

- 1<sup>st</sup>-5<sup>th</sup> grade students are dismissed at 2:30 p.m.
- Students will be escorted by their teacher to the pick-up area using the crosswalk.
- Teachers will walk the students to their vehicles or parents may park in the lot, walk up and wait *outside* the gate for their children.
- A parent, guardian or authorized person may pick up a student from their teacher during this time.
- Vehicles picking up 1<sup>st</sup>-3<sup>rd</sup> grade students will **pull into the lane closest to the building.**
- Vehicles picking up 4<sup>th</sup>-5<sup>th</sup> grade students and their siblings will **pull into the outside lane next to the grass area.**
- Once you have pulled into Jacie Booher Circle, please do not leave your car unattended.
- Any student not picked up by 2:45 p.m. will be taken to daycare. Please note that daycare charges do not begin until 2:45 p.m.
- Please do not pull into the circle until 2:20 p.m

## After School Pick-Up (6<sup>th</sup>-8<sup>th</sup> Grades)

- 6<sup>th</sup>-8<sup>th</sup> grade students are dismissed at 2:45 p.m.
- Students will be escorted by their teacher to the pick-up area using the crosswalk.
- A parent, guardian or authorized person may pick up a student from their teacher during this time.
- Vehicles picking up 6<sup>th</sup>-8<sup>th</sup> grade students and their siblings will **pull into the outside lane next to the grass area.**
- Once you have pulled into Jacie Booher Circle, please do not leave your car unattended.
- Any student not picked up by 3:00 p.m. will be taken to daycare. Please note that daycare charges do not begin until 3:00 p.m

## Walking Passes

Walking passes are available to 4th – 8th grade students only, and **ONLY FOR THE PURPOSE OF WALKING HOME**. Kindergarten through 3rd grade students will remain with their classmates in the carline or in daycare to be picked up. Students at the elementary campus **cannot** walk to the high school campus to be picked up, as there is no supervision for them. In order to obtain a walking pass, a Walking Pass Request form must be on file. (Available in the elementary school office.) The request must be filled out completely and signed by the parent or guardian. Once the request is approved by administration, the student will be issued a walking pass. Once the walking pass has been issued, it should be displayed in plain view (on a backpack or clothing) when the student is leaving the campus. Students with walking passes will not be dismissed prior to 2:30 p.m. Before students leave campus, students should check out with a staff member on duty.

## OPERATING HOURS

### Office Hours

During the school year, the CCS office **business hours** are Monday through Friday, 7:30 a.m. - 4:00 p.m. The office is open from 6:00 a.m. to 6:00 p.m. for Extended Daycare.

Teachers and administrators have devotions every morning from 7:30 to 7:45, so they will be unavailable to parents during this time except by appointment.

### School Hours

Kindergarten:	8:00 a.m. to 2:00 p.m.
1st – 5th Grade:	8:00 a.m. to 2:30 p.m.
6 <sup>th</sup> -8 <sup>th</sup> Grade:	8:00 a.m. to 2:45 p.m.

Drop off begins at 7:30 a.m. Before 7:30 a.m. students must check into daycare.

### Minimum Day Dismissal Times

K-1 <sup>st</sup> :	11:40 a.m.
2 <sup>nd</sup> – 8 <sup>th</sup> :	12:00 noon

On minimum days, lunches will not be served except to daycare students.

# **OTHER PERTINENT INFORMATION**

## **ACADEMICS**

### **Progress Reports**

Progress Reports are issued for 1st – 5th grade students 5 weeks into each quarter.

These reports are issued by teachers to commend the student for outstanding work or to communicate the need for improvement. Additional reports will be sent if deficiencies occur. Careful attention should be given to the grades and to the comments noted by the teacher.

### **Grading**

The academic year is made up of four 9-week quarters. Credit for classes is given on the basis of quarterly work grades. Report cards are issued at the end of each quarter. The grade given will reflect student achievement for a specific quarter.

#### **Grading Scale:**

The grading system used is as follows:

“A” -	90 – 100
“B” -	80 – 89
“C” -	70 – 79
“D” -	60 - 69
“F” -	59

Kindergarten and 1<sup>st</sup> grade use a system for measuring mastery of skills and concepts. Some enrichment classes also use this system.

### **Quarter Grades and Report Cards**

At the conclusion of each quarter, an evaluation of the student’s progress for an entire nine-week period will be recorded on the student’s report card. These grades become part of the student’s permanent record. Quarter grades are the basis for grade point averages, awards, and Honor Roll determination.

### **Academic Probation**

Any student who receives a grade of ‘F’ in any class and/or two grades of ‘D’, will be placed on academic probation for the next quarter. The student will have one quarter to improve the GPA and/or grade, following close parent-teacher-administration monitoring. Administration will determine if progress has been made by the student. If the situation improves, the student will be removed from academic probation. If the situation does not improve, the student may be retained or expelled from the school.

### **Stanford Achievement Tests**

Achievement tests are administered to all students each year in order to help parents and teachers evaluate their progress. These tests are mandatory.

## **ESLRs – Expected Schoolwide Learning Results**

**Definition** - What each student should know, understand, and be able to do upon exit from the school or a given course of instruction. An expected schoolwide learning result of significance is one that is a result of authentic, practical, and realistic learning experiences over a period of time. Hence, students will be encouraged to grow spiritually and academically and will be able to exhibit cumulative learning in a manner that gives them purpose not only for themselves, but also for others in the future.

### **Characteristics - ESLRs**

- must be able to assess
- are broad in scope
- are fundamental to school improvement

### **Rationale - Working from the Learning Results. . . .**

- Equips all students with the knowledge, competencies, and orientations needed for success in an intellectually stimulating, biblically centered, purposefully designed curriculum.
- Enables teachers to implement programs and conditions that maximize learning success for ALL students in an intellectually stimulating, biblically centered, purposefully designed curriculum.
- Provides the school with a means to restructure pedagogy in ways that facilitate student success in an intellectually stimulating, biblically centered, purposefully designed curriculum.

Upon completion of the Crossroads Christian Schools program, graduates will:

#### **1. BE CHRIST-LIKE IN ATTITUDE AND ACTION**

- Accepting Jesus Christ as their personal savior
- Growing in the knowledge of God's word and applying it in their daily lives
- Developing an active prayer life as their faith and trust in the Lord grow
- Moving out into the world as both ambassadors and servants for Christ
- Demonstrating the ability to differentiate between right and wrong

#### **2. BE SERVANT-LEADERS**

- Understanding the biblical definition of leadership as *service to others, driven by love*
- Discovering where their strengths and passions lie
- Envisioning their future by melding their dreams and God's plans into a road map for lifelong success
- Learning the common skills and traits that all leaders possess

#### **3. BE SCHOLARS COMMITTED TO ACADEMIC EXCELLENCE**

- Developing a desire for lifelong learning and the pursuit of knowledge
- Demonstrating critical thinking and problem solving skills
- Working to the best of their God-given abilities
- Applying effective study habits, developing relevant organizational skills, and demonstrating responsibility in completing tasks and assignments

#### **4. BE TECHNOLOGICALLY LITERATE**

- Knowing the relevance of technology, today and into the future
- Understanding the basic logical operations of computer hardware and software
- Developing computing skills from basic keyboarding to advanced software applications
- Using technology as an information resource consistent with biblical philosophy and values

#### **5. BE KNOWLEDGEABLE AND RESPECTFUL OF THEIR BODIES**

- Learning the God-created design and function of their bodies
- Treating their bodies as a temple of the living God
- Understanding and applying principles of physical fitness, health and nutrition

#### **6. BE CULTURALLY LITERATE AND ARTISTICALLY WELL- ROUNDED**

- Appreciating God-given human diversity through knowledge of history, sociology, literature and fine arts

- ❑ Experiencing artistic expression through a variety of creative opportunities in the fine and performing arts
- ❑ Finding joy in the humanities, through observation and participation

## Tutors

The CCS school office has a list of tutors available for parents upon request.

## Awards

At the completion of each quarter, 3rd through 5th grade students who have an overall GPA of 3.0 in core classes (Math, Bible, Language, History, Science, Spelling, Reading – the aforementioned are considered core if graded with a letter grade A-F) will be listed on the Honor Roll. These honors will be based on quarterly grades. Award certificates will be distributed as follows:

1st Quarter	Distributed at Conferences
2nd Quarter	Distributed in Class
3rd Quarter	Distributed in Class
4th Quarter	Mailed Home

### 3rd – 5th Grade Honor Roll

4.0 GPA	-	Super Honor Roll Award
3.5 – 3.9 GPA	-	Honor Roll

### Student of the Month & Fruit of the Spirit Awards

Each month, K – 5th grade teachers choose one outstanding student to receive the “Student of the Month” award and two students to receive the “Fruit of the Spirit” award. These awards are distributed at the Student of the Month assembly. Parents are notified by the teacher when their child is receiving an award.

### Christian Character Awards

Christian Character Awards are distributed to K – 5th grade students at the Quarterly Student of the Month assemblies. Teachers select a student from their class (one student for each category listed below):

- Outstanding Christian Character
- Most Helpful
- Most Diligent
- Most Improved

## Cumulative Records (CUM File)

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CCS must be granted to natural parents, adoptive parents, or legal guardians of students under the age of 18.

Parents may review individual records by making a request to the administration. The administration will see that

explanations and interpretations are provided, if requested. Information, which is alleged to be inaccurate or inappropriate, may be removed upon written request by parents and reviewed by the administration. Parents may also receive a copy of any information in the records. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review, and to the challenge of records are available through the administrative office. When a student moves to a new school, records will be forwarded upon the request of the new school.

## **ATTENDANCE**

### **Absences**

Attendance at school provides a student with **classroom experience**. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up.” For this reason, failure of a student to attend class without the knowledge and consent of parents and/or school staff will be seen as a serious problem and will not be allowed.

Failure of a student to attend school will be considered an absence. Each absence will be considered either **excused or unexcused**.

Students who have excessive absences (20% of the required attendance days) may be dismissed and/or not advanced to the next grade.

### **Excused Absences**

An “excused” absence is an absence with the knowledge and consent of parents and school staff due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance.

Please call the school office the morning of the absence to notify the staff of the reason for your child’s absence. A message will be given to the teacher informing them of the reason for the absence. If you were unable to call the office the morning of the absence, upon returning to school the student is to bring a signed note from the parents detailing the cause of the absence. The note should be neatly written. The student should present the note to the teacher at the beginning of class. Middle School students should present notes to the Middle School Office at the beginning of school.

### **Unexcused Absences**

An absence with the knowledge and consent of the parents and school staff for any reason other than those previously listed will be considered “unexcused.”

If a parent did not call in and report to the office staff on the day of the absence, upon returning to school the student is to bring a signed note from the parents detailing the cause of the absence. The note should be neatly written. The student should present the note to the teacher at the beginning of class. Students are allowed to make up work and tests for two unexcused absences per quarter. Make-up work for unexcused absences that exceed two per quarter will not be accepted, nor will make-up tests be given, unless approved by administration.

## Extended Absences

When a student will be out of school for an extended period (a planned absence of 4 days or longer), it is the responsibility of the parent to notify the administration and teacher in writing at least **14 days prior to the absence**. If the extended absence does not qualify as an excused absence, the unexcused absence policy will apply regarding make-up work tests.

## Tardy Policy

Tardiness affects not only the late student, but the entire class. It is the responsibility of the parents and students to be sure that students are at school and in class on time. Parents can drop their children off as early as 7:30 a.m. without paying any daycare fees, and the students are supervised on the playground until 7:55 a.m. when they line up for class. At 8:00 a.m. students are walked into class by their teacher.

Our school policy regarding tardiness states that students arriving late to school will receive a tardy slip. The tardy will be marked excused for the following reasons:

- Personal illness
- Serious illness in the family
- Death in the family
- Medical or dental appointment
- Court appearance
- Providential hindrance

All other reasons for the tardiness will be marked as unexcused (example: running late is unexcused.)

The tardy policy also mandates that three unexcused tardies equals one unexcused absence (Refer to unexcused absence policy).

1. If a student is tardy they should get a tardy slip from the support staff member at the front gate or go directly to the school office. The staff will issue a tardy slip to allow the student to go to class.
2. All tardies are marked in the roll book and are considered "unexcused" unless the parent accompanies the student to the school and explains that the reason for the tardy was due to a personal illness, serious illness in the family, death in the family, medical or dental appointment, court appearance, providential hindrance, or the student has a written excuse from his/her parent explaining the same.
3. Three unexcused tardies = one unexcused absence. Our unexcused absence policy states that students are allowed to make up work and tests for two unexcused absences per quarter. Make-up work for unexcused absences that exceed two per quarter will not be accepted, nor will make-up tests be given, unless approved by administration.
4. Parents of students who are continually tardy will be required to meet with the teacher and administration to resolve the problem.

## Early Check-Out

In order to limit the amount of disruptions at the end of the day, no interruptions will be made and no phone calls will be put through to classrooms after 2:00 p.m. If your child has a pre-arranged appointment, please notify the teacher and/or office in the morning. If an emergency arises, and your child needs to be taken out of class after 2:00 p.m. contact the office so arrangements can be made.

## CAMPUS POLICY / VOLUNTEERS

We are a **closed campus**. This means that no student is to leave the school grounds during the regular school day for any reason unless the following procedures are observed:

- All students will remain on campus during regular school hours. Students needing to leave school during the school day must check out through the office and have an authorized adult sign them out.
- **Dental/Doctor Appointments:** Please call the office the morning of an appointment so the teacher can be notified that your child needs to leave early that day. Parents or guardians are required to come to the office and sign their child out when they need to pick up a student for an appointment during the school day.
- **Lunch:** Students must stay on campus during lunch periods unless their parent, guardian or authorized adult signs them out through the school office.
- Students may not remain on the school campus after 2:45 p.m. unless it is for a specific after school activity and the required permission form is on file with the supervising teacher. Any student remaining on campus after 3:00 p.m., not involved in an after school activity, will be checked into daycare and the parent will be billed accordingly.

## ON CAMPUS VISITORS

All visitors are required to check in with the school office upon entering the campus. Visitors are required to sign both in and out, and to wear a “visitor” or “name tag” during their entire visit. Identification may be requested of visitors. We follow these procedures as a precaution for our students, as we feel it is essential to identify all adults interacting with the students.

Parents are encouraged to visit the school. Those wishing to visit classrooms must have prior approval from the teacher and/or administrator. A 24-hour notice is required. Visitors may remain in the school, as long as they observe the school rules. Students from other schools may visit during their vacation periods with written permission from the administration in advance.

Parents wishing to visit their child during lunch breaks must notify the office staff. They must sign both in and out, and wear a name tag. When the lunch break is over, the parent must check-out in the office. If the parent would like to order a school lunch they should call the office by 8:45 a.m.

**There will be no visitors during the first two weeks of school.**

## Volunteers

CCS has many opportunities for parents to volunteer. You can help out in the classroom, volunteer in the office, on the playground, or in the parking lot, and you can volunteer from home by sorting papers, preparing crafts, and much, much more. If you want to volunteer at CCS we ask that you complete the following items and follow our Volunteer Policy:

- Complete a Volunteer Application Form (annually)
- Have a negative TB test on file in the office (good for 4 years)
- Read and comply with our volunteer policy and dress code (see below)
- Arrange a volunteer schedule with your child’s teacher
- Sign in at the office and get your name tag (must be worn at all times while on campus)
- Sign out in the office when you are done volunteering

## **Volunteer Policy**

All persons, including volunteers, who are in regular contact with the children shall be in good health and free from communicable disease. They shall have an intradermal tuberculin skin test (TB test) or a chest x-ray. Proof of a negative result shall be on file in the school office.

### **Dress Code**

We ask that while on campus, field trips and school events that you follow the volunteer dress code.

- No tight fitting tops
- Halter, off-the-shoulder, strapless, and backless tops or dresses are not permitted.
- Short tops, which expose any part of the midriff skin, are not permitted. (This includes while reaching or bending over.)
- No part of the undergarments should be visible.
- Tops or dresses with shoulder straps less than 2 inches will need a shirt underneath or a jacket or sweater worn over it at all times.
- Sleeveless blouses and dresses may be worn only if the armholes are not so large as to show any portion of undergarments.
- The neckline of dresses, blouses, and tops must be modest. Cleavage cannot show when standing or bending over.
- Skirts, dresses, shorts and skorts should not be higher than 3 inches above the knee.
- No workout type clothing unless working with physical education department.
- Ankle length pants and jeans are acceptable.
- Sweat-type pants or skirts with writing across the "seat" are not allowed.
- Clothing that displays words with suggestive double-meanings are not allowed.

If you are out of dress code, the staff has been instructed to offer you an appropriate item to wear while on campus. Please help us avoid this uncomfortable situation by complying with the dress code.

### **Siblings**

We ask that you not bring siblings with you when you volunteer or while chaperoning on field trips.

### **Volunteer Schedule**

Once you have completed the volunteer requirements, you must arrange a schedule with your child's teacher. Please adhere to this schedule. Teachers count on you to be there on your scheduled day/time. If for some reason you are unable to make it on your scheduled day, please notify the teacher as soon as possible, or if you are able to, find a replacement to fill in for you. This is especially helpful for reading circles, homework packs and craft projects.

### **Confidentiality & Impartiality**

It is important to remember that your capacity in the class is that of a volunteer. Please do not show favoritism for your child and please do not show any judgment against other student's behavior, attitude, etc.

Please do not speak to anyone but the teacher about what you observe in the classroom, student's grades or student behavior. Please be especially sensitive to this by not taking it home and discussing it with other family members. Your child could pick up on this and kids could get hurt.

### **Special Privileges**

Being a parent volunteer does not avail you to any special privileges, except that of being able to volunteer in your child's classroom so we ask that you not pick your child up early when volunteering or drop in on other classes unexpectedly.

## CHAPEL

Chapel is an important part of life at Crossroads Christian School. It is an opportunity for students to hear outstanding speakers and participate in worship. Students are required to attend Chapel and are expected to come desiring God to minister to them. Many of our students have come to a deeper commitment to Christ during Chapel. They should come expectantly – looking for God to use the time to help them grow.

1. Parents and siblings are always welcome at chapel.
2. Each 3rd – 8th grade student is to bring his/her Bible to Chapel if requested by the teacher.
3. Each student will demonstrate proper courtesy and Christian hospitality to all guest speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive.
4. At no time will studying or doing homework be allowed in Chapel.
5. There is to be no unnecessary talking, distracting others, or disturbances.
6. No food or drinks are allowed.
7. Students should be encouraged to use the restroom before or after Chapel.
8. Students are given the wonderful opportunity to engage in praise and worship during Chapel. Students are encouraged to be active participants.
9. Older students will be given the opportunity to accept Jesus as Lord and Savior during a time of invitation. Students wishing to make this important decision are encouraged to share this decision with parents/guardians.

**Allow God to speak to you and to those around you!**

## COMMUNICATION

Parents will be informed of the latest developments and announcements relative to the school on our website, through a weekly newsletter from the office called the Crossroads Connection, and the weekly classroom letters called the Classroom Connection. Much effort will be spent communicating information to you. Please stay informed by accessing the following often:

### Cell Phones

**Cell Phones/Picture Phones** --STUDENTS MAY NOT HAVE A CELL PHONE IN THEIR BACKPACK OR ON THEIR PERSON DURING SCHOOL HOURS OR DURING AFTER SCHOOL DAYCARE.

### Classroom Connection

Each grade level teacher will write a weekly Classroom Connection. This document will contain information from each classroom teacher as well as weekly homework assignments, spelling words, Bible memory verses, etc. You may access the Classroom Connection from the homepage of our website or from your Edline account.

### Crossroads Connection

Crossroads Connection is published by the office and posted each week on Monday on the school website. Simply click the **CROSSROADS CONNECTION** banner on the homepage every Monday so you don't miss important information related to the school as a whole.

## **Matthew 18 Principle**

It is the policy of the school that problems, conflicts, criticisms, or suggestions be first taken up with the individual (i.e., teacher or staff member) it directly concerns. Then, only if necessary, is the situation to be discussed with the Principal. This procedure is in direct accordance with Matthew 18:15-16.

Matthew 18:15-16 states:

*“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained a brother. But if he will not hear you, take with you one or two more....”*

Experience has shown repeatedly that following this simple, yet straightforward, Biblical principle to resolve conflicts is not only the best way to resolve problems in a positive way, but can also preserve and improve personal relationships between everyone involved.

Adhering to this godly guideline also reduces greatly the spread of rumors and misinformation, which is often hurtful and leads to the tearing down of individuals and the good name of the school.

## **Telephone Usage**

The school phones are designated for business use only, however, students may have access to a phone in an emergency situation. Should you need to leave a message for your student or his/her teacher, please call the school office. Though teachers are not available to accept calls during class time, each teacher has voice mail and can return calls if a message is left.

## **Website**

Everything you need to know about CCS can be found on the website. Please log on often for up-to-date information, [www.crossroadsschool.org](http://www.crossroadsschool.org).

# **DISCIPLINE**

## **Standards of Conduct**

As a part of “leading children to a saving knowledge of Jesus Christ” and partnering with parents, one of the unique purposes of CCS is to help prepare our students for effective service for Christ in whatever path they choose. CCS desires for each student to have a personal relationship with God through faith in Jesus Christ. Our desire is for students to measure their lives by scriptural standards of conduct.

## **Classroom Environment**

In order to maintain a classroom environment which allows for maximum learning, teachers establish standards they deem necessary. However, the following standards are for all classes:

- Students must always demonstrate respect for, and cooperation with, teachers and assistants.
- Students will be “on time to class.” and will be prepared with the necessary materials and mental attitude which indicates a readiness to learn.
- Communication of any kind between students, which is disruptive to the teacher or classmates is unacceptable.
- Personal grooming is inappropriate during class sessions and is not permitted.
- Students leaving class for any reason will be issued a pass that will remain in the student’s possession while the student is out of class.
- Students may not be in classrooms or offices unless a teacher or staff member is present.
- The teacher’s or assistant’s desk, briefcase, grade book, computer and other belongings are personal property and will be treated as such by students.

**The Color Chart** is the tool used to daily monitor student behavior. Students will be given a fresh start each day: Consequences for color changes will be issued by the teacher in accordance with the Discipline Categories listed below.

- Green – Great Day
- Yellow – Student was spoken to as a warning for:
  - Not following Teacher or Assistant directions
  - Disrespect shown to another student or staff member
  - Talking at inappropriate times
- Orange – Student has been spoken to again for the same or another of the above behaviors
- Purple – Student has been spoken to again for the same or another of the above behaviors
- Red – Student has been spoken to again for the same or another of the above behaviors

**Positive incentives** for “staying on green” may include but are not limited to:

- Choosing a reward from the teacher’s Prize Box
- A class party when all the students “stay on green”
- Positive notes home to parents
- White slips (Drawing for prizes at Monday Openings)
- **Cooperation/Gentleness** slips (Drawing for prizes at Monday Openings)

## Discipline Categories

Misconduct has been classified and divided into three categories, depending on the severity of the violation. Category 3 is the most severe. Students should also make every effort to avoid compromising situations, which might give the appearance of being involved in the following activities:

<b>CATEGORY 1</b>	<b>CATEGORY 2</b>	<b>CATEGORY 3</b>
<p><b>Definition:</b> (Disobedience). Violations of specific Category 1 rules. Any other minor disturbances that prevent classroom order and instruction.</p>	<p><b>Definition:</b> (Disrespect / Defiance). Activities and attitudes that show a lack of respect for authority. Violations of specific Category 2 rules. Frequent and repeated violation of Category 1 rules.</p>	<p><b>Definition:</b> Violation of federal, state, or municipal laws. Activities that seriously threaten the safety of the student or classmates. Activities that show gross lack of respect for authority or property. Activities that violate Biblical moral codes or conduct. Frequent and repeated violation of Category 2 rules.</p>
<p><b>Offenses:</b></p> <ul style="list-style-type: none"> <li>• In-class offenses (i.e. excessive talking, leaving seat without permission, etc.).</li> <li>• Necessary playground discipline.</li> </ul>	<p><b>Offenses:</b></p> <ul style="list-style-type: none"> <li>• Blatant disrespect for authority figure.</li> <li>• Fighting.</li> <li>• Purposeful destruction of school property.</li> <li>• Purposeful destruction of a second party’s property.</li> <li>• Foul language, name calling or swearing.</li> <li>• Reaching a red card status</li> </ul>	<p><b>Offenses:</b></p> <ul style="list-style-type: none"> <li>• Bringing or possessing fireworks, firecrackers, matches or other flammable materials to campus.</li> <li>• Involvement in immoral activities.</li> <li>• Possessing, selling or furnishing any firearms, knife, box cutters, razor blades, pepper spray, explosive or other dangerous objects.</li> <li>• Sexual harassment of individuals, whether verbal, physical or environmental.</li> <li>• Telling inappropriate jokes/stories, or using language unbecoming to a Christian.</li> <li>• Use or possession of illegal drugs, alcoholic beverages, pornography, or any form of tobacco.</li> <li>• Act of dishonesty, such as cheating*, lying or stealing.</li> </ul> <p>*Cheating may consist of:</p> <ul style="list-style-type: none"> <li>• Copying someone’s work to</li> </ul>

		<p>submit as one's own (including class work, homework or other assignments).</p> <ul style="list-style-type: none"> <li>• Giving or receiving answers or stealing tests.</li> <li>• Plagiarizing (ie. copying other people's material &amp; not attributing it to them).</li> </ul>
<p><b>Consequences:</b> Offenses will result in one or more of the following: community service, loss of playtime, loss of class privileges, note home, parent-teacher disciplinary conference, student-administrator conference, additional work assignments, detention, or Category 2 consequences for recurrent offenses.</p>	<p><b>Consequences:</b> Offenses will result in one or more of the following: student-administrator conference, parent-administrator conference, suspension, or Category 3 consequences for recurrent offenses.</p>	<p><b>Consequences:</b> Students who violate the above standards may be dismissed from CCS. EXPULSION WILL BE RECOMMENDED UPON THE FIRST OFFENSE FOR VIOLATIONS INVOLVING DRUGS, WEAPONS, EXPLOSIVES, ALCOHOL OR SEXUAL ASSAULT.</p>

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. Methods of maintaining student discipline at CCS include the following:

1. The teacher and student will have a meeting regarding the misbehavior.
2. The teacher will make telephone contact with the parents.
3. The teacher may assign a consequence to the student.
4. The teacher may request a conference to include the parent, teacher, student, and administration.

If after a reasonable amount of time, the teacher feels that there is a continuing problem in behavior or attitude, he or she will refer the student to administration for further disciplinary action. For certain serious misbehavior incidents, such as disrespect to teachers or assistants, student fighting or violations of the school standards, students will be referred immediately to administration.

Detention, work assignments, probation or suspension may be used as part of the discipline procedure. Students may be expelled (withdrawn from enrollment at the school) for continued violations of school standards or if a single offense is particularly serious.

## Explanation of Consequences

**Additional Work:** Work assignments will be done during playtime, before or after school.

**Loss of Playtime:** Five to ten minutes spent sitting quietly during recess.

**Community Service:** Student will pick up trash from the school grounds.

**Loss of Privileges:** Not able to serve as line leader, door monitor, teacher's helper, etc.

**Note Home:** A report of misconduct to be signed by a parent and returned the following day.

**Detention:** Students will serve detentions either after school or at lunch time.

**In-School Suspension:** Removal of a student from the classroom. Student will be assigned a half day of physical labor. The remainder of the day will be spent doing classroom assignments. Work assignments are due and are completed by the student, but a grade not higher than 65% will be given.

**Suspension:** A student may be suspended from school, only after a Parent-Administrator disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-admission. Work missed during any suspension cannot receive a grade higher than 65%. Disciplinary Probation is invoked when a student is suspended from school.

The Administrator at all times has the authority to suspend a student. The length of suspension will be one to five days, as determined by the Administrator. The reasons that would give cause for suspension are:

1. Continued deliberate disobedience or disrespect.
2. A rebellious spirit which is unchanged after much effort by the school staff.
3. A continued negative attitude and bad influence upon other students.

4. A serious breach of conduct in the classroom or on school grounds which has an adverse effect upon the school community.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to obtain recommended counseling.

## **Probation**

The probationary policy at CCS is a conditional testing period assigned to a student who fails to meet the standards of the school in his or her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate the ability to perform satisfactorily at CCS. During the period of probation, a student is expected to improve his or her conduct to the extent necessary to satisfy the faculty and administration that he/she will benefit from continued enrollment at CCS.

During probation, the student will meet with the administration on a regular basis to discuss progress. Definite, individualized goals will be established for each student in the following areas:

- Spiritual Growth
- Academic Progress
- Attitude
- Citizenship

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student. It should be a positive experience for everyone involved. However, if the student fails to respond positively to these efforts, and adequate progress is not shown, the student may be asked to withdraw from the school.

Reasons for probation are:

1. Academic:
  - Insufficient academic progress.
  - Failure of the parents to get recommended professional help for exceptional children.
2. Attitude:
  - A rebellious spirit which is unchanged after much effort by the teachers and staff.
  - A continued negative attitude and bad influence upon the other students.
3. Disciplinary:
  - Continued deliberate disobedience.
  - Committing a serious breach of conduct in school or outside of school that has an adverse effect upon the school's testimony.
  - Failure of the parents to comply with the disciplinary procedures of the school.

Invoking Probation:

- The probation will take place after the staff has reviewed the student's behavior, attitude and/or academic performance.
- A conference is held with the parents, the student and the administrator to give notification and explanation of the probation.
- A written letter explaining probation, making suggestions for parental action, and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school, will be sent to the parents.

Probation Period:

- Probation will last for five to ten weeks following the administrator's conference with the parents and student.
- Student activities will be limited.
- All positions of trust and responsibility must be relinquished during this time.

## **Expulsion**

Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of

Category 3 rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

## School Rules

The following school rules have been established to maintain and promote the safest and most effective environment for learning. These school rules will be enforced at all times and are in addition to individual classroom rules, which may vary. It is the student's responsibility to follow the rules of the school, treat others as they would want to be treated, and do nothing to interfere with the learning, safety, and well-being of other individuals.

1. All students are to be respectful and obedient to staff members and faculty at all times.
2. All classroom and homework assignments are to be completed and turned in as assigned.
3. Students are to be good examples of Christian young people both on and off campus. Students are to show respect for the rights and feelings of others. Fighting, cheating, using bad language, etc., are not examples of Christian conduct.
4. Students are to be courteous and respectful to others and to personal and school property.
5. Playground rules must be obeyed at all times.
6. Electronic devices and/or toys of any kind are not allowed on campus. Electronic devices include, but are not limited to radios, iPods, CD players, headsets, lasers, or equipment. Students found with these items will have them confiscated and they will only be returned to the parent/guardian. Objects necessary for a class activity must be accompanied by a written note from the appropriate teacher.
7. Cell phones, picture phones, and pagers may not be carried on school campus by elementary students. Any cell phone that is found during school hours will be confiscated.
8. Gum is not allowed at school at any time.
9. Students are not allowed to leave campus during the school day except with parent permission and office approval.
10. No inappropriate roughhousing or touching in a way that offends. No improper boy-girl touching.
11. **Bullying** is taken very seriously at CCS and will not be tolerated. A student who is bullying another student and refuses to stop may be asked to leave the school.
12. Please review discipline plan to familiarize yourself with all school rules.

## Playground Rules

Playground rules must be obeyed at all times. Students and parents should be familiar with these rules, so that if a violation of a playground rule occurs, you fully understand the infraction and the consequence.

1. Share.
2. No jumping or hanging from any playground equipment.
3. No sitting on the stairs or slides. Slides are for going down.
4. One person per swing or slide.
5. No digging holes in the playground.
6. No throwing objects over fences into neighbors' yards.
7. Fences, walls, planters, and trees are off-limits to students.
8. Half court basketball only.
9. No fighting, dirt throwing, or climbing on fences.
10. Stand clear of swing area.
11. Be kind to one another.
12. Remember the "no touch" rule.
13. No running on concrete.
14. No playing in the restrooms.
15. No toys other than playground equipment brought from home.
16. Students may only go to the office with adult permission.

17. Students are not allowed in classrooms or unsupervised unless accompanied and approved by teacher.

Pink slips will be the tool used to monitor student behavior in these areas. A student receiving a pink slip will immediately serve a 10 minute Loss of Playtime (five minutes for kindergartners and first graders). If there is less than 10 minutes left of recess or lunch time, the student will serve the remaining time at the next recess.

## DRESS CODE

The CCS dress code has been established to develop student attitudes and behaviors that honor our Lord Jesus Christ and promote spiritual growth.

*“All things are legitimate [permissible -- and we are free to do anything we please], but not all things are helpful (expedient, profitable and wholesome). All things are legitimate, but not all things are constructive [to character] and edifying [to spiritual life]. Let no one then seek his own good and advantage and profit, but [rather let him seek welfare of his neighbor].” 1 Corinthians 10:23-24 (Amplified Bible)*

The word “edify” literally means “the act of building” and is used figuratively in the New Testament to refer to the promotion of spiritual growth. As believers, it is our Biblical responsibility to conduct ourselves in word and deed (including dress) in a manner that glorifies God and promotes personal and corporate spiritual growth. Therefore, we require that every student at Crossroads Christian Schools maintain an appearance, which conforms to the following guidelines:

**BASIC PRINCIPLES** regarding clothing and appearance include:

Godliness (1 Timothy 4:12)	Cleanliness	Practicality
Modesty (1 Timothy 2:9)	Safety	Neatness

### **UNIFORMS**

- All uniform pants and shorts must be in navy, khaki, or CCS plaid (as available by item). No cargo styles.
- CCS logo polo shirts (short or long sleeves) must be red, navy or white in color. CCS logo blouses and oxford shirts must be white in color. All logo shirts are available for purchase at Lands End or Dennis Uniform.

### **SPECIFIC REQUIREMENTS FOR GIRLS**

- Pants, shorts, or jeans must be appropriately proportioned. They must not be form fitting or excessively baggy.
- Length of skirts, skorts, shorts or dresses must be no shorter than mid-thigh. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee. *\*\*Please make allowance for growth.* Shorts, tights or leggings must be worn underneath dresses if the student is to play on the playground.
- Shirts, blouses, dresses are required to cover the top of the shoulders and the midriff. They must not be form fitting, low-cut, backless or have any slits. Girls may wear solid colored camisoles under all blouses for modesty. Long-sleeved, solid colored mock or standard turtlenecks (free from insignias) may be worn under polo shirts/blouses, if desired for warmth.
- Clothing with Christian symbols or messages printed on them are encouraged for only Middle School students on Fridays and for all students on non-uniform days. Christian t-shirts worn must contain a scripture verse reference and not just a Christian company logo. No skull or crossbones are acceptable even on Christian t-shirts.
- Jackets, sweaters and sweatshirts may be in any solid color. Inconspicuous (pocket size or smaller) manufacturer logos are acceptable, non-CCS, college or sports team logos are acceptable; however, logos, symbols or slogans that are not edifying must be avoided. A CCS logo shirt must be worn under all jackets, sweaters or sweatshirts.
- Clothing must be complete, seams must be sewn, rips and tears must be patched.
- Shoes (any color) must be worn at all times and must have both a closed heel and toe – sandals/flip-flops are not safe for students. Shoes must not have wheels, platform styles or high heels over 2” in height.

- Socks (any color) are required for K-1 students. Socks are recommended for 2-5 students, especially on P.E. days.
- CCS hats or solid hats/caps are allowed outside, but are not to be worn in the classroom.
- Modest make-up and acrylic nails are permitted for only Middle School girls. Nail polish is acceptable for all girls.
- Hair should be a natural color, clean and neatly combed (not in the eyes, etc.). Avoid extreme or questionable hairstyles.
- The wearing of jewelry should be kept to a minimum. K-5 students may wear studs only. Middle School girls should keep safety in mind when choosing earrings and keep hoop or dangling earrings to a minimal length. Ears are the only acceptable location for piercing.
- No gothic or grunge clothing.
- Extreme fashions which call undue attention to the individual or any part of the anatomy in an unwholesome way, are not acceptable.
- Scouting uniforms may be worn on group meeting days.
- CCS sports uniforms may be worn on game days.

### **SPECIFIC REQUIREMENTS FOR BOYS**

- Pants, shorts, or jeans must be appropriately proportioned. They must not be too tight or excessively baggy. All pants or shorts must be worn at the waist. Undergarments must never be visible above or below outer clothing.
- Length of shorts must be no shorter than mid-thigh. The school standard for mid-thigh is one-half of the measured distance from the top of the inseam to the middle of the knee. *\*\*Please make allowance for growth.*
- Long-sleeved mock or standard turtlenecks in solid colors (free from insignias) may be worn under polo shirts if desired for warmth.
- Clothing with Christian symbols or messages printed on them are encouraged for Middle School students on Fridays and for all students on non-uniform days. Christian t-shirts worn must contain a scripture verse reference and not just a Christian company logo. No skull or crossbones are acceptable even on Christian t-shirts.
- Jackets, sweaters and sweatshirts may be in any solid color. Inconspicuous (pocket size or smaller) manufacturer, non-CCS, college or sports team logos are acceptable; however, logos, symbols or slogans that are not edifying must be avoided. A CCS logo shirt must be worn under all jackets, sweaters or sweatshirts.
- Clothing must be complete, seams must be sewn, rips and tears must be patched.
- Shoes (any color) must be worn at all times and must have both a closed heel and toe – sandals/flip-flops are not safe for students. Shoes must not have wheels.
- Socks (any color) are required for K-1 students. Socks are recommended for 2-8 students, especially on P.E. Days.
- Solid hats/caps are allowed outside, but are not to be worn backwards, to the side, or in the classroom.
- Hair should be a natural color, clean and neatly combed (not in the eyes, etc.). Avoid extreme or questionable hairstyles.
- Earrings and nail polish are not permitted.
- Any type of body piercing is not permitted.
- No wallet chains. No studs or spikes may be worn on belts or accessories.
- No gothic or grunge clothing.
- Extreme fashions which call undue attention to the individual or any part of the anatomy in an unwholesome way, are not acceptable.
- Scouting uniforms may be worn on group meeting days.
- CCS sports uniforms may be worn on game days.

### **MISCELLANEOUS RULES FOR ALL STUDENTS:**

#### **Spirit Wear:**

- CCS spirit t-shirts - included in the school registration/activity fee and provided to students at the beginning of each school year – are optional on Fridays (Spirit Days).
- A CCS spirit shirt (or Christian shirt for Middle School students) may be worn with any uniform bottom or jeans with minimal embellishments. Jeans may be Capri length (girls) or shorts consistent with guidelines.
- Spirit/school t-shirts and sweatshirts (including sports team wear) from previous years are acceptable when worn on Fridays and in a manner consistent with uniform guidelines.

#### Special Dress Days:

- Specific dates for non-uniform dress days are pre-determined by the administration, universal for all students, and announced in the Crossroads Connection and Monday letters.
- Basic dress code applies to all special dress days regarding appropriateness (modesty), condition (safety), length, fit & cleanliness.

*This dress code is not all-inclusive. Any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code. With changing styles, the administration reserves the right to add inappropriate clothing to this list at any time.*

## **EMERGENCY PREPAREDNESS**

The action taken during any type of emergency situation depends a great deal on the specifics of the incident. CCS may evacuate, lock-down, or initiate a shelter-in-place response, according to the nature of the threat. The main objective is the protection of the students and staff members.

CCS conducts various types of crisis response drills throughout the school year and works in collaboration with our local public safety agencies. If you are on campus during a crisis response drill, you are required to participate and to report to the command post.

In the event of an actual crisis, parents/guardians should report to the school command post where they will receive instructions on where to pick up their child. Students will not be released until student accounting is complete, so please do not attempt to take your child without proper authorization from CCS staff. Your child will *only* be released to the individuals designated on your child's emergency card. For this reason, it is imperative that you keep your child's emergency information accurate and up-to-date. The individual picking up your child should be prepared to provide our staff with photo identification.

### **Emergency Forms**

In order to properly care for your student and notify parents/guardians when a student needs to go home, California Education Code 49403 requires that all parents submit emergency forms with their home phone, work phone, cell phone, and emergency contacts.

CCS requires that each student have an emergency form on file; one form is kept on file in the office and one copy is kept on file in the classroom.

If your student is injured or ill, and we do not have an updated emergency form, we may have to call 911 for treatment at the parent's expense. Please include at least two or three local numbers of people who could care for your student if you are not available. The information on the emergency forms must be kept up-to-date throughout the school year.

### **Emergency Kits**

CCS has a comprehensive disaster plan. This plan will provide for the safety and welfare of each child in the event of a major disaster, such as an earthquake, lockdown, or fire. An important area of our plan deals with providing food and water should students be required to remain at school for an extended period of time. Each child is required to purchase an emergency kit at [www.quakecare.com](http://www.quakecare.com). Earthquake kits will not be returned to students at the end of the year, however they only need to be purchased every five years. A two-week notice will be needed to have any

**earthquake kits returned.** Please visit [www.quakekare.com](http://www.quakekare.com) and click the "School Kits" link to select the "1 Person Economy LunchboxSurvival Kit." Be sure to allow enough time for delivery before the start of school.

## FIELD TRIPS

Field trips of an educational nature are vital to the curriculum enrichment emphasis at CCS. The teaching staff will make every effort to supplement their teaching curriculum with meaningful field trips.

School-sponsored field trips are established for the specific grade and class levels. Therefore, it is the policy of CCS to limit field trip participation only to the students of the class. Please be advised that ***siblings are not allowed to attend school-sponsored field trips.*** School-sponsored educational field trips are not organized to facilitate a "family day out," but to enrich the student's understanding of a specific subject of study.

If a parent or guardian wishes to serve as a driver, the following items must be completed and approved through the school office:

- Submit a completed driver application form (annually)
- View Precious Cargo Video. (One time only)
- Submit a copy of your valid California Driver's License.
- Submit a copy of your current proof of insurance.

Parents serving as drivers will be assigned several children to their vehicle, and at times another adult passenger. The driver and adult passenger will serve as chaperones for the children in their vehicle and will be responsible for their care during the entire field trip/activity. For this reason, you will not be permitted to solely drive your own child. The purpose is to serve as a chaperone and assist the teacher in the supervision, care, and transportation of the students.

Please remember that both students and parents need to abide by the dress code while on field trips and school activities.

Students will not be permitted to attend a field trip or off-campus school-sponsored event without parents or guardians signing the field trip authorization on the back of the Student Emergency Form.

Parents serving as chaperones and/or drivers should check in at the school office and arrive in their child's classroom 15 minutes prior to departure time. If you will be delayed or have any change of plans, please call the school office immediately.

### 4th Grade Sacramento Trip (California History)

All 4th grade students are recommended to attend this one day educational field trip. Additional information regarding the trip will be made available to each parent once the school year begins.

### 5th Grade Science Camp

All 5th grade students are recommended to attend this two-day educational field trip. Additional information regarding the trip will be made available to each parent once the school year begins.

## Driver Policy

Crossroads Christian Schools and Crossroads Christian Church require anyone driving students or children under the age of 18, to any Crossroads Christian Schools function, to be in compliance with these policies:

- The driver must be at least 21 years old.
- The driver must have and provide proof of a valid California Driver's License.
- The driver must have and provide proof of Liability Insurance on the vehicle to be driven.
- The driver must watch the "Precious Cargo" video (one time only).
- The driver must submit a completed Driver Application annually.
- The driver must adhere to designated driving speeds and DMV driving laws at all times.
- The driver must have a required seat belt for each passenger in the vehicle, and is responsible to be sure that each person wears his/her seatbelt properly.
- The driver must adhere to DMV car seat requirements when driving young children.
- If there is a change in your insurance or driver's license status, you must notify the school office immediately.

## Driver and Chaperone Instructions

Our school greatly depends on the involvement of parents for transportation and chaperoning of field trips and other off-site events. We really appreciate you taking the time to support your child's school and its activities. The following are guidelines that we ask all drivers and chaperones to follow:

- If you own or have access to a cell phone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, notify the school office immediately. Please do not use a cell phone while driving, unless an emergency arises.
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the chaperones as to what is expected of them.
- Only those parents who have signed up in advance as drivers or chaperones may attend. No last minute sign-ups.
- Only children enrolled in the class or activity may attend the event. Guests or siblings may not attend a field trip or school event unless the trip is announced as a special family event and other siblings are specifically invited. Many of our field trip destination institutions, especially commercial businesses, will not allow smaller children to accompany the field trip. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. We believe that it is nearly impossible for a mother of a small child to give that child the proper attention while vigilantly supervising a group of field trip students. The first responsibility of each volunteer is to the students being supervised. Thank you for understanding our priorities.
- Chaperones are responsible for the behavior of those students in their care. In private vehicles, the driver is responsible for children's behavior. In school-owned or rented vehicles, the teacher is responsible, with the help of volunteers. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Chaperones should make it a special point to remain with the students for whom they are responsible. **They should keep the students who rode with them close to them.** They should vigorously resist the temptation to group with other adults while allowing the students to "do their own thing."
- Enjoy the students! However, if you have a problem with any student, take him/her to the teacher or supervising adult.
- Know exactly how many students are in your group and count, count, count all day! Keep roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Students are to return with the same person and vehicle that transported them for the event. Exceptions to this can be made only by an administrator or the teacher. Usually, exceptions are reserved for emergency situations only.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
- Please do not purchase food items for students unless first checking with the teacher or person in charge and checking emergency forms for food allergies.

- If you have questions about any aspect of the field trip, expectation of drivers or chaperones, or expectation of student behavior, please ask for assistance from the teacher or person in charge.

## Additional Instructions for Driver Chaperones

- The teacher will make vehicle assignments for students. Teachers sometimes have special reasons that they may not be free to explain for assigning specific seating arrangements. You will be provided with a list of names of the children being transported in your vehicle.
- Copies of the permission slips and emergency forms for all students will be with the teacher.
- If you have a first aid kit, please bring it with you in your vehicle.
- Seatbelts must be worn at all times. It is for this reason that students may only be transported in the cabs of pickup or other types of trucks. Note that only one child is permitted per working seatbelt. It is the responsibility of the driver to be sure that each student wears his/her seatbelt properly.
- Please be sure you understand the route to be taken. A map and/or directions will be provided by the teacher. Please stick to the assigned route to and from the field trip. Do not take a “better” way, run personal errands or stop for snacks unless it is part of the teacher’s plan.
- Please call the school office right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available, please call the school office for instruction.
- Children must enter and exit vehicles from the curbside unless the vehicle is in a protected parking area or driveway.
- Children must not be left unattended in a vehicle at any time.
- Students should not eat or drink in your vehicle without your permission. They have been instructed to use quiet voices when talking and to keep their hands/feet to themselves. If any student does not cooperate, please inform the teacher.
- You may only play rated “G” movies/DVD’s in your vehicle.
- Please use discretion when choosing music to play in your vehicle when transporting students. We suggest that you play Christian, classical or instrumental music in order to be sensitive to all of the students.
- When transporting young children, it is the driver’s responsibility to adhere to the DMV car seat requirement effective January 1, 2002, ***“Children under the age of 6 OR weighing less than 60 pounds must use a child safety seat, a booster seat, or other safety restraint system.”***

## FOOD SERVICE

Villa Amalfi offers a computerized account program for each child called PAYPAMS. Once the student is enrolled in the program, he/she will be assigned a personal lunch I.D. number which the student enters into a touch keypad in the food service area. The student may use his/her lunch account for breakfast, snack time and lunch. It is recommended to go online to PAYPAMS.com to check the student’s balance on a weekly basis and replenish the account with a credit card once the funds are low. This proactive measure will eliminate any disruption in the student’s lunch service. If parents desire to pay by check or cash, the student’s name and room number need to be clearly printed on the check or envelope submitted. Checks are payable to Villa Amalfi Catering, not to the school. The price of the regular lunch this year is \$3.50. The monthly menu is available on the school’s website as well as the elementary office. There is also an a la carte menu with other daily items to choose from at varying prices. If students have forgotten their lunch or have depleted their lunch account, an alternate lunch (consisting of a peanut butter and jelly sandwich and a drink) will be available to them and must be paid by the next day at the price of \$2.25.

## HARASSMENT POLICY

### Sexual Harassment Policy

Crossroads Christian Schools, a ministry of Crossroads Christian Church, in compliance with the California Education Code, is required to develop and distribute a policy regarding sexual harassment. CCS is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each child has the right to learn in a professional, caring atmosphere that promotes equal educational opportunity, and is free from discriminatory practices. Sexual harassment is a violation of Title IX of the Education Amendment Act of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. Therefore, CCS strongly condemns, opposes, and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any student who violates this policy will be subject to discipline, up to, and including, expulsion.

Staff members will model appropriate forms of addressing other students and teachers. Curriculum will include books, music, and activities that demonstrate respect for others. Teachers will be alert to gender biased comments and attitudes, for example: "Girls can't drive trucks" or "Boys can't play with dolls." Teachers will engage children in discussions that illustrate that both men and women are successful at a variety of occupations and pastimes. Classroom activities and lessons will be developmentally based so that children will not be presented with concepts that are beyond their capabilities.

If parents or staff members become aware of comments or behaviors on the part of staff or other students that could be considered sexual harassment, the parents or staff members are requested to bring their concerns to the Principal. After talking with the Principal, the written complaint may be filed with the Superintendent. A confidential investigation of the matter will be conducted. The intent of the procedure is to insure prompt recourse, fairness and equity to the family alleging sexual harassment, to the child, and to the witness. The investigation will be conducted by administration. The family will be notified as to the determination of the investigation.

If it is found that unlawful harassment has occurred, effective remedial action commensurate with the severity of the offense will be taken. CCS will not retaliate against the person or the child making the complaint and will not knowingly permit retaliation by any CCS employee or other child or family member.

### Obligations of All Employees

Employees shall report to the administration any conduct on the part of other employees or non-employees, such as representatives or service vendors, who sexually harass any student enrolled at CCS. If there is harassment of students within a classroom setting within a classroom, teachers shall take the necessary steps in disciplining the students involved. Teachers shall notify administration of the incident in writing, giving detailed and specific account of the incident. This written statement may be used in the investigation and allegation. No employee of CCS shall take action to discourage a victim of harassment from reporting such an instance.

## HEALTH POLICY

In order to be certain that sick children are in caring environments where their needs can be met, and in order to minimize the spread of illness, CCS staff members will expect you to keep your child home when certain conditions exist. Often sick children require one-to-one attention and we are unable to provide that kind of attention in our school office for long periods of time. The following are guidelines as to when your child should be kept home or will be sent home:

1. If your child registers a temperature higher than normal (normal usually being 98.6), we will consider this to be a fever which is likely to be contagious.

2. When there is vomiting or diarrhea. Note: Child must be free from these symptoms for 12 hours before returning to school.
3. Rash of unknown cause. If a doctor or health department staff member can identify the rash as not being contagious, we will admit the child providing the rash is not making the child sick and excessively uncomfortable.
4. Suspected conjunctivitis (pink eye). Symptoms include red, itchy eyes, with crusts that form on the eyelid.
5. Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
6. If your child has significant symptoms of respiratory illness (thick colored mucus from eyes or nose, serious cough, wheezing chest, red runny eyes or crusty eyes, sore throat, or earache) we will expect you to keep your child home.
7. Any suspected fracture unless the parent requests the student be allowed to stay at school. (Obvious displaced fractures must be sent home).
8. Head injury with any brief loss of consciousness, severe headache, or visual disturbances (otherwise 911 will be called).
9. Cuts or gashes that appear to require medical attention or visible bleeding that cannot be controlled within 5 minutes.
10. For infections requiring a doctor's prescription, please keep your child home 24 hours after beginning an antibiotic.

For all other illnesses, the child may return to school if free from symptoms for 12 hours, providing that the child's behavior indicates that he or she is feeling well.

We recognize that students may become ill or injured at school. An updated Emergency Form must be on file for all students with means for calling parents and designated emergency contacts. This form must be updated at the start of each new school year. When a student becomes ill or injured, the parent is called. After attempting to contact the parents with no success, the persons designated as emergency contacts will be called. If the parent is reached via phone, they may designate someone other than who is listed on the emergency form to pick up their child. An emergency contact cannot designate someone to pick up the student other than those listed on the form.

If the parent and emergency contacts are unable to be reached and it is a non-911 situation, school administrators will determine the appropriate action.

Please be sure the student's emergency form has names and current phone numbers of persons who have agreed to pick up your child if you cannot. Please list any cell phone numbers available for parents and emergency contacts. It is very frustrating for both the child and the office staff when a child is not feeling well, or there is an emergency situation, and employees are unable to contact an adult.

In order to ensure your student's health and safety, it is important for us to be made aware of any health conditions the student may have. Please note **ANY** health problems in the appropriate space on the emergency form. This information is not only necessary for us to address students' health and safety, it is also necessary for any emergency personnel who may be called in to care for your child. Students' health information is confidential and will only be shared with staff on a need-to-know basis. Contact the school office immediately if your child contracts a communicable disease, such as, but not limited to:

- Strep Throat
- Scarlet Fever
- Head Lice
- Chicken Pox
- Impetigo
- Ringworm
- Scabies
- Fifth Disease
- Hand, Foot, Mouth Disease
- Pink Eye

Please bring a doctor's release when the child returns to school. The school follows District Public Health regulations as to when a child may return to school after a communicable disease. Students returning to school after being treated for head lice must be examined in the health room prior to returning to class. The child must be free of all lice and "nits" before being re-admitted to school.

All persons, including volunteers, who are in regular contact with the children shall be in good health and free from communicable disease. They shall have an intradermal tuberculin skin test (TB test) or a chest x-ray. Proof of a negative result shall be on file in the school office.

## **Administration of Medication Policy**

No student shall be given over-the-counter medication during school hours except with written or verbal request from the parent/guardian.

No student shall be given prescription medication during school hours except with written request from a licensed physician/healthcare provider who has the responsibility for the medical management of the student. All such requests must be signed by the parent/guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each new school year.

All medication (prescription and over-the-counter) including aspirin, cough drops, etc., must be stored and dispensed in the health office. All medication must be provided in the container in which it was purchased. If it is a prescribed medication, it must be in the original container with the prescription label attached, and must be prescribed to the student to whom it will be administered. School personnel cannot give medication brought to school in a plastic bag, plastic ware, or any other repackaging. Out-of-date medication will not be given. An adult must bring the medication to the school along with the completed authorization form. **Students are not allowed to have medication in their possession at school.** This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well-being is in jeopardy and the medication, such as an inhaler for asthma, is carried on his/her person. The appropriate release forms can be obtained from the school office and must include a statement from the physician that the student's well being is in jeopardy unless he/she carries the medication.

## **Responsibility of the Parent or Guardian**

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
2. Parents or guardians will assume full responsibility for the supply and transportation of all medications to and from school.
3. A request for administering over-the-counter medication must be completed by the parent or guardian and filed with the school office.
4. Parents or guardians may pick up unused medications from the school office during and at the close of the school year. Medication remaining after the last day of school will be discarded.

## **Responsibility of the Physician and Parent or Guardian**

1. A request for administering prescribed medication must be completed by the parent or guardian and filed with the school office.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
  - a. Student's name
  - b. Physician's name
  - c. Name of medication
  - d. Dosage, schedule and dose form
  - e. Date of expiration of medication
3. Each medication is to be in a separate pharmacy container prescribed for the student by a physician.

## Responsibility of School Personnel

1. The school administrator will assume responsibility for placing medication in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.
3. Each administration of medication will be recorded on a medication log immediately following the time of its administration by the individual who gave the medication.

## Immunizations

**Children must have their immunizations up-to-date and on file in the school office.** The only exceptions being that parents were otherwise advised by a physician, or parents object to immunizations based on personal beliefs. Written statements by the physician or parent must then be on file in the school office.

## Emergency Health Procedures

Although we do not have a certified nurse on staff, our staff has been certified in First Aid and CPR. When a child has been injured, we evaluate the situation on a case-by-case basis. When appropriate, we apply ice packs to bumps, topical ointment and band-aids to cuts and scrapes, etc. If more serious, we will notify the parent and complete an Accident Report.

1. **If a student is injured on campus**, the student should report the injury to a teacher, administrator, or staff member. When reported, a staff member will complete and Accident Report to be sent home with the student.
2. **If a student becomes ill**, he/she should be escorted by a staff member to the office.
3. **If a student is advised to leave campus**, the parent will be contacted. When the parent or other authorized adult comes to pick up the student, they will be asked to sign the student out in the office.

## HOMEWORK – GUIDELINES AND POLICY

Every student, kindergarten through eighth grade, has a required homework period every, Monday through Friday. Even when all classroom assignments are completed, the full amount of the home study period is to be utilized for further learning activities. The teachers will provide suggestions for parent implementation. If a student is unable to complete an assignment after putting forth a good effort up to the maximum time limit, the parent may write the teacher a note to have the work accepted even though not complete.

- K-1 - Specific assignments related to classroom objectives. They should promote the development of skills. (1/2 hour in length, 4 days)
- 2-3 - Specific assignments that reinforce skill development. (30-40 minutes)
- 4-5 - Specific assignments that reinforce skill development. Should promote good study habits. (1-hour)
- 6-8 - Specific assignments that reinforce skill development. (1 hour, not to exceed 2 hours).

## Purposes of Homework

- To complete classroom assignments.
- To complete work due to absence.
- To provide additional practice for achieving mastery.
- To provide remedial work.
- To provide enrichment.
- To work on special projects/assignments.

## **Responsibilities of Students**

- Take home assignments and materials.
- Listen to the teacher and follow directions for completing homework.
- Return assignments and materials on time.
- Develop a regular time and place for home study.
- Strive for neatness, accuracy, and completeness.
- Talk with their parents about homework assignments.
- Do his/her own work.
- Ask parent for help when needed.

## **Responsibilities of Parents**

- Provide a quiet, suitable place for home study.
- Encourage your child to fulfill homework requirements, and provide whatever follow-through is necessary to achieve it.
- Assist your child if necessary, but they must do the work.
- Supervise your child for most effective use of time.
- Make certain all papers and books are returned on time.
- Review the completed assignments with your child. If your child has difficulties with homework, contact the teacher.

The attitude of parents toward their child's homework is most important, for it has a great influence on the child's attitude toward homework.

## **Responsibilities of Teacher**

- Provide appropriate homework assignments for each child.
- Teach home study skills.
- Teach new concepts during class before providing homework practice.
- Provide make-up assignments, as deemed appropriate, when a student is absent.
- Provide textbooks or library books for home reading practice.
- Maintain a daily record of homework returned and provide necessary follow-through with each child.
- Correct and/or review all homework as appropriate.
- Include "homework" in the grading process.

## **Homework Requests**

To request homework or class work the day of an absence, we ask that you call the school office by 11:00 a.m. to arrange to pick up the work after school the same day.

When requesting homework for a student who has been absent for more than two days you may experience a one-day delay between the time of the request and a response from the teacher.

## **Incomplete Grades**

Students may be given a grade of "I" when excessive absences have interfered with the educational process. Students must be in class, to obtain the best results in their education.

## Extra Credit

No student is permitted to complete extra credit if his/her grade is "C" or below. If a student's grade is at the average level, they need to use their time to work on daily work, homework, or study for tests. They are not yet performing at an enrichment level.

## Make-Up Work

Students have two days upon returning to school after an absence to turn make-up work in for credit. In the event of sequential excused absences, the first day's make-up work is due the second day they return back to school. For example, the make-up work for three days of sequential excused absences **cannot be turned in all at once** six days later. The first day's make-up work is due two days upon return and the second day's make-up work is due four days upon return, etc.

Students absent with an unexcused absence may make up the work they missed for the first two unexcused absences only.

# INSTRUCTIONAL PROGRAMS/ STUDENT ACTIVITIES

## Student Activities

The structure of the student activities program is multi-layered, based on the students' age level, classroom-related activities, and extracurricular activities. Student activities are geared to both the individual and groups. Student activities incorporate a variety of interests:

### Academic

- G.I.F.T.S. (3-5)
- Art Instruction & Appreciation (1-5)
- Chapel
- History Day
- Science Fair
- Spelling Bee
- Speech Meet
- Assemblies
- Technology Education
- ASB
- Library

### Athletics

Sports activities are an integral part of character development at CCS. Christians are commanded to be different from the normal world around them and this includes athletics (John 17:14, 17). The reason is that we have a different perspective from which to work. Jesus Christ is to be the center of all our attention, both on and off the athletic field. We are to have His attitude, actions and mind set (Philippians 2:5, Romans 8:29). We are to do everything as unto the Lord and not as unto men (Colossians 3:23). In other words, we are to perform as if Jesus were the only one watching. Jesus loved us so much that He gave Himself up for us (Philippians 2:8). It is only natural then that we should give all we have to Him in return. In order to be like Christ, we need to study Scripture and rely on the Holy Spirit to guide us.

Remember, however, we are developing eternal values!! For further information, please refer to the Athletic Handbook.

- President's Physical Fitness Health Award
- After School Sports Programs:
  - Basketball
  - Softball/Baseball
  - Flag Football
  - Soccer
  - Floor Hockey
  - 4-Square
  - Dodgeball, Etc.

### **Performing Arts**

- Art Festival
- Choir
- Christmas Program
- Chapel presentations
- Choral Festival
- Talent Show

### **Christian Service (Outreach)**

- Classroom visits to Nursing/Convalescent Homes, Senior Citizens
- Food Drives
- Operation Christmas Child
- Missions' Projects
- Sharing our school facilities with community groups

### **Fundraising**

- PSF Fundraiser
- Jogathon
- Scrip
- Grocery Partner Programs
- Box Tops
- Print Cartridge Recycling
- Scholastic Book Fair (Library)
- E-waste
- Family Fellowship Nights
- Silent Auction/Family Fun Night

## **LOST AND FOUND**

All personal belongings that have been turned in as lost will be kept in the Lost & Found located under the stairs. Small items such as jewelry can be claimed in the office. Please label all articles of clothing, as items that are marked with a name will be returned. You may check Lost & Found daily, if needed. At the end of the quarter the Lost & Found table will be placed near the elementary office so that you may check for your child's possessions. Every three months, unmarked, unclaimed items will be given to missions for distribution to the needy. **Lunchboxes?**

## **PARTIES**

We invite our parents to participate in class parties without siblings. These parties are celebrations for the classroom child. Your cooperation in light of these policies is greatly appreciated.

Year-end class parties held outside of the classroom may include family members, if the teacher so determines.

### **Personal Party Invitations**

Often times, parents wish to send home personal party invitations for their child through the classroom or hand them out on campus. Please be respectful of the following policy regarding personal party invitations:

Party invitations may be sent home through a student's classroom or distributed on campus if ALL of the students in the classroom are invited to the party, or if the student is a boy, all of the boy students in the classroom are invited, and if the student is a girl, all of the girl students in the classroom are invited. We would like to spare any hurt feelings and appreciate your cooperation.