



**CROSSROADS**  
CHRISTIAN SCHOOLS

# PARENT / STUDENT HANDBOOK

Revised August 2017



# CROSSROADS

## CHRISTIAN SCHOOLS

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# CROSSROADS

## CHRISTIAN SCHOOLS

### PARENT/STUDENT HANDBOOK 2017 - 2018

#### Deuteronomy 6:6-9

These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.

### MISSION STATEMENT

The mission of Crossroads Christian Schools is:

*Educating children and leading families to a passionate commitment  
To Christ, His Cause, and His Community.*

### CORE VALUES

#### Educating children:

- Committing to educational excellence.
- Maximizing every student's God-given potential.
- Growing the whole child: spiritually, intellectually, physically, and emotionally.
- Encouraging critical thinking, problem solving, and effective communication.
- Studying the Bible as a core subject in every grade level.
- Teaching all educational coursework through a Biblical worldview.

#### Leading Families:

- Encouraging parents to be spiritual leaders of their children.
- Recognizing parent responsibility for the behavior of their children.
- Discipling families to integrate Biblical Truth into their daily lives.
- Developing long-lasting relationships between parents and staff.

#### Passionate Commitment to Christ, His Cause, His Community:

- Responding personally to Jesus Christ as Savior and Lord.
- Representing Christian character through Godly living, healthy relationships, and Christian ministry.
- Sharing our faith as followers of Christ.
- Integrating faith and learning throughout curricular and co-curricular programs.
- Demonstrating faith in action through Chapels, mission projects, and community.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

The philosophy of Crossroads Christian Schools is to enable children to view life from God's perspective because He is Truth. We believe Biblical perspective is communicated through (1) His Creation, (2) His Son, Jesus Christ, and (3) His Holy Word, the Bible.

The Bible is the inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do, or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the life, death and resurrection of His Son, Jesus Christ. A regenerated person receives the Holy Spirit to guide him into all truth.

We seek to ground everything we do on the transforming gospel of Jesus Christ. All faculty and staff of the Crossroads Christian Schools are personally committed to Jesus Christ. Teachers seek to integrate Biblical truth into each subject being taught. We believe the educational process is only accomplished through the ministry of the Holy Spirit.

We believe that a proper relationship between family, church, and school is essential to Christian education. It is the responsibility of the parents to teach and train a child. Crossroads Christian School, as a ministry of the church, is an extension of the educational process of the home.

The pursuit of knowledge is more than the collection of information. It also includes understanding and Godly wisdom. We are committed to leading children to a restored relationship with God, to graduating students with both competence and character, and developing their skills to impact the world as history makers and world changers for the glory of God.

## **LIVING CURRICULUM**

The teaching staff at Crossroads Christian Schools (CCS) is highly qualified and thoroughly dedicated to helping each student toward positive spiritual, academic, emotional, 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. All staff and faculty have a personal relationship with Jesus Christ and allow the Holy Spirit to minister through them as they affect the lives of their students. As a ministry of Crossroads Christian Church, our staff meets the standards of personal integrity, sacrificial service, and hold to our statement of faith.

## **STATEMENT OF FAITH**

Crossroads Christian Schools 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 statement 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).

## **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. CCS will do their best to accommodate any student with an IEP, SSP, ISP, or any other resource under FAPE. CCS is limited in our resources and does not provide an occupational therapist, speech therapist, behavioral therapist or a full-time resource teacher.

### **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.

### **CCS STUDENTS WILL BE:**

- **CONFIDENT COMMUNICATORS**
  - Share with others their personal relationship with God.
  - Exhibit an increasing ability to articulate and defend their faith.
  - Read, write, speak and listen effectively and critically.
  - Gather, organize and effectively communicate pertinent information.
  - Use technology as an information resource consistent with biblical philosophy and values.
  - Develop communication strategies using technological tools.
- **COMPASSIONATE SERVANT-LEADERS**
  - Have accepted or been challenged to accept Jesus Christ as their personal savior.
  - Discovers God-given abilities while leading in selfless service.
  - Demonstrates Christian morals, ethics and integrity through positive, productive citizenship.
  - Understands the biblical definition of leadership as service to others, driven by love.
  - Contributes to the community as active and informed citizens.
- **CAPABLE SELF-DIRECTED STUDENTS**
  - Take personal responsibility in the learning process.
  - Ready to learn.
  - Setting learning goals.
  - Engage in the learning process.
  - Evaluate learning.
  - Establish, pursue, and accomplish realistic and challenging personal goals.
  - Work diligently to be a good steward of time and resources.
  - Achieve competence in core subject areas as well as other coursework.
  - Use technology to enhance and facilitate learning.
  - View learning as a life-long process.
- **CHRIST-CENTERED STUDENTS**
  - Pray daily to God for direction and read His Word daily as a source of truth.
  - Worship God through vocal and instrumental music.

- Experience artistic expression through a variety of creative opportunities in the fine and performing arts.
- Develop and maintain physically fit bodies because the body is the temple of the Holy Spirit.
- Participate in athletics with a Christ-like character.

## **INSTRUCTIONAL PROGRAM**

Our desire is to see each and every student strengthen his or her relationship with Jesus Christ. Our expectation is that students have a sound mastery of 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.

## **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.

## **SCHOOL COLORS**

- Our school colors are navy blue, red, white, & black.

## **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 SCHOOL INFORMATION**

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### **OPERATING HOURS**

### **OFFICE HOURS**

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

### **SCHOOL HOURS**

Kindergarten:	8:00 am to 2:00 pm
1 <sup>st</sup> - 5 <sup>th</sup> Grade:	8:00 am to 2:30 pm
6 <sup>th</sup> - 8 <sup>th</sup> Middle School:	8:00 am to 3:00 pm

- Drop off begins at 7:30am.
- Students arriving by bike, skateboard, walking – should not arrive before 7:30am
- Students arriving before 7:30am may not loiter on school property and will need to check into morning daycare.
- Students remaining on campus 15 minutes after dismissal will be signed into daycare, or must have a walking pass to leave campus.

### **MINIMUM DAY DISMISSAL TIMES**

K - 3 <sup>rd</sup> grades	11:15 am
4 <sup>th</sup> - 8 <sup>th</sup> grades	11:45 am

On minimum days, lunches will only be served to students in daycare.

### **DAYCARE**

Daycare is available on school days from 6:00am until 6:00pm for K-8<sup>th</sup> grade students. Before-school care is charged from 6:00am to 7:30am. 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. Daycare is available for students K-8th grade.

**All students attending daycare are required to have a “Daycare Contract” on file.**

Current Daycare Rates can be found on the Crossroads Christian School website.

### **BEFORE SCHOOL DAYCARE**

Parents should walk their child(ren) to the Main Office and sign their children into daycare. All students dropped off before 7:30am will be checked into morning daycare and billed accordingly.

### **AFTER SCHOOL DAYCARE**

Parents must come into the main office to sign their child(ren) out.

### **LATE PICK-UP**

After school care ends at 6:00pm. Late parents will be charged \$1.00 per minute. Parents are asked to call the school at (951) 278-3199 if late arrival is anticipated. Parents who fail to do so, may have their authorized contact people called to come and pick up their child after 6:05pm. After three offenses, the fee will be \$5.00 per minute. Consistent abuse of the 6:00pm pick-up policy may result in cancellation of the daycare contract.

## **ADMISSIONS POLICY & PROCEDURES**

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### **ADMISSIONS PROCEDURE**

Crossroads Christian Schools are open to anyone interested in securing a Christian education, from preschool through high school, 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, dress code, discipline and dress codes, and also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates. 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 will 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 be 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, (see pg. 26), 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.

Crossroads Christian Schools admits 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, athletics, 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.

### **IMMUNIZATION**

**CCS follows all State of California regulations for students.**

**All students MUST have their immunizations up-to-date and on file in the school office.**

### **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 written request to the administration. 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. Records will be held and not forwarded if there is an outstanding balance in the student's account.

## **ADMISSIONS PROCESS**

### **ADMISSIONS IS A 3 STEP PROCESS**

Applications must be submitted with the following list of requirements to the school office. Available openings are determined following priority enrollment of currently enrolled students, siblings, and affiliate church members. As openings are often limited, applicants are encouraged to apply by March 1. Students may be admitted during the school year if openings are available. Class placement is pending available space, and is not confirmed until an applicant completes the admission procedures, and the school receives all completed registration and tuition agreement forms, along with any applicable registration fees.

#### **STEP 1**

- **STUDENT APPLICATION:**  
Parents and/or guardians must fill out the Application form for all incoming students.
- **GRADES / TRANSCRIPTS / TEST SCORES**  
Parents and /or guardians must provide the applicant's most current **grade report** (grades K- 6) or transcript (grades 7-8), as well as a copy of the applicant's most current **standardized testing results** (i.e. Stanford 10, Star, etc.).
- **REFERENCES (K-8th grade)** Please provide the following:
  1. **School Reference** - From the current School Official to release Student's Information and answer questionnaire.
  2. **Teacher Reference** - Applicants for K-6th grade are required to submit a Teacher Reference Report from a current/most recent teacher. Applicants 7-8th grade are required to submit **two** Teacher Reference Reports.
- **ESSAY**  
Students entering **grades 6 - 8<sup>th</sup>** grade are asked to write a one-page essay about why they are interested in attending Crossroads Christian Schools.

#### **STEP 2**

- **TESTING**  
Applicants for grades K-12 are required to take an **entrance exam / developmental evaluation**. All entrance exams and developmental evaluations will be performed at Crossroads Christian Schools, administered by school personnel. Upon receipt and review of the completed application and accompanying materials, testing will be completed.
- **TESTING FEE**  
A non-refundable application/testing fee will be due at the time new students are applying for entrance into CCS.
- **INTERVIEW**  
A personal interview may be requested with the applicant and their parent or guardian.

### **STEP 3**

#### **ACCEPTANCE & REGISTRATION OF APPLICANTS**

Upon review of all documents you will be notified or denied by the Registrar's office of your acceptance. CCS carefully examines each completed application file & entrance exam.

While it is our desire to partner with families in their child(ren) education, we realize that we cannot meet the needs of every applicant.

#### **APPEAL OF AN ADMISSIONS DECISION**

- A parent/guardian may appeal an administrative decision-refusing acceptance of a student for enrollment into Crossroads Christian Schools of Corona.
- The parent/guardian begins the appeal process by submitting a request in writing and returning it to the designated Principal K-8.
- The Principal will contact the Superintendent with the parent request.
- The Principal and the Superintendent will meet to review the application/testing process and documentation regarding the enrollment refusal.
- The Superintendent office will contact the parent/guardian to set up a telephone or in person conference (Superintendent discretion).
- The final resolution of the appeal is at the discretion of the Superintendent and/or Administrative Review Board.

### **FINANCIAL POLICY**

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Crossroads Christian School's 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. Please note, only one financial contract is necessary per family.

#### **FEES**

##### **Application Fee**

\$50 (non-refundable) One time only fee due at the time of application.

##### **Registration Fee**

\$525 (non-refundable) February 22<sup>nd</sup> - May 15<sup>th</sup>

\$650 (non-refundable) After May 15<sup>th</sup>

##### **Registration Fees Offset the Cost of:**

Curriculum and Materials

WIFI Maintenance & Technology

Learning Management System (Plus Portals)

Fees, Licenses, Subscriptions, and Insurance

Special Activities

Yearbooks

School t-shirt and sweat-shirt

##### **Field Trips**

Fees vary based on the field trip

## **Daycare**

Fees vary based on program selected (if needed please see Daycare Fee schedule)

## **After School Classes & Sports Fees**

Fees vary based on activity and/or sport selected

## **PAYMENT SCHEDULES**

**\*10-Month Option**                      May 2017: one-month tuition deposit (10% of annual tuition)  
August 2017 – April 2018: 9 consecutive monthly payments

**\*12-Month Option**                      May 2017 – April 2018: 12 consecutive monthly payments (not  
available for Non-EFT)

**Paid in Full (PIF)**                      Tuition must be paid in full by August 1, 2017

*Note: If Paid in Full tuition is not received by August 1, 2017, the account will be charged the Non-EFT Tuition Rate, and the account will be placed on a month -to-month billing cycle. Higher Non-EFT rates can be avoided if EFT arrangements are made with student billing department prior to August 1, 2017.*

**Sibling Tuition** When more than one child from a family is enrolled, the first child (oldest) will pay the full tuition rate and the younger children will be billed at the sibling rate (discounted).

## **Method of Payments**

**Electronic Funds Transfer (EFT)** - Payers will have monies deducted from their checking or savings account through FACTS on the 1<sup>st</sup>, the 15<sup>th</sup>, or split 1<sup>st</sup> and 15<sup>th</sup> of each month. Each year a new EFT Authorization is required per program (i.e. tuition, daycare, summer camp) and for incidentals (ie. sports, winter camp after school classes, etc.). EFTs drawn on business accounts also require an Authorization Letter on company letterhead signed by the owner of the company.

**EFT Cancellation Policy** - If the payer decides to cancel the EFT option, a written notification must be submitted and the cancellation will result in the payer's account being charged the Non-EFT tuition rate. A four (4) business day lead-time is required to process an EFT Cancellation request. If the form is not submitted within the appropriate time, CCS cannot be held responsible for monies deducted from the payer's account.

**Automatic Credit/Debit Card Payments** - Credit Card Authorization must be completed online through FACTS.

## **Delinquent Accounts**

Tuition payments are due on the 15<sup>th</sup> of each month. Payments received after the due date will be subject to a late fee of \$40. Crossroads Christian Schools reserves the right to suspend any or all of its privileges and services to students who have not met their financial obligations. Such services include, but are not limited to, the release of a student's report card and participation in extracurricular activities (e.g. dances, class trips, sports or club activities). No official school records or transcripts will be released for any student until all financial obligations are completed.

## **Returned Checks**

Returned checks are **not** re-submitted. If your payment is returned, you will be notified either by email and/or telephone and a \$30 NSF fee will be assessed. If CCS receives two (2) or more returned checks, the payer will be required to make all further payments by cashier's check, money order or credit card.

## **EFT/ACH Rejections**

If your EFT rejects, FACTS will notify you either by email and/or telephone and a \$30 fee will be assessed. FACTS will attempt to re-run your rejected EFT fifteen days after. If CCS is notified that your account has had 3 or more EFT Rejections, you will be removed from EFT payments and your student(s) will be charged the Non-EFT Tuition Rate. All further payments must be made by cashier's check, money order or credit card.

## **Suspended Accounts**

An account becomes suspended as a result of more than 2 returned checks/EFTs, or after an account has become 30 days delinquent and no payment arrangements have been made with the FACTS or the accounting department. Once an account has been suspended, the following procedures will occur:

- Payment arrangements must be made and agreed upon for the student to remain in school
- If payer defaults on any portion of the payment arrangements: 1) the arrangement becomes null and void; 2) the balance in full becomes due and payable immediately; and 3) the student will not be permitted to attend school until the account is brought current.
- If no payment arrangements have been made, CCS reserves the right to withdraw the student(s) from school.
- Delinquent accounts can be sent to collections at any time.

## **Withdrawals**

Students withdrawing during the school year are required to give a **two-week notice** and must complete the Notification of Withdrawal form located in the school office. Charges will continue to incur until paperwork is completed. Termination of enrollment may result in a tuition refund, determined by the withdrawal date.

- **Billing Questions** Please direct all billing questions or concerns to the Student Billing Office [studentbilling@crossroadsschool.org](mailto:studentbilling@crossroadsschool.org)
- **Registration Fee:** All CCS families are required to pay the non-refundable registration fee. Registration fees are collected to cover the costs of such things as textbooks, curriculum materials, special activities, school assemblies, some field trips, spirit shirts, yearbooks, and more. As a way to offset costs incurred at registration, families may use the option of paying with two (2) checks that will be taken on registration day. One check will be dated with the date you register, and the second check will have the postdate one month from registration date.
- **Tuition Rates:** Please see the school website for current rates: [www.crossroadsschool.org](http://www.crossroadsschool.org)

## **REFUND POLICIES**

Upon termination of enrollment, a tuition refund may apply for traditional students. The withdrawal date determines the amount of tuition refund based on the following schedule:

Prior to August 1, 2017.....90% refund of tuition paid

Refunds for students who withdraw after August 1, 2016 will be pro-rated based on the month of withdrawal.

February 28, 2018 or later..... **NO REFUND**

There is a ten (10) business day waiting period for all refunds.

**No refunds will be considered for Registration Fees or International students.**

## **ADDITIONAL EXPENSES**

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### **Educational Supplies:**

CCS provides curriculum and materials for student use. Certain fees will be imposed on students in the following circumstances:

- A supply list for each grade is posted on CCS website prior to the start of school.
- Middle School elective class may require a materials fee.
- Students will pay the replacement cost of lost materials.
- If materials are damaged the amount of the damage will be determined by Crossroads and a fee will be assessed accordingly.
- All charges not paid by the end of each year will be billed to the student's account.

### **Educational Excursions/Field Trips:**

- Educational excursions incur for 4-8<sup>th</sup> grade. (Parents are responsible for excursions)
- Teachers will provide information for trips.
- Parents may be asked to contribute on an as needed basis for some field trips.

### **Sports:**

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

### **Uniforms:**

- Parents must purchase school uniforms for daily wear. Uniforms may be purchased from Dennis Uniforms & Threadworks. There is a link to both companies on CCS's website.

### **Afterschool Activity:**

- CCS offers a variety of afterschool activities which may require a fee.

## **POLICY & PROCEDURES**

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### **ATTENDANCE POLICY & PROCEDURES**

#### **ATTENDANCE**

Crossroads Christian School believes that regular school attendance is a necessary part of the learning process and a vital component of the spiritual development of each student. We ask that we partner together to train our students to understand that school is their important job. Students that are frequently absent may find their grades adversely affected.

CCS documents all absences. If your child is absent you must notify the school in writing within three (3) days. You may e-mail your child's teacher or send a note with your student. All correspondence must include the following:

- **Child's name**
- **Date of absence(s)**
- **Reason for absence**
- **Teacher's name/grade**

All missed classroom assignments must be completed and returned to your teacher promptly, but no later than the Monday following the absence. Projects and major assignments that were assigned prior to the absence are due on the day of the original due date.

Please check Plus Portals for homework and classroom overview. If your child is absent, you may request for textbooks and assignment to be left in the office for pick-up by contacting your child(s) teacher. Please allow up to 24 hours.

Students that have excessive absences may be referred to the CCS Attendance Review Board.

#### **LATE ARRIVALS**

##### **K - 8<sup>th</sup> Grade: School starts and students are in class at 8:00am**

The morning bell rings at 7:55am and school begins promptly at 8:00am.

**All Kindergarten - Eighth Grade Students arriving after 8:00am must be walked to the office by a parent or guardian and signed in on the official roster.** Students arriving after 8:00 am are considered tardy. Sixth - Eight Grade students are also considered tardy if they arrive to any class period after the bell has rung. Tardiness affects not only the late student, but also 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 are not permitted to walk their children to class after 8:00 a.m., as class has already begun.

#### **EARLY CHECKOUT POLICY**

Students leaving school prior to the completion of the school day must be signed out in the school office by an authorized adult and/or parent/legal guardian. It is important for your child to be in attendance the full day of school. It would be appreciated if dental and medical appointments are scheduled after school hours.

Excessive tardiness and/or early departures may result in a referral to the CCS Attendance Review Board. Students must attend school a minimum of 3.5 hours in order to participate in all school-sanctioned events (sports, dances, etc.)

**LUNCH (Kindergarten - 8<sup>th</sup> grade)** Students must stay on campus during lunch periods unless their parent, guardian or authorized adult signs them out through the school office.

## **COMMUNICATION**

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### **COMMUNICATION**

CCS makes every effort to communicate with families as needed. The school communicates with families via Plus Portals environment, Classroom Connection, Text, E-mail, and Website. Please make sure your current contact information is on file and updated.

### **CLASSROOM COMMUNICATION**

The avenue for classroom communication will be through our Plus Portals environment. Portal postings will be homework assignments, spelling words, Bible memory verses, etc. You may access the Classroom Connection from your Portal account.

### **WEBSITE**

Everything parents 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).

### **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.

## **DRESS CODE POLICY & PROCEDURES**

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### **DRESS CODE (Kindergarten - Eighth Grade)**

CCS is a uniform school and students are required to wear CCS uniforms and stay with 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].*

1Corinthians 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)  
Don't let anyone look down on you because you are young, but set an example for the Believers in speech, in conduct, in love, in faith and in purity.
- Modesty (1 Timothy 2:9)  
Also want the women to dress modestly, with decency and propriety, adorning themselves, not with elaborate hairstyles or gold or pearls or expensive clothes.
- Cleanliness
- Practicality
- Safety
- Neatness

### **UNIFORMS**

- All students are issued a sweatshirt as part of the Spirit Wear. **Only CCS Logo Sweatshirts are acceptable.**
- All uniform style pants, shorts, and skirts must be in navy, khaki, black or CCS plaid (girls only). **NOT PERMITTED: Jeans, large cargo pants, knit pants, joggers with elastic ankles, and jeggings are not uniform style pants.**
- Sweaters must be solid school color. (white, navy, red, tan, & black). They may be worn in class however; a uniform shirt must be worn underneath.
- CCS logo polo shirts (short or long sleeves) must be red, navy, black or white in color. CCS logo blouses and oxford shirts must be white in color. All uniform shirts must be purchased at Threadworks our preferred provider [www.ccsapparel.com](http://www.ccsapparel.com) or Dennis Uniforms.
- Uniforms may not be altered or added to in any way and should not distract/detract from the overall look of the school uniform

## **DRESS CODE**

- Uniform pants and shorts must be appropriately proportioned. They must not be form fitting or excessively baggy.
- 6<sup>th</sup> - 8<sup>th</sup> Grade PE clothes are to be worn **only** in PE class.
- Clothing must be complete, seams must be sewn, rips and tears must be patched.
- Outer wear jackets & coats may not be worn in the classroom.
- 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.
- Socks and or leggings (tights) must be a solid uniform color (white, navy, red, tan, or black.) Manufacturer logos are acceptable in school colors.
- Hats/caps/beanies are allowed outside, but are not to be worn backwards, to the side, or in the classroom and/or Chapel. Logos, symbols or slogans that are not edifying are not permitted.
- Hair should be neat, clean, and out of the eyes. Extreme hairstyles are not permitted and will be determined by the administration. Kindergarten-5<sup>th</sup> are not permitted to have bleached, streaked or colored hair. Middle School students may have streaks and highlights that are within the range of natural hair colors. (no pink, blue, green, purple, red, etc.)
- Extreme fashions, which call undue attention to the individual or any part of the anatomy in an unwholesome way, are not acceptable.
- No visible tattoos, real or temporary.

## **SPECIFIC REQUIREMENTS FOR GIRLS**

- Length of skirts, skorts, shorts or dresses must be mid-thigh or longer. Shorts and skirts may not be rolled up at any time. *\*\*Please make allowance for growth.*
- Shorts, tights or leggings in solid colors (white, navy, red, tan, or black) must be worn underneath dresses or skirts.
- Shoes must not have wheels, platform styles or high heels over 2" in height.
- Modest make-up and acrylic nails are permitted only for Middle School girls. Nail polish is acceptable for all girls.
- The wearing of jewelry should be kept to a minimum. 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.
- Accessories - No fashion scarves or lace gloves. Winter scarves & gloves are acceptable.

## **SPECIFIC REQUIREMENTS FOR BOYS**

- 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 5" above the knee. *\*\*Please make allowance for growth.*
- Shoes must not have wheels.
- 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.

## **JEANS & SPIRIT SHIRT DAY**

- CCS Friday Spirit T-Shirts or any CCS Spirit Shirt from previous years.
- A CCS spirit shirt may be worn with any uniform bottom or solid color jeans. Jeans may be Capri length (girls), shorts or skirts and must be within the guidelines of our Daily Attire.

## **SPECIAL DRESS DAY / SPIRIT DAYS**

- Specific dates for non-uniform dress days are pre-determined by the administration and announced in Classroom letters.
- Students who are on sports teams may wear their CCS team shirt with jeans on game days
- Basic dress code applies to all special dress days regarding appropriateness (modesty), condition (safety), length, fit & cleanliness.
- Leggings, jeggings, exercise wear, swim wear, and sweat bottoms are not to be worn as pants.
- Shirts must not be form fitting or have any slits and/or large arm holes, low-cut, backless, racerbacks. (No tank tops or spaghetti straps).
- No skull or crossbones are acceptable even on Christian T-Shirts.
- 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.

## **P.E. UNIFORMS**

6<sup>th</sup> - 8<sup>th</sup> grade students are required to wear Crossroads Christian School P.E. uniforms. Uniforms – shorts, shirts, must be purchased through Threadworks.

**Website: [ccsapparel.com](http://ccsapparel.com) (909) 606-4445**

CCS Sweatsuits, solid color sweatpants and/or sweatshirt (navy, gray, black) may be purchased through Threadworks or purchased at other stores if needed to go over students PE Uniform, if the weather is cool. (No yoga pants or leggings are allowed)

## **DRESS CODE VIOLATIONS**

- 1<sup>st</sup> and 2<sup>nd</sup> violation – student will receive a warning, and may be asked to change into loaner clothes for the day. Parent/Guardian will need to sign Dress Code Violation form and return to the Principal's office the following day. If CCS does not have loaner clothes available to change into, parents will be called to bring appropriate attire.
- 3<sup>rd</sup> violation – Detention.
- 4<sup>th</sup> violation – Office referral.

*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.*

## **DRIVER POLICY & PROCEDURES**

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### **DRIVER POLICY**

**If a parent or guardian wishes to serve as a driver, the following items must be completed and approved through the school office a minimum of two (2) weeks prior to date of Field Trip/Event:**

- Submit a completed driver application form (annually)
- Submit a copy of your valid California Driver's License.
- Submit a copy of your current proof of insurance.

Crossroads Christian Schools require anyone driving students to any school function, to be in compliance with these policies:

- The driver must be at least 21 years old.
- The driver must adhere to the 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 & 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. In case of emergency use hands-free device or pull over to make a call.
- 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."
- Drivers and chaperones must refrain from purchasing special treats for the children they are supervising.
- 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.
- All parent driver chaperones must attend a 15-minute training/information meeting prior to leaving for each and every fieldtrip. The driver and adult passenger will serve as chaperones for the students 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 adjust the driving list established by the facilitator. The purpose is to serve as a chaperone and assist the teacher in the supervision, care, and transportation of the students.
- Students are to return with the same person and vehicle that transported them for the event. Only an administrator or the teacher can make exceptions to this. Usually, exceptions are reserved for emergency situations only.
- If you have a first aid kit, please bring it with you in your vehicle.
- Please be sure you understand the route to be taken. The teacher will provide a map and/or directions. 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.
- 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.

## **FIELD TRIP POLICY & PROCEDURES**

### **FIELD TRIPS (K-8<sup>th</sup> Grade)**

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.

Students will not be permitted to attend a field trip or off-campus school-sponsored event without parents or guardians signing the field trip specific authorization form.

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

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 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.

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 all day! Keep roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).

## **DROP-OFF / PICK-UP PROCEDURES**

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### **GENERAL INFORMATION**

For the safety of the children and all persons on the CCS campus, please follow these procedures at all times:

- Drive slowly on CCS property.
- Watch for pedestrians.
- Stay off of cell phones while driving on CCS campus.
- When dropping off or picking up students park in appropriate spaces.
- **DO NOT DROP OFF students in the parking lot.**
- Do not park in the circle in front of the school from 7:15am - 8:15am, 1:30pm - 3:00pm
- **Do not park and LEAVE any vehicle along the red curb at any time.**
- Please observe and obey all posted signs and CA Vehicle Code.
- **To maintain safety, students will NOT be released to parents/guardians who appear to be under the influence of controlled substances.**

## **DROP-OFF**

Parents of Kindergarten - 8th grade students have two options for drop-off in the morning:

### **DROP OFF IN THE CIRCLE ZONE**

- Students may be dropped off between 7:30-8:00am in the Jacie Booher Circle.  
**Students on campus before 7:30am will be signed in to daycare.**
- Follow the flow of traffic through the parking lot to the drop-off zone.
- 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 **curbside only** then pull back into the center lane when your child(ren) have safely and entirely exited the vehicle and when clear to proceed. This will allow for a smooth flow of traffic.
- Stay with the flow of traffic – do not pull up from the back & cut in line.

### **PARK & WALK**

- Parents/guardians may also park and walk their child on campus.
- DO NOT park in handicapped spaces or parking spaces marked with ***Reserved*** signs.
- ***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.***

### **AFTER SCHOOL PICK-UP (Kindergarten)**

- Kindergarten students are dismissed at 2:00pm. Parents with older CCS students may opt to have their kindergartner stay for sibling daycare.
- Their teacher will escort students to the pick-up area.
- 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 a car pulls into Jacie Booher Circle, please do not leave the car unattended.
- Any Kindergarten student not picked up by 2:15pm will be taken to daycare.
- Parents arriving after 2:15pm to pick up a kindergartner must go to the office to sign the student out and pick him/her up from daycare and charged the drop-in daycare rate.

### **AFTER SCHOOL PICK-UP (1<sup>st</sup>- 8<sup>th</sup> Grades)**

- Please do not pull into the circle until 2:20pm.
- 1<sup>st</sup>- 5<sup>th</sup> grade students are dismissed at 2:30pm. Parents with older CCS students may opt to have their younger students stay for sibling daycare.
- 6<sup>th</sup>- 8<sup>th</sup> grade students are dismissed at 3:00pm.
- Their teacher will escort students to the pick-up area.
- A parent, guardian, or authorized person may pick up a student from their teacher during this time.
- Vehicles picking up students will **pull into the lane closest to the building** on the right.
- Once a car pulls into Jacie Booher Circle, **please do not leave the car unattended.**
- Any student not picked up by 2:45pm (1<sup>st</sup>- 5<sup>th</sup>) / 3:15pm (6<sup>th</sup>- 8<sup>th</sup>) will be taken to daycare and charged the drop-in daycare rate.

## **WALKING PASSES**

Walking passes are available to 4<sup>th</sup>- 8<sup>th</sup> grade students only, and **ONLY FOR THE PURPOSE OF WALKING HOME**. Students at the K - 8<sup>th</sup> grade campus **cannot** walk to the high school/church campus to be picked up, as there is no supervision for them. A Walking Pass Request form is available in the school office. Once the request is approved by administration, the student will be issued a walking pass. Students with walking passes must leave the campus immediately following dismissal and not loiter on campus. No student may be dismissed prior to dismissal time without a parent/guardian.

## **EMERGENCY PREPAREDNESS**

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### **EMERGENCY PREPAREDNESS**

*The procedures that the school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each employee of the school furnish the school record summary as described in Section 44237. [California Education Code Section 47605(b)(5)(F)]*

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.

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 and when 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, an emergency contacts.

*Parents are asked to inform Crossroads Christian School Office of any changes (ie. address, emails, phone numbers) by filling out a "Change of Information Form" so that we have accurate, up-to-date information for all students.* In the alternative, parents may update this information in their Plus Portals account by clicking on the "Demographics" button below their student's picture. It is imperative that we can contact parents in case of emergency. 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.

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.

## **HEALTH POLICY**

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### **HEALTH POLICY**

*The procedures that the school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each employee of the school furnish the school record summary as described in Section 44237. [California Education Code Section 47605(b)(5)(F)]*

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:

- If your child registers a temperature higher than 100, we will consider this to be a fever that is likely to be contagious and you will be called to pick up your child.
- The student will be sent home immediately when they are vomiting or have diarrhea. **Note: Child must be free from fever, vomiting, and diarrhea for 24 hours before returning to school.**
- 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.
- Suspected conjunctivitis (pink eye). Symptoms include red, itchy eyes, with crusts that form on the eyelid.
- 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.
- Any suspected fracture.
- Head injury with any brief loss of consciousness, severe headache, or visual disturbances (otherwise 911 will be called).
- Cuts or gashes that appear to require medical attention or visible bleeding that cannot be controlled within 5 minutes.
- For infections requiring a doctor's prescription, please keep your child home 24 hours after beginning an antibiotic.

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. Students prescribed antibiotics must be on them for 24 hours. 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.

### **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, band-aids to cuts and scrapes, etc. If more serious, we will notify the parent and complete an Accident Report.

- **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 an Accident Report to be sent home with the student.
- **If a student becomes ill**, a staff member will escort him or her to the office.
- **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.

## **ADMINISTRATION OF MEDICATION POLICY**

No student shall be given any medication during school hours unless they have a completed a authorization form. 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 school 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, with the student's name, Physician's name, name of medication, dosage, schedule and dose form, along with date of expiration of medication. School personnel cannot give medication brought to school in a plastic bag, plastic ware, or any other repackaging. 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**

- 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.
- Parents or guardians will assume full responsibility for the supply and transportation of all medications to and from school.
- In the rare occasion that non-prescription medication must be administered, the parent must complete a medical medication form in the office.
- 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**

- **A request for administering prescribed medication must be completed by the parent or guardian and filed with the school office.**

**Please find the "REQUEST FOR ADMINISTRATION OF MEDICATION" form on the last page of handbook**

- The container must be clearly labeled by the physician or pharmacy with the following information:
  - Student's name
  - Physician's name
  - Name of medication
  - Dosage, schedule and dose form
  - Date of expiration of medication
- Each medication is to be in a separate pharmacy container prescribed for the student by a physician.

## **RESPONSIBILITY OF SCHOOL PERSONNEL**

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

## **SEARCH AND SEIZURE**

Legal reference [California Education Code 32280-32289] School safety plans.

Search and Seizure of Students

Crossroads Christian Schools is committed to providing a safe learning environment. As necessary, to protect the health and welfare of students and staff, school officials may search students their property, and/or school property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials may search any individual student, his/her property, or school property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the school.

Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, and backpacks, student vehicles parked on school/church property, cellular phones, or other electronic communication devices.

All student lockers and desks are the property of the school. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

## **PARTY POLICY**

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### **PARTY POLICY**

We invite parents to participate in class celebrations. Teachers will notify you of these celebrations. Please do not bring siblings. If a parent wishes to schedule a class party for a birthday or celebration for their student, teacher, assistant, etc., a request **must be submitted and pre-approved two (2) weeks in advance.** Adequate notification must be made if snack/lunch will be provided, so the teacher can notify the cafeteria and the classroom families.

### **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.

Unless it is a school-sponsored event, school emails MUST NOT be used to promote parties, advertisements, or businesses.

## **STUDENT PICTURE POLICY**

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The registration form (page 2) provides an opportunity for parents to give permission for their student to be photographed by signing and dating the following statement:

“PHOTO PERMISSION: We have no objection to our child being included in any photographs taken at Crossroads Christian Schools, which might be used for purposes of interpreting the school program. These photos may be used in monthly newsletter, the school website, in presentations, or on printed materials. No monetary compensation will be made for photographic usage. It is understood that any such photography will be done only by permission and under supervision of administration.”

If any student does not have permission to be photographed, CCS staff will not post photos to any school publication or the school yearbook

## **VISITORS POLICY & PROCEDURES**

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### **VISITORS POLICY & PROCEDURES**

**ALL visitors/volunteers 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. CCS follows these procedures as a precaution for our students, as we feel it is essential to identify all adults on campus.

### **VOLUNTEER PROCEDURES**

All families are required to serve a minimum of 20 hours per school year. CCS has opportunities for parents and families to volunteer throughout the school year. Please check with your child's teacher to volunteer in the classroom for classroom activities. Visit Volunteer Central at “[www.crossroadsschool.org/ccs-family/volunteer-central](http://www.crossroadsschool.org/ccs-family/volunteer-central)” for continual and upcoming volunteer opportunities to serve and log your hours.

- Complete a Volunteer Application Form (annually)
- Read and comply with our volunteer policy and on campus appropriate attire (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
- All persons, including volunteers, who are in regular contact with the children shall be in good health and free from communicable disease.

## **VOLUNTEER APPROPRIATE ATTIRE**

CCS asks that while on campus, field trips and school events that you follow the volunteer dress code. We prefer that you wear a CCS Spirit Shirt when volunteering & field trips.

If volunteers 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. Please refrain from the following:

- Excessive cleavage
- Tight clothing
- Spaghetti straps
- Short shorts
- Shirts must cover your bottom if wearing leggings or form fitting pants
- Please dress modestly

## **VOLUNTEER CONFIDENTIALITY & IMPARTIALITY**

It is important to remember that parents in the class serve as a volunteer. Please do not show favoritism for any 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. A child could pick up on this conversation and students or families could be hurt.

## **VOLUNTEER SPECIAL PRIVILEGES**

Being a parent volunteer does not provide any special privileges, except that of being able to volunteer in a classroom so CCS asks that volunteers not pick their child up early when volunteering or drop in on other classes unexpectedly.

## **STUDENT LIFE**

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### **ACADEMICS**

*The measurable student outcomes identified for use for purposes of this part, means the extent to which students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program. [California Education Code Section 47605(b)(5)(B)]*

*Describe the method used to measure student outcomes. Explain the necessary participation in the state's mandated testing program. [California Education Code Section 47605(b)(5)(C)]*

*Governing Law: The method by which pupil progress in meeting those pupil outcomes is measured [California Education Code Section 47605(b)(5)(c)]*

### **HOMEWORK – GUIDELINES AND POLICY**

Students, depending on classroom requirements, should participate in daily homework. Even when all classroom assignments are completed, the full amount of the home study period is to be utilized for further learning activities.

### **PURPOSES OF HOMEWORK**

- To complete classroom assignments
- To complete work due to absence
- To provide additional practice for achieving mastery

- To provide enrichment
- To work on special projects/assignments and Learning Tasks
- To prepare students for classroom engagement

### **RESPONSIBILITIES OF STUDENT**

- Review Student Plus Portal for homework assignments
- 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**

- Check Parent Plus Portal and/or read Classroom Connection
- 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. If your child struggles with completing homework please notify your classroom teacher.

### **RESPONSIBILITIES OF TEACHER**

- Provide appropriate homework assignments for each child
- Teach home study skills
- Provide content material and resources for student access
- Provide make-up assignments, as deemed appropriate, when a student is absent
- Maintain a daily record of homework returned and provide necessary follow-through with each child
- Correct and/or review all homework as appropriate

### **STUDENT REPORTS**

The 3<sup>rd</sup> - 8<sup>th</sup> grade student's academic progress can be followed by using Plus Portals environment which can be found on the website ([www.crossroadsschool.org](http://www.crossroadsschool.org)). Information regarding current grades and attendance status can be found here and is updated on a regular basis. If the student is working below a "C" level in any class, a parent /teacher conference may be requested. With help from the teachers and parents, students must take action to improve their grades by the end of the quarter/semester.

## **GRADING POLICIES**

### **Grading Scale:**

The grading system used is as follows:

A+	100-97	B-	82-80	D	66 -63
A	96-93	C+	79-77	D-	62-60
A-	92-90	C	76-73	F	59 - below
B+	89-87	C -	72-70		
B	86-83	D+	69-67		

Letter grades are not given in Kindergarten - 2<sup>nd</sup> grade. A system for mastering skills and concepts is used to measure achievement, and is defined on the report card.

## **QUARTER/SEMESTER GRADES & REPORT CARDS**

- A parent/teacher conference is required at the end of the first quarter. The report card will be issued at that time.
- K-5<sup>th</sup> grade operates on a quarterly grading period.
- 6-8<sup>th</sup> grade operates on a semester grading period.
- Report cards will be issued at the end of each grading period.

## **ACADEMIC PROBATION**

- Any student who receives a grade of 'D' or 'F' in any class and/or a GPA of less than 2.0 at the end of a Term (Quarterly Terms) may be placed on academic probation for the next term.
- The parent/student meets with an Administrator to discuss Academic Probation and complete the Academic Action Plan.
- Any athlete and/or student participating in extra-curricular activities of the school who receives a grade that falls below a " C- " in any class and/or a G.P.A. of less than 2.0 will NOT be allowed to participate until significant academic progress is made.
- An Administrator will determine whether a student has made significant academic progress.

## **AWARDS & RECOGNITION**

### **Christian Character Awards**

Christian Character Awards are distributed to students who exhibit outstanding Christian character.

### **Student of the Month**

Each month, K - 8<sup>th</sup> grade teachers choose one outstanding student to receive the "Student of the Month" award. These awards are distributed during Chapel.

### **3<sup>rd</sup> - 8<sup>th</sup> Grade Honor Roll**

Achieving all A's	Principals Award
3.5 GPA or above	Honor Roll

## **Awards**

Students may be recognized for other academic & activities throughout the year.

- AR Awards (Accelerated Reader)
- 100 Mile Club Achievers
- Sports
- Academic Recognition
- Bible Scholar

## **PLAGIARISM**

Students are prohibited from engaging in any form of plagiarism and cheating. Consequences for plagiarism and cheating are outlined in the Discipline Policy. Plagiarism is defined as the representation of words, thoughts or ideas of another as one's own in any academic work.

Plagiarism includes:

- Directly Copying
- Paraphrasing
- Failing to properly credit the work of another (MLA Format)
- Recycling previously submitted work
- Using artwork or pictures without proper citation
- Altering Grades
- Cheating, asking for answers, insisting on using other student's work, and using/submitting another student's work as their own.

Consequences may include:

- 1) Zero on assignment & counsel with Dean of Students
- 2) Zero on the assignment and suspension
- 3) Zero on the assignment and recommendation for dismissal

## **STANDARDIZED TESTING**

Achievement tests are administered to students in order to help evaluate student progress and the effectiveness of CCS academic programs.

## **CURRICULAR ACTIVITIES**

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### **ACTIVITIES**

Extra-curricular activities are an integral part of character development at CCS. Christians are commanded to be different from the normal world around them. (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!

## **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.

- Parents and siblings are always welcome at chapel.
- Each 3<sup>rd</sup> - 8<sup>th</sup> grade student are encouraged to bring his/her Bible to Chapel.
- 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.
- No food or drinks are allowed.
- Students are given the wonderful opportunity to engage in praise and worship during Chapel. Students are encouraged to be active participants.

Students may 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.

## **CHRISTIAN SERVICE (OUTREACH)**

An important part of the ministry of CCS is developing a servant's heart. This is an example of outreach we have participated in:

- Classroom visits to Nursing/Convalescent Homes, Senior Citizens
- Food Drives
- Operation Christmas Child
- Christmas Toy Drive
- Military/Veterans Outreach
- Missions' Projects

## **FUNDRAISING POLICY**

Crossroads Christian Schools endeavors to keep tuition affordable. In order to provide funds for Scholarships, Tuition Assistance and the improvement of properties and programs (academic as well as athletic) we conduct fundraising activities throughout the school year. We do not want to burden parents or students with undue activity in this area, but rather spur on generosity in the heart-felt area of passion of each giver.

All fundraising activities must be approved by administration. This information can be submitted on the **CCS Fundraising Form** to obtain approval for the proposed fundraising event. The **CCS Fundraising Form** requires approval from the Administration Team. Once approved the fundraiser is then placed on the fundraising calendar and added to the school's general calendar. CCS objective is to have only **one** fundraiser running at any given time.

## **CELL PHONE POLICY**

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Students may not use the office telephone unless it is an emergency. Cell phones are to remain turned off during school hours in backpacks if brought to school. A student may ask permission to use a cell phone. Parents who need to reach their child during school hours must call the School Office and a message will be delivered to their child.

Students are cautioned about sending and/or receiving inappropriate messages or photos. Such incidents may result in disciplinary action deemed appropriate by the Administrative Review Board. When appropriate, law enforcement agencies may be involved.

Student cell phones may be turned on after school hours and outside of CCS gates.

## **DISCIPLINE**

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*The procedures by which students can be suspended or expelled.* [California Education Code Section 47605(b)(5)(J)]

### **Proverbs 19:20**

**“Listen to counsel and accept discipline, that you may be wise the rest of your days.”**

Crossroads Christian School strives to promote a culture in which kindness, common courtesy, and respect are normative behaviors. CCS also strives to promote the optimal learning environment for all students. As a result, CCS students are held to biblical standards of behavior so that they will grow in and display Christ-like character. In this way, students will be equipped for every good work and learn to do that which is right and pleasing to the Lord.

All discipline by school authorities is tempered with love and administered with the best interest of the student at heart. Students are expected to follow the policies and rules of the school and are held accountable for their behavior. The school reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases based on the facts of each case. As a private school, CCS is not subject to the same laws and/or protocols utilized by California public schools, although CCS still employs the best practices that are informed by public standards.

## **STANDARD OF CONDUCT**

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.

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:

- The teacher and student will have a meeting regarding the misbehavior.
- The teacher may assign a consequence to the student.
- The teacher will make contact with the parents.

- The teacher may request a conference to include the parent, teacher, student, and administration.
- 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.

## **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 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>
<b>Definition:</b> (Disobedience). Violations of specific Category 1 rules. Any other minor disturbances that prevent classroom order and instruction.	<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.	<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.
<b>Offenses:</b> <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> <li>• Tardies</li> <li>• Defiance toward authority</li> <li>• Constant distraction in the classroom</li> <li>• Dress code violations</li> <li>• Teasing / name calling</li> </ul>	<b>Offenses:</b> <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>• Excessive Tardies</li> <li>• Inappropriate use of social media</li> <li>• Repeated dress code violations</li> <li>• Pushing</li> </ul>	<b>Offenses:</b> <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 on or off campus</li> <li>• Possessing, selling or furnishing any firearms, knife, box cutters, razor blades, pepper spray, explosive or other dangerous objects on or off campus</li> <li>• Sexual harassment whether verbal, physical, environmental, or on social media</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>• Defacing, or otherwise, injuring property that belongs to the school and/or church</li> <li>• Act of dishonesty, such as cheating*, lying or stealing</li> <li>• Plagiarizing</li> <li>• Fighting</li> </ul>
<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.	<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. Administration has the authority to suspend a student. The length of suspension is from one to five days.	<b>Consequences:</b> Students who violate the above standards may be suspended or expelled from CCS. <b>EXPULSION WILL BE RECOMMENDED UPON THE FIRST OFFENSE FOR VIOLATIONS INVOLVING DRUGS, WEAPONS, EXPLOSIVES, ALCOHOL OR SEXUAL ASSAULT.</b>

## **EXPLANATION OF CONSEQUENCES**

- **Detention:** Students will serve detentions either after school or at lunchtime. Parent will be notified and the parent will sign an acknowledgement that the detention was served.
- **Suspension:** If a student is suspended from school, a parent must meet with CCS Administration prior to the student being able to be re-admitted to school. Students suspended are required to complete all assignments, and will only receive 50% credit.

## **EXPULSION**

Expulsion will be recommended to the Administrative Review Board 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. An expulsion will NOT be considered for readmission until the following academic year.

## **PROBATION**

The probationary policy at CCS is a restoration 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 and stated benchmarks 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 benchmarks 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:

- **Academic:**
  - Insufficient academic progress.
  - Failure of the parents to get recommended professional help for exceptional children.
- **Attitude:**
  - A rebellious spirit, that is unchanged after much effort by the teachers and staff.
  - A continued negative attitude and bad influence upon the other students.
- **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 administration 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:
  - The length of the probationary period will be determined by administration.
  - Student activities will be limited.
  - All positions of trust and responsibility in leadership, must be relinquished during this time.

## **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.

- All students are to be respectful and obedient to staff members and faculty at all times.
- All classroom and homework assignments are to be completed and turned in as assigned.
- 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.
- Students are to be courteous and respectful to others and to personal and school property.
- Playground rules must be obeyed at all times.
- Students are not allowed to leave campus during the school day except with parent permission and office approval.
- No inappropriate roughhousing or touching.
- **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 subject to expulsion.
- **Cell phone brought to school must be turned off and remain in students backpack while on campus.**
- **Students are not allowed in classrooms while unsupervised**
- **No eating in classroom/courtyard/or playground**

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. Parents that visit campus must not override the school's playground rules. Students are expected and will be held to school playground rules even if a parent is present.

- Share equipment & balls
- No jumping or hanging from any playground equipment
- No sitting on the stairs or slides. Slides are for going down
- One person per swing or slide on your bottoms only
- No digging holes in the playground
- No throwing objects over fences
- Fences, walls, planters, and trees are off-limits to students
- No climbing on fences
- Stand clear of swing area
- Be kind to one another
- Remember the "no touch" rule
- No running on concrete
- No playing in the restrooms
- No toys brought from home
- Students may only go to the office with an office pass
- Students are not allowed in classrooms unless accompanied by teacher
- All students must sit at tables in designated areas while eating

When students forget the rules, they will receive a warning the first time. After that, "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 lunchtime, the student will serve the remaining time at the next recess.

## **HARASSMENT BULLYING POLICY**

Legal References: [Education Codes 32261(f)(g), 48900, 48900.2, 48900.3, 48900.4, 48910, 48911, 48915, 48915.5, 48918, 48918.5]

Crossroads Christian School is committed to providing all students with a safe and healthy school environment. To that end, Crossroads has an obligation to promote mutual respect, tolerance and acceptance, and not tolerate behavior that infringes on the safety of any student, including bullying. Students and staff shall immediately report any suspected or observed bullying to school administration for investigation and appropriate action.

- Bullying is defined as the harassment of students, intimidation, a hazing or initiation activity, ridicule, extortion, or any other verbal, written, electronic communication, or physical conduct, repeated over time, that causes or threatens to cause bodily harm or emotional suffering, creates a hostile learning environment, or disrupts the normal operation of a school, classroom, or school related activity.
- Bullying includes cyber bullying, which involves the use of electronic communications to post harassing messages, threats, social cruelty, or other harmful texts, sounds, or images

on the Internet, social networking sites, or other digital technologies.

- Students who engage in bullying (including cyber bullying) on campus, traveling to or from school, at school activities, or in a manner otherwise related to school attendance, shall be subject to school disciplinary procedures. A student shall be subject to school disciplinary action for off-campus expressions (including electronic means), when such expressions are obscene, libelous or slanderous, or when such expression poses a threat to the safety of other students, staff or school property, or disrupts the educational program.

## **FOOD SERVICE K-8<sup>th</sup> Grades**

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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 monthly menu is available on the school's website as well as the main office. There is also an a la carte menu with other daily items to choose from at varying price. If students have forgotten their lunch or have depleted their lunch will be provided and you will be billed accordingly.

- If you need to drop off lunch for your children, the lunch cart will be located outside the school's front gate. Lunches will be delivered to the lunch tables prior to lunch times. Students will go directly to the lunch area and **not to the front office**. Please be sure to bring lunches at the appropriate time to ensure they will have their lunches at the tables.

## **HARASSMENT POLICY**

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### **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, environmental, or via social media by anyone. Any student who violates this policy will be subject to discipline, up to, and including, expulsion. 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.

### **OBLIGATION 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.

### **LOST AND FOUND**

All personal belongings that have been turned in as lost will be placed in the Lost & Found at the back of bldg. C. 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. Every quarter, unmarked, unclaimed items will be given to Charity or discarded.

### **TECHNOLOGY USAGE**

Students are not permitted to use faculty or staff devices without permission & supervision, and are never permitted access to teacher grade books or attendance. Violations of these restrictions may result in loss of device privileges, suspension, or expulsion from school. Students are also cautioned about posting information on Internet sites (such as Facebook, YouTube, and Twitter, etc.) When such postings negatively impact the educational setting, or identify Crossroads Christian School – including its students or its staff – this will result in appropriate disciplinary action taken by the Administrative Review Board.

The use of technology in the classroom is encouraged at Crossroads, except when the instructor deems that it does not enhance the learning objective. The school accepts **no liability** for the loss or damage of personal electronic devices (Laptops, Kindle, Nook, Tablets, iPads, cell phones, etc.) In all cases of inappropriate use of technology, law enforcement agencies may be involved and legal penalties imposed.



## **PARENT / HEALTH CARE PROVIDER REQUEST FOR ADMINISTRATION OF MEDICATION**

Dear Parent/Guardian,

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider. An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. Both prescription and over the counter medication may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medication be given during school hours. The parent/guardian is urged, with the help of your child's authorized health care provider, to work out a schedule of giving medication at home whenever possible.

California Education Code, Section 49423 allows school personnel to assist in carrying out an authorized health care provider's written orders. Designated non-medical school personnel may be assisting with your child's medication. Medication will be safely stored and locked, or refrigerated, if required.

Emergency medicine such as EpiPen or inhalers may be carried by the student when recommended by an authorized health care provider and parent. If an EpiPen is required, we will also request that the parents have their health care provide complete a Food Allergy Action Plan. Back-up medication should be kept at school for emergency use. Students who have serious medical condition (diabetes, epilepsy, etc.) should have an emergency supply of their prescription medication at school with the appropriate consent forms in the event of a disaster.

### **If medication is to be administered at school, all of the following conditions must be met:**

1. A written statement signed by the licensed authorized health care provider/dentist specifying the reason for the medication, the name, dosage, time, route and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to the school by the parent/guardian or other responsible adult.
4. Medication must be in your child's original labeled pharmacy container written in English.
5. All liquid medication must be accompanied with an appropriate measuring device.
6. Any tablets requiring partial doses (1/2 size) must be sent to school already cut.
7. A separate form is required for each medication.

Note: Please discuss your health care provider's instructions with your child, so that he/she is aware of the time medication is due at school.

Whenever there is a change in medication, dose or time the parent/guardian and health care provider must complete a new form.



**PARENT / HEALTH CARE PROVIDER  
REQUEST FOR ADMINISTRATION OF MEDICATION**

Student Name	Birth Date	School Year	Teacher/Grade
Parent/Guardian Name	Home Phone	Cell Phone	

**PARENT REQUEST FOR ADMINISTRATION OF MEDICATION  
PRESCRIPTION AND NON-PRESCRIPTION**

California Education Code Section 49423 allow the school or other designated non-medical school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to remain in school and to maintain or improve his/her potential of education and learning.

I request that medication be administered to my child in accordance with our authorized health care provider written instruction. I will notify the school immediately and submit a new form if there are changes in medication, dosage, time of administration, and/or the prescribing authorized health care provider.

**This request is valid for the current school year only.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency medicine such as an EpiPen or inhaler may be carried by the student when recommended by an authorized health care provider and parent. Back up medication should be kept at school for emergency use.

All medication must be in the student's original, labeled pharmacy container. The directions for administration on the school container must be in English. You may request additional containers from your pharmacist, one for school and one for home.

**HEALTH CARE PROVIDER  
REQUEST FOR ADMINISTRATION OF MEDICATION**

Reason for medication (diagnosis) \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_ Time: \_\_\_\_\_

If PRN: Amount of time between doses: \_\_\_\_\_ Maximum number of doses per school day: \_\_\_\_\_

Possible medication reactions: \_\_\_\_\_

Instructions for emergency care: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date to discontinue medication: \_\_\_\_\_

The above medication cannot be scheduled for other than during school hours and non-medical school personnel may assist with the administration under the supervision of the Health Office Manager.

Authorized Health Care Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_



Regarding EpiPens/Inhalers: It is my professional opinion that this student should be permitted to carry/self-administer this emergency EpiPen or inhaler.

Health Care Provider Initials \_\_\_\_\_