



# Crossroads Christian High School Learner/Parent Handbook

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## PARENT/LEARNER HANDBOOK 2018/2019

### GENERAL SCHOOL INFORMATION

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#### SCHOOLWIDE MISSION STATEMENT

*Specifies a clear, concise school mission statement with which all elements and programs of the school are in alignment and which conveys the petitioners' definition of an "educated person in the 21st century, belief of how learning best occurs, and goals consistent with enabling learners to become or remain self-motivated, competent, and lifelong learners. [Criteria for Review; CCR-5, Section 11967.5.1(f)(1)(B)]*

**MISSION Statement** of Crossroads Christian School:

*Crossroads Church and School exists to create a passionate commitment*

*To Christ, His Cause, and His Community.*

#### **VISION Statement**

*We will inspire our learners' success in the rapidly changing 21<sup>st</sup> Century,  
empower lifelong potential for learning,  
engage in our passion to live-out God's word as we serve locally & globally,  
and be the model for educational innovation.*

#### **Vision for Achievement**

- **Inspire**...a "God first" learner-centered environment focused on the integration of our Christian faith with real-world connectivity and meaning of content understanding through an engaging, interdisciplinary, challenge/problem/project-based curriculum.
- **Empower**...a safe relationship-based environment of learners who are collaborative, respectful, self-managed, culturally inclusive and activated in their emotional intelligences and their faith.
- **Innovate**...as we grow in knowledge and ability through the implementation of 21<sup>st</sup> Century skills within a fully Collaborative Learning environment.

#### **CORE VALUES**

##### **Educating children:**

- Committing to educational excellence.
- Maximizing every learner'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.
- Disciple 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 members of the educational process at Crossroads Christian School are personally committed to Jesus Christ. Facilitators 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 learners with both competence and character, and developing their skills to impact the world as history changers for the glory of God.

### **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 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).
11. **We Believe** that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

### **LIVING CURRICULUM**

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

## **INSTRUCTIONAL PROGRAM**

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

## **ACCREDITATION/CERTIFICATION**

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

## **SCHOOL COLORS**

- High School colors are red, silver, & black.

## **SCHOOL MASCOT - “COUGAR”**

The courage of a Cougar reminds learners 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)

## **ESLRS: Expected Schoolwide Learning Results: CROSSROADS CHRISTIAN SCHOOL**

### **CAPABLE COMMUNICATORS AND COLLABORATORS:**

- 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 technology to enhance communications

### **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

### **CONFIDENT SELF-DIRECTED LEARNERS**

- Take personal responsibility in the learning process
- 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

#### **ADMISSIONS**

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. Understand that attendance at Crossroads is a privilege and not a right. Any learner who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our code of conduct must forfeit this privilege.

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

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

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

We do screen applicants based on academic ability, character, and desire and willingness to participate in the CCHS program.

#### **ADMISSIONS PROCESS**

- Potential applicants MUST:
  - Refer to the CCHS calendar for dates and times to tour CCHS.
  - Contact the school office to schedule your tour date and time.
  - Meet the administration.
  - Receive an Application.
- The applicant must submit the following items to the school office:



- The **Application for Admission** completed and signed by parents.
- All other forms included in the original Admissions Packet
  - School Reference
  - Teacher Reference
  - Learner's most recent report card or transcript
  - \$50 Application/Testing Fee
- After the Application Packet is reviewed and approved, the school office will schedule an interview for the prospective learner and parents with the Executive Principal, as well as, schedule the Placement Assessment.
- Once approval is given, parents will receive a call of acceptance followed up with an email containing pertinent dates, as well as, an attachment with the Steps for Registration that includes a link to set up an online appointment for registration. A non-refundable **Registration Fee** is due at the time the learner and parents meet with the Tuition Accounts Director to register.
- Once approval is determined by our CCHS Executive Administrative Team, parents will be notified of acceptance. An email will then be sent with online Registration instructions.

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

- A parent/guardian may appeal an administrative decision-refusing acceptance of a learner for enrollment into Crossroads Christian High School.
- The parent/guardian begins the appeal process by submitting a request in writing and returning it to the High School Executive Principal.
- The Principal will contact the CCS Executive Administration with the parent request.
- The Principal and the CCS Executive Administration will meet to review the application and Placement Assessment results when considering enrollment refusal.
- The CCS Executive Administration office will contact the parent/guardian to set up a telephone or in person conference.
- The final resolution of the appeal is at the discretion of the **CCS Executive Administration Council**.

### **FINANCIAL POLICY**

Crossroads Christian High School's primary source of income is tuition. It is vital that all CCHS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. Our financial commitments are determined through the FACTS online system.

### **FINANCIAL ASSISTANCE REQUEST**

- Parents requesting financial assistance will be provided a link to FACTS that includes instructions, as well as, an application that needs to be filled out
- Once the application is completed and submitted, FACTS will contact our Student Billing Office
- A meeting will then be set up for the family to meet with the CCS Executive Administration Team.

### **REFUND POLICIES**

Upon termination of enrollment, a tuition refund may apply. Learners withdrawing during the school year must give a 2-week notice and complete the Learner withdrawal form.

Charges will continue to incur until paperwork is completed. Termination of enrollment may result in a tuition refund, determined by withdrawal date. The withdrawal date determines the amount of tuition refund based on the following schedule:

- Prior to August 1, 2018 – 90% refund Tuition paid.
- After August 1, 2018 – pro-rated based on month of withdrawal
- February 28, 2019 or later – **No refund**

The prorated refund amount will be determined by the actual number of school days enrolled versus total tuition billed. There is a ten (10) business day waiting period for all refunds.

**No refunds will be considered for Registration Fees or international learners.**

### **METHOD OF PAYMENTS**

Electronic Funds Transfer (EFT) or Automatic Credit/Debit Card – Payers will have monies deducted 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 from June – May. Each year your method of payment will need to be verified per program (i.e. tuition and daycare) and for incidental invoices (i.e. sports, after school classes, etc.).

### **CANCELLATION/CHANGE POLICY**

If the payer decides to cancel or change their payment method, notification must be submitted to the Family Account Manager or by contacting FACTS directly four (4) business days prior to the next pull. If the notification is not submitted within the appropriate time, CCS cannot be held responsible for monies deducted from the payer's account.

### **TRANSACTION FEE**

If using Credit/Debit card there is a 2.85% per transaction fee.  
There is no fee for using EFT.

### **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 \$40.00. 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 cash.

### **EFT/ACH REJECTIONS**

If your EFT rejects, FACTS will notify you either by mail and/or telephone and a \$30 fee will be assessed. FACTS will attempt to re-run your rejected EFT fifteen days later. IF CCS is notified your account has had 3 or more EFT rejections, you will be removed from EFT payments. All further payments must be made either by cashier's check, money order or cash.

## **SUSPENDED ACCOUNTS**

An account becomes suspended because of more than 2 returned checks/EFTS's, or after an account has become 30 days' delinquent and no payment arrangements have been made with the Family Account Manager. 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 past due balance in full becomes due and payable immediately; 3) you will receive notification of your 30 day past due status. Upon that notification, you will have 15 days to make your account current. If account not make current, your child will not be able to attend school.
- 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 to the Family Account Manager at [studentbilling@crossroadsschool.org](mailto:studentbilling@crossroadsschool.org) or by contacting FACTS directly at 866.441.4637.

## **FEES OTHER THAN TUITION**

### **Educational Supplies:**

CCHS provides educational supplies for learners use. Certain fees will be imposed on learners in the following circumstances:

- Learners will pay the replacement cost of lost materials.
- If materials are damaged the amount of the damage will be determined by Crossroads and assessed a fee accordingly.
- All charges not paid by the end of each year will be billed to the learner's account.

### **Athletics:**

- Learners participating in after school CCHS Athletics will be billed per sport.

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

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### **GENERAL INFORMATION**

- For the safety of the learners and all persons on the CCHS campus, please follow these procedures always.
- Drive slowly on CCHS property.
- Watch for pedestrians.
- When dropping off or picking up learner's park in appropriate spaces, including marked spaces for specific ministries.
- Please do not drop off learners while parked in the handicap parking, unless you have a permit.
- **Do not park and LEAVE any vehicle along the red curb at any time.**

- **To maintain safety, learners will NOT be released to parents/guardians who are under the influence of controlled substances.**

### **AFTER SCHOOL PICK-UP**

- When school is over, all learners are required to leave the CCHS and CCS campuses.
- Athletes are to be at the athletic fields on the CCS campus.
- Once athletic practice and sporting events are over, all athletes are to leave the campus or remain in the designated pick-up area.

### **OPERATING HOURS**

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#### **OFFICE HOURS**

During the school year, the CCHS office business hours are Monday through Friday, from 7:30AM- 3:30PM.

#### **SCHOOL HOURS**

High School 9<sup>th</sup>-12<sup>th</sup>: 8:00 AM to 3:00 PM

### **ACADEMICS**

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*The measurable learner outcomes identified for use for purposes of this part, means the extent to which learners 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 learner 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)]*

### **PROGRESS REPORTS**

A learner's academic progress can be followed by using Canvas 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 the first day of the week. Posting up-to-date grades to Canvas is a part of the schools' official communication policy regarding learner academic progress. It is highly encouraged to check these reports on a weekly basis. If the learner is working below a "C" level in any class, a parent should call the facilitator/administrator to discuss the situation or request a conference. With help from the facilitators and parents, learners must act 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+	89-87	C+	79-77
A	96-93	B	86-83	C	76-73
A-	92-90	B-	82-80	C -	72-70

D+	69-67	D-	62-60
D	66 -63	F	59 - below

High School does NOT consider D's or F's as passing grades, no credit will be given for the course. If a learner receives a 69% or lower, the course will need to be remediated in a credit recovery program, WASC accredited or any other nationally accredited, UC Approved, and outside of CCHS. On the completion of that course, it is the responsibility of the family to have all necessary paperwork and official transcript sent to the CCHS office to transfer the necessary grade and credit.

### **SEMESTER GRADES & REPORT CARDS**

- CCHS operates on the semester (Quarterly Terms) system.
- Semester Report Cards are issued electronically in **January** and **June**.
- Progress information may be viewed throughout the semester by logging into Canvas where each facilitator regularly updates learner progress.

### **HONORS COURSE GPA BUMP ELIGIBILITY**

- CCHS learners are offered several Honors level courses that have been UC approved for a 5.0 scale GPA bump. All those seeking a CCHS diploma are eligible to take courses that have been approved for GPA bumps, not to exceed the maximum number of courses offered at CCHS for a 5.0 scale GPA bump. Should a learner elect to take an AP or Honors course eligible for a 5.0 scale GPA bump outside of CCHS, that course must be offered from a WASC accredited school and must be UC approved. Any course taken outside of CCHS must also be approved and signed off by administration prior to registering for the course. Additionally, if a learner elects to take a course outside of the courses required by CCHS, this course cannot take the place of any of the required courses offered at CCHS. If an AP or Honors course is taken outside of CCHS, and it leads to exceeding the maximum number of eligible courses for a GPA bump at CCHS, the final grade will be honored based on a 4.0 scale; however, all learners remain eligible to take an AP test for college credit regardless of whether that AP course was given a grade based on a 4.0 or 5.0 scale.

### **ACADEMIC PROBATION**

- Any learner who receives a grade of 'D' or 'F' in any class and/or a GPA of less than 2.2 at the end of a Term (Quarterly Terms) will be placed on academic probation for the next term.
- At each academic quarter term end
  - A learner is notified of their G.P.A. under a 2.2 or if receiving a D or F.
  - The learner meets with an administrator to discuss Academic Probation and complete the Academic Action Plan.
  - The learner takes the Academic Probation paperwork home for parents to sign and return.
  - At least two weeks prior to Semester Final Exams, Academic Probation

learners and parents are notified by electronic communication of the importance in bringing grades up to be able to continue their enrollment for the following semester.

- The day following Semester Final Exams, Academic Probation learner and parents will be notified of the grade results and whether the learner can return to CCHS for the following academic semester.
- Any athlete and/or learner participating in extra-curricular activities of the school who receives a grade of 'D' or 'F' in any class and/or a G.P.A. of less than 2.2 will NOT be allowed to participate.
  - CCHS allows an athlete to petition, to the Athletic Director, their participation in sports with a grade of 'D' or 'F' in any class and/or a GPA of less than 2.2 only one time in their four years in high school.
- The learner will have one quarterly term to improve the GPA and/or grade, following close parent-facilitator-advisor-administrator monitoring.
- Administration will determine if the learner has made progress.
- If the situation improves, the learner will be removed from Academic Probation.
- If the situation does not improve, the learner will be referred to **CCS Executive Administration Council** and considered for Academic Dismissal.

### **INTERNATIONAL LEARNER SPECIFIC**

- International Learner Academic Accommodations for ESL (see page 41)
- CCHS Translation Permission and Guidelines (see page 42)
- CCHS Guardian Change and Homestays (see page 43)

### **INSTRUCTIONAL MINUTES**

For CCHS Daily Schedules, please refer to that schools' website  
<http://www.crossroadsschool.org/high-school/>.

### **PLAGIARISM**

Learners are prohibited from engaging in 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 without reference.
- 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 learners' work, using/submitting another learners' work or sharing individual work for others to submit as their own.

Consequences for entire high school career:

- 1) Zero on the assignment and counseling with Advisor, English Facilitator, and Dean of Academics, Dean of Men, and Dean of Women
- 2) Zero on the assignment and suspension
- 3) Zero on the assignment and recommendation for dismissal

### **STANDARDIZED TESTING**

CCHS administrates the PSAT 8/9 (freshmen) and PSAT 10 (sophomores and juniors) in

October. This assessment is funded by CCHS. It is mandatory for all freshmen and sophomores and recommended for juniors to take this assessment. For further assessments, please visit our website for SAT/ACT testing dates.

### **REQUESTING SPECIAL TESTING**

- Referral of Learners needing special testing
  - Facilitator's and Parents refers concerns for special needs to our CCHS Resource Specialist.
- Corona-Norco Unified Schools (IEP=Individual Educational Plan).
- CCHS Administration/Resource Specialist Office (ISP=Individual Success Plan).

### **Parent/Guardian Request for Testing Services (CNUSD-IEP)**

The following information is provided to assist families in obtaining Testing Services from Corona-Norco Unified School District.

- A parent or guardian must request testing services for their learner in writing.
  - In the letter state the areas of concern regarding the learner's educational progress.
  - The letter must be submitted in person to the learner's assigned site school. If parents do not have this information, contact the district office @ 736-5154 (Learner services). By providing the learner's home address and assigned grade level, CNUSD will provide the necessary site school information.
  - Make two copies of the letter
    - One for parent records.
    - One for the site school.
- Be sure the written request is given to one of the following individuals:
  - High School Executive Principal.
  - School Vice Principal or Guidance Counselor.
- The district has 15 days to provide a written assessment plan to parents regarding the testing request.
- The school site will contact the parent directly to arrange the special testing.
- The school will schedule an IEP meeting with parents, facilitators, the CCHS administrator and the site school administration team.

### **Parent/Guardian/Facilitator Request for Testing & Academic Assistance Services (CCHS ISP)**

- A parent/guardian/facilitator can request testing and academic assistance services for their learner verbally or in writing.
  - Verbal communication or electronic notification MUST state the areas of concern regarding their learners' academic needs.
  - The verbal or written request is given to the High School's Executive Principal.
  - Administration will assess the learning need and write an ISP.
    - The ISP will be presented to the learner, parents and/or guardian, and the facilitators for discussion and implementation.
    - The ISP will have specific modifications and benchmarks to aid in the academic growth and success of the learner.
    - The ISP will be observed and evaluated as often as needed.

## **Procedure for Facilitator Referral of a Learner for Special Testing**

- Documentation of learners' academic status as follows:
  - Portfolio of learners' class work, homework, tests, and writing.
  - Standardized tests results (if available).
  - Documentation of parent contacts to include: e-mail; telephone calls; notes and conferences.
  - Conference with immediate supervisor/administrator.
  - Classroom observation of learner by administrator.
- Conference scheduled for parents, facilitator(s) and administrator to recommend special testing. Documentation compiled above will provide the date for testing recommendation.
- Testing Referral Form will be given to parents at conference along with resource form, providing information for both private testing option and services available through Corona-Norco Unified School District.
- Parents will agree to follow objectives as stated on the Testing Referral Form.
- Parents will provide weekly updates to the administration regarding progress toward the agreed upon objectives.
- Parents who are unwilling to seek additional testing for remediation of learner academic problems may be refused re-enrollment at CCHS.

## **ACADEMIC AWARDS**

### **Grade Honor Roll**

4.0+ GPA      Principals Award

3.5 - 3.9 GPA      Honor Roll

### **CCHS Academic, Scholastic Awards & Academic Honor Society**

Each semester, 9<sup>th</sup>- 12<sup>th</sup> grade learners will be recognized for their outstanding academic achievements. Families are welcome and dates/times will be posted on the CCHS website.

## **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 learners. Federal and state laws grant certain rights of privacy and rights of access to learners and their parents. Full access to all personally identifiable written records maintained by CCHS must be granted to natural parents, adoptive parents, or legal guardians of learners under the age of 18. Parents may review individual records by making a request to the administration. The administration will see that explanations and interpretations are provided, if requested. Information, which is alleged to be inaccurate or inappropriate, may be removed upon written request by parents and reviewed by the administration. Parents may also receive a copy of any information in the records. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review, and to the challenge of records are available through the administrative office. When a learner moves to a new school, records will be forwarded upon the request of the new school.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

CCHS learners must successfully complete all courses for the UC Requirements. As a Collaborative 21<sup>st</sup> Century Learning environment and college preparatory school,



Crossroads Christian High School also requires all learners to complete a total of four (4) years in Bible/College Prep., Math, Science, Foreign Language (3 years) and Fine/Performing Arts.

High School Subject Area	State Mandated Requirements* (EC 51225.3) for High School Graduation	UC Requirements for Freshman Admissions	CSU Requirements for Freshman Admissions
English	Three Years	Four years of approved courses	Four years of approved courses
Mathematics	Two years, including Algebra I (EC 51224.5)	Three years, including algebra, geometry, and intermediate algebra. Four years recommended.	Three years, including algebra, intermediate algebra, and geometry.
Social Studies/Science	Three years of history/social studies, including one year of U.S. history and geography; one year of world history, culture, and geography; one semester of American government and civics, and one semester of economics.	Two years of history/social science, including one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures, and geography.	Two years, including one year of U.S. history or U.S. history and government and one year of other approved social science.
Science	Two years, including biological and physical sciences.	Two years with lab required, chosen from biology, chemistry, and physics. Three years recommended.	Two years, including one year of biological and one year of physical science with lab.
Foreign Language	One year of either visual and performing arts, foreign language, or career technical education**.	Two years in same language required.  Three years recommended.	Two years in same language required.
Visual and Performing Arts	One year of either visual and performing arts, foreign language, or career technical education**.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.
Physical Education	Two years	Not Applicable	Not Applicable
Electives	Not Applicable	One year***	One year***
Total	13	15 (7 in last 2 years of high school)	15

### **Selection of CCHS Valedictorian and Salutatorian**

The final selection of the CCHS Graduate eligible to be selected as the Class Valedictorian and Class Salutatorian of that graduating year will be determined by the CCHS Executive Administrative Team (Executive Principal, Vice-Principal, Academic Dean, Dean of Men,

and Dean of Women). The following will be the criteria that the committee will use to select the awards: GPA, Course Rigor, CCHS Extra Curricular Activities, and general contribution to the CHS learning environment and school culture.

#### Definitions at CCHS

- Valedictorian
  - The CCHS Learner having the highest academic and extra-curricular achievements of their graduating class, and who delivers the valedictory at graduation.
- Salutatorian
  - The CCHS Learner who ranks second highest academic and extra-curricular achievements in their graduating class, who delivers the salutatory at graduation.

### **ATTENDANCE**

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*The California State Education Code defines that an excused absence from school can only be granted for illness, medical appointments, or bereavement. The school determines when an absence is deemed unexcused. It is not the prerogative of a parent to excuse an absence. Prearranged absences are not excused unless permitted by the school administration. Unexcused absences may have academic consequences. Facilitators are not required to provide make-up work for unexcused absences.*

If your learner leaves school early due to illness and will not be attending school the following day/s, a call, email, or hardcopy note to the office is required each day to ensure your learner's attendance is accurate. When your learner returns to school after an absence, they need to communicate to their Facilitators and Unit Learning Team.

### **TIME OF ARRIVAL**

#### **High School starts at 8:00AM**

On arrival to school, learners should be in the Plex for Opening Block. School starts promptly at 8:00AM. Learners, who arrive after 8:00AM, must sign-in at the CCHS Office.

- An email will be sent to the learner and parents after five (5) tardies.
- A conference with an Office Administrator will take place for any learner who receives six (6) tardies to discuss a plan for improvement.
- On the eighth (8) tardy, a final email will be sent to warn of the possible suspension.
- After nine (9) tardies, an email will be sent to notify the learner and parents that they will serve a 1-day suspension from school.

**Learners must attend school a minimum of half of their academic class periods to participate in after school-sanctioned events, sports practices and games that day. Learners must be present by 8:00AM and cannot be checked out until 11:30AM. A learner must be in attendance at least one-half of the instructional day to be counted present; otherwise the learner is counted absent.**

## **ABSENCES**

Attendance at school provides a learner with valuable classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom facilitators. The instructional program designed by each facilitator is a progressive and sequential experience. It is generally impossible for that experience to be reproduced. For this reason, failure of a learner to attend class without the knowledge and consent of parents and/or school staff will be a serious problem and will not be allowed. Failure of a learner to attend school will be considered an absence. Each absence will be considered either excused or unexcused. The maximum number of allowable absences per semester is five (5) days from any one content block unless the Administrative Team grants a waiver. A waiver is granted in instances of reasonable accommodation of a disability documented by medical evidence or for rare or extreme circumstances as determined by the administration.

Attendance is recorded daily.

- Any learner who is absent more than five blocks (5) may lose credit in that course.

### **Absent Policy**

Since CCHS operates on a block schedule, consideration must be made for condensed class time. Learners absent for more than five blocks of any one course during a semester will receive additional independent project material at the direction of the facilitator to compensate for missed class time.

To instill in CCHS learners a sense of responsibility for their attendance and prepare them for the workplace, it is required that learners communicate to facilitators in a timely manner regarding their missed time from the classroom.

### **Make-up Work**

- All eLabs are due by 8AM regardless of the learner's attendance for the day.
- If an extraordinary circumstance occurs, the **learner** MUST contact the facilitator before 8AM on the day the eLab is due to request an extension. It is the desecration of CCHS Administration whether to grant the extension or not.
- To receive credit for all other absent project work, assessments, and in class activities, it is the responsibility of the learner to contact the appropriate facilitators or CCHS Office before 8AM the date of absence.
- **Learners** MUST then communicate to the facilitators to schedule all the make-up work within one week of an absence. All coursework not completed in the approved segment of time will receive a zero.

**If communication is not made in a timely manner:**

- **Learners will not receive credit for absent coursework.**

## **EXCUSED ABSENCES**

An excused absence is an absence with the knowledge and consent of parents and school staff due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, and court appearances. Notification from parent via email, phone call or note needs to be submitted when learner returns to school.

## **UNEXCUSED ABSENCE**

An absence for any reason other than those listed above will be considered “unexcused” regardless of parent knowledge and consent. Missed work due to an unexcused absence will receive a ‘0’.

### **PRE-ARRANGED ABSENCES**

For absences that are anticipated, a Pre-Arranged absence form **MUST** be filled out two (2) weeks in advance and submitted to the CCHS office. In addition, PLEASE notify your facilitator(s) and Learning Teams the dates of your pre-arranged absence. Pre-Arranged Absence forms can be obtained on the CCHS website.

### **EARLY CHECKOUT POLICY**

An authorized adult and/or parent/legal guardian must call or personally sign out learners leaving school prior to the completion of the school day in the school office.

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

- **Dental/Doctor Appointments:** We ask that you make medical and dental appointments after school hours. **Please call the office and notify facilitator via note/email** the morning of an appointment if your learner needs to leave early that day. Parents or guardians are required to call or come to the office and sign them out when they need to pick up a learner for an appointment during the school day.

### **LUNCH POLICY**

- **LUNCH – 9<sup>th</sup> – 10<sup>th</sup> Grades:** Learners must stay on campus during lunch periods unless their parent, guardian or authorized adult signs them out through the school office.
- **LUNCH - 11<sup>th</sup> & 12<sup>th</sup> Off-Campus Lunch Privilege**  
*The governing board of Crossroads Christian Schools, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils in grades 11 and 12 enrolled by Crossroads Christian High School to leave the school grounds during the lunch period subject to the following conditions: [California Education Code Section 44808.5] Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.*
  - 11<sup>th</sup> & 12<sup>th</sup> grade learners may leave campus during lunch period provided they have met the requirements the CCHS off campus Lunch Policy and pay a \$10 fee.
    - Learners’ parent/guardian **MUST** sign a “Request for off-campus Lunch” form and placed on file in the HS office.
    - Learners **MUST** maintain a 3.2 GPA or higher with no D’s or F’s.
      - Grades are checked on a weekly basis.
    - Off-campus lunch privilege may be revoked immediately following an after-lunch tardy or truancy.
    - Learners with an off-campus lunch privilege are expected to maintain acceptable behavior according to the policies outlined in this handbook. Any unacceptable behavior **WILL** result in an immediate loss of the off-campus lunch privilege.
    - Learners **MUST** sign out in the office when they leave for lunch and sign back in when they return.

- Parents, and the CCHS Administrative Team, may choose to revoke the off-campus lunch privilege at any time.

### **ON CAMPUS VISITORS/VOLUNTEERS**

**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” during their entire visit. Identification will be requested of visitors/volunteers. CCHS follows these procedures as a precaution, as we feel it is essential to identify all adults interacting with the learners.

### **CHAPEL**

Chapel is an important part of life at Crossroads Christian High School. It is an opportunity for learners to hear outstanding speakers and participate in worship. Learners are required to attend Chapel and are expected to come desiring God to minister to them. Many of our learners 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.

- Family members are always welcome to our Chapels.
- Each learner 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.
- At no time will studying or doing homework be allowed during Chapel.
- There is to be no unnecessary talking, distracting others, or disturbances.
- Learners should be encouraged to use the restroom before or after Chapel
- Learners are given the wonderful opportunity to engage in praise and worship during Chapel. Learners are encouraged to be active participants.

Learners will be given the opportunity to accept Jesus as Lord and Savior during a time of invitation. Learners wishing to make this important decision are encouraged to share this decision with parents/guardians.

### **COMMUNICATION (TEXT/EMAIL)**

Parents will be informed of the latest developments and announcements relative to the school on our website and weekly emails will be sent out. Much effort will be spent communicating important information to you.

### **DEVICE POLICY (Cell Phone/iPhone/iPad/Computer)**

Cellular communication devices may not be used during class time other than permissible educational purposes. With current technology devices can also be used for text messaging, web browsing, and sending visual images. Therefore, to avoid interrupting class, to avoid any possibility of cheating, and to uphold personal privacy, devices may NOT be seen or heard during school hours.

- On the first offense, the device will be confiscated and the learner may pick it up afterschool with device possibly suspended.
- On the second offense, the device will be confiscated and can be picked up in the Administrative office with device possibly suspended for a longer period.

- A third offense will result in the device confiscated and the parent/guardian will have to pick it up in the Principal's office with device possibly suspended for an even longer period.

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

### **TECHNOLOGY USAGE**

Learners are never permitted to use facilitators or staff devices, nor are they permitted access to grade books or attendance. Violations of these restrictions may result in loss of device privileges, suspension, or expulsion from school. Learners 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 High School – including its learners or its staff – in negative fashion. Disciplinary action will result in appropriate action by CCHS Administrative Team and/or Executive Administration Council.

The use of technology in the classroom is encouraged at CCHS, except when the instructor deems that it does not enhance the learning objective. The facilitator will ask for “lids down” when they do not want learners on their computers during instruction. 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.

### **CLASSROOM COMMUNICATION**

The avenue for classroom communication will be through Canvas. You may access the Classroom Connection from the homepage of our website or from your Canvas account.

### **MATTHEW 18 PRINCIPLE**

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

Matthew 18:15-16 states:

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

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

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

good name of the school.

### **TELEPHONE USAGE**

The school phones are designated for business use only; however, learners may have access to a phone in an emergency. Should a parent need to leave a message for their learner or his/her facilitator, please call the school office.

### **WEBSITE**

Everything parents need to know about CCHS can be found on the website. Please log on often for up-to-date information, <http://www.crossroadsschool.org/high-school/>.

### **PICTURE POLICY**

The registration form (page 2) provides an opportunity for parents to give permission for their learner 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 learner does not have permission to be photographed, CCHS staff may NOT post photos to any school publication excluding the school yearbook, website, or social media application (Facebook, Twitter).

### **DISCIPLINE**

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

### **STANDARD OF CONDUCT**

One of the unique purposes of CCHS is to help prepare our learners for effective service for Christ in whatever path they choose. CCHS desires for each learner to have a personal relationship with God through faith in Jesus Christ. Our desire is for learners to measure their lives by scriptural standards of conduct.

When a learner’s behavior or attitude conflicts with the standards of the school, every effort will be made to encourage the learner 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 facilitator and/or administrator.

Methods of maintaining learner discipline at CCHS include the following:

- The facilitator and learner will have a meeting regarding the misbehavior.
- The facilitator will contact the parents if necessary.
- The facilitator may assign a consequence to the learner.
- The facilitator may request a conference to include the parent, learner, and administration.

If after a reasonable amount of time, the facilitator feels that there is a continuing problem in behavior or attitude, he or she will refer the learner to the **CCS Executive Administration**

**Council** for further disciplinary action. For certain serious infractions to school standards and/or misbehavior, such as disrespect to administration, facilitators, learners fighting, learners will be referred immediately to **CCS Executive Administration Council**.

### **DISCIPLINE CATEGORIES**

Misconduct has been classified and divided into three categories, depending on the severity of the violation. Category 3 is the most severe. Learners 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>
<p><b>Definition:</b> (Disobedience). Violations of specific Category 1 rules. Any other minor disturbances that prevent classroom order and instruction.</p>	<p><b>Definition:</b> (Disrespect / Defiance). Activities and attitudes that show a lack of respect for authority. Violations of specific Category 2 rules. Frequent and repeated violation of Category 1 rules.</p>	<p><b>Definition:</b> Violation of federal, state, or municipal laws. Activities that seriously threaten the safety of the learner or classmates. Activities that show gross lack of respect for authority or property. Activities that violate Biblical moral codes, or conduct. Frequent and repeated violation of Category 2 rules.</p>
<p><b>Offenses:</b></p> <ul style="list-style-type: none"> <li>• In-class offenses (i.e. excessive talking, leaving the lab without permission, etc.)</li> <li>• Tardy Notices</li> <li>• Defiance and/or disrespect toward authority</li> <li>• Constant distraction during course activity, team-time, or instruction</li> <li>• Repeated dress code violations</li> </ul>	<p><b>Offenses:</b></p> <ul style="list-style-type: none"> <li>• Blatant disrespect for authority figure</li> <li>• Fighting</li> <li>• Purposeful destruction of school property</li> <li>• Purposeful destruction of a second party's property</li> <li>• Foul language, name calling or swearing</li> <li>• Excessive Tardy Notices</li> </ul>	<p><b>Offenses:</b></p> <ul style="list-style-type: none"> <li>• Truancy from school</li> <li>• Bringing or possessing fireworks, firecrackers, matches or other flammable materials to campus</li> <li>• Involvement in immoral activities</li> <li>• Possessing, selling or furnishing any firearms, knife, box cutters, razor blades, pepper spray, explosive or other dangerous objects</li> <li>• Sexual harassment of individuals, whether verbal, physical or environmental</li> <li>• Telling inappropriate jokes/stories, or using language unbecoming to a Christian</li> <li>• Use or possession of illegal drugs, alcoholic beverages, pornography, or any form of tobacco</li> <li>• 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>• Social Media</li> </ul> <p>*Cheating may consist of:</p> <ul style="list-style-type: none"> <li>• Giving or receiving answers on tests or taking photographs of assessments</li> <li>• Plagiarizing (i.e. copying other people's material &amp; not attributing it to them)</li> </ul>
<p><b>Consequences:</b> Offenses will result in one or more of the following: email home, parent/learner disciplinary conference with facilitator and/or administration, or</p>	<p><b>Consequences:</b> Offenses will result in one or more of the following: learner/administrator conference, parent/administrator conference, suspension, or Category 3 consequences for recurrent offenses.</p>	<p><b>Consequences:</b> Learners who violate the above standards may be suspended or expelled from CCHS. <b>EXPULSION WILL BE RECOMMENDED UPON THE FIRST OFFENSE FOR VIOLATIONS INVOLVING DRUGS, WEAPONS,</b></p>



Category 2 consequences for recurrent offenses.	Administration has the authority to suspend a learner. The length of suspension is from one to five days.	EXPLOSIVES, ALCOHOL OR SEXUAL ASSAULT.
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### **EXPLANATION OF CONSEQUENCES**

- **Suspension:** A learner may be suspended from school and Parent/Administrator disciplinary conference will be held. Very specific changes in attitudes and actions will be expected prior to re-admission. Work missed during any suspension will receive a '0'. Disciplinary Probation may be invoked when a learner is suspended from school.

### **PROBATION**

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

During probation, the learner will meet with the administration on a regular basis to discuss progress. Definite, individualized benchmarks will be established for each learner 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 learner. It should be a positive experience for everyone involved. However, if the learner fails to respond positively to these efforts, and adequate progress is not shown, the learner may be asked to withdraw from the school.

### **Reasons for Probation are:**

- Academic:
  - Insufficient academic progress.
  - Failure of the parents to get specific recommended professional help.
- Attitude:
  - A rebellious spirit, that is unchanged after much effort by the administration/facilitators.
  - A continued negative attitude and bad influence upon the other learners.
- 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 learner's behavior, attitude and/or academic performance.
- A conference is held with the parents, the learner and the administrator to give notification and explanation of the probation.

- An email 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.
- Learner's activities may be limited.
- All positions of trust and responsibility must be relinquished during this time.

#### **ACADEMIC DISMISSAL or BEHAVIORAL EXPULSION**

Dismissal or Expulsion will be recommended to the **CCS Executive Administration Council** if it becomes apparent that the learner will not be able to meet the requirements of the school, or that the learner's behavior is preventing classroom instruction. Academic Dismissal and some Behavioral Expulsions may have the opportunity to Appeal the Dismissal/Expulsion before the **CCS Executive Administration Council**. Dismissal/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 dismissal/expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The dismissal/expulsion date may be immediate. A learner may be dismissed/expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. A dismissal/expulsion will NOT be considered for readmission until the following academic year.

#### **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 always and are in addition to facilitator expectations, which may vary. It is the learner'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 learners are to be respectful and obedient to administration, facilitators, and staff always.
- All classroom and eLab assignments are to be completed and turned in as assigned.
- Learners are to be good examples of Christian young people both on and off campus. Learners are to show respect for the rights and feelings of others. Fighting, cheating, using bad language, etc., are not examples of Christian conduct.
- Learners are to be courteous and respectful to others and to personal and school property.
- Learners 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 CCHS and will not be tolerated. A learner who is bullying another learner and refuses to stop may be subject to expulsion.

#### **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 High School is committed to providing all learners 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 anyone,

including bullying. Learners 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 anyone, 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.
- Learners 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 learner shall be subject to school disciplinary action for off-campus expressions (including via electronic means), when such expressions are obscene, libelous or slanderous, or when such expression poses a threat to the safety of anyone, staff or school property, or disrupts the educational program.

### **DRESS CODE POLICY**

The CCHS dress code has been established to develop learner 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 everyone at Crossroads Christian High School 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

A learners' appearance has an impact on his/her attitudes and behaviors. Respect for the CCHS community and the education process, is shown by learner's attire. Not all fashions that are appropriate in the secular world are appropriate for a school emulating a biblical worldview. The following dress standards have been established for appropriate dress at school and all school related functions to help maintain a sense of Christian modesty, while also educating learners as to what is appropriate dress in the CCHS environment. If there is any question that an item may be appropriate for dress, it should not be worn.

Please consider what the logos and slogans on your clothing represent before wearing them. Some recent examples are: Abercrombie & Fitch, G-Unit, Hostility, South Park, and Famous Stars and Straps. These and other companies will be scrutinized based on the company's Internet site for modesty, sexual content, violence, and anything against the Christian values our school is trying to uphold.

### **HIGH SCHOOL - SHOES**

- Open-toed shoes are permissible provided you are working within a safe environment; bedroom or any types of slippers are not permitted.
- Athletics requires athletic shoes and socks.

### **HIGH SCHOOL - HAIRSTYLES**

The school administration reserves the right to require a learner to change a hairstyle, groom facial hair, or change a hair color at any time the hairstyle, color, length, or grooming is considered inappropriate.

- Hairstyles (including facial hair) must not be extreme (as determined by administration) and should reflect careful grooming; hair must be clean with no ill-groomed or distracting hairstyles or colors.
- Hair may not be styled with spikes longer than 1/2" - no Mohawk's with side's shaven.
- Hair should not be so long that it hangs over learners' eyes.
- Hair may not be died any other color other than natural colors

### **HIGH SCHOOL - ACCESSORIES**

- Ears are the only acceptable body piercings that may be visible on campus or any school related activities. Plugs and gauges are NOT acceptable.
- Tattoos may not be visible on campus or any school related activities.
- Hats are permitted provided they are removed once inside the classroom. Hoods may not be worn covering the head or face. Again, hats and beanies may be worn provided the message, or logo, is not vulgar or suggestive.
- Chains of any kind, attached or unattached to clothing are not permitted.
- Spikes, rivets, or skull depictions on any articles of clothing, jewelry, or accessories are not permitted.
- Blankets may not be worn as outerwear.
- No swimming suits including board shorts may be worn.
- Accessories may not reference alcohol, tobacco, drugs, gangs, cults, or any logos that do not promote the vision or mission of the school.
- Accessories may not promote any message, saying, or slogan that is contrary to the purpose, values, and standards of Crossroads Christian High School.

### **HIGH SCHOOL - CLOTHING**

- Clothing is to be neat and in good taste.

- Undergarments may not be exposed or visible through clothing.
- Clothing must conceal cleavage, sides, back, and midriff.
  - Learners must wear camisoles or tank tops beneath clothes that may be sheer, low cut, or short in length.
- Clothing may not refer to alcohol, tobacco, drugs, or gangs.
- Clothing may not be baggy, excessively over-sized, or sloppy in appearance.
- Clothing may not be immodest, revealing, or excessively tight.
- Tube tops and halter-tops are NOT permitted at school.
- Clothing may NOT have excessive holes or rips.
- If a top is sheer, too low or too short, a camisole/tank top must be worn underneath.
- Plastic, vinyl, or leather clothing is NOT permitted. (Leather jackets are permitted).
- Spikes, rivets, or skull depictions on any articles of clothing, jewelry, or accessories are not permitted.
- Shorts must have a minimum of a 5" inseam, fit properly, and be modest in appearance as determined by the administration. Shorts may not be cut-off or have excessive frayed edges. Shorts must be worn with flat shoes. Spandex shorts are not permitted.
- Printed messages on the back of shorts or pants are not permitted.
- Sleeveless shirts are acceptable provided undergarments, cleavage, sides, back, shoulders and midriff are not exposed and shirts are not excessively loose or tight; however, spaghetti strap tank tops, off the shoulder blouses, and razorbacks are not permitted without including an outer garment.
- Sweats and athletic apparel may be worn in good taste. Purchasing of CCHS Apparel and Athletic wear are available from the office.
- Leggings and/or yoga pants are permitted under longer outer garments/clothing.
- Pajamas, bedtime apparel, and blankets are not permitted at school.
- Clothing may not promote any message, saying, or slogan that is contrary to the purpose, values, and standards of Crossroads Christian High School.

### **CONSEQUENCES FOR FAILURE TO ADHERE TO THE DRESS STANDARDS**

A learner who displays disregard, disobedience, disrespect, or defiance of CCHS clothing and appearance boundaries will be corrected as need by instruction, warning, reproof, correction, suspension, or expulsion. Learners who choose to wear immodest or improper school clothing will be removed from class and counseled by administration and/or a facilitator according to the dress code principles. The learner will be required to change into acceptable clothing before returning to class, an infraction will be noted and parents may need to bring a change of clothes.

### **HIGH SCHOOL - Individual Dress Code Policy & Discipline**

- 1<sup>st</sup> and 2<sup>nd</sup> violation – learner will receive a warning, must change clothes, and if borrowing dress code appropriate clothes from the office, learner must take home borrowed clothes, wash them and return to office.
- 3<sup>rd</sup> violation – referral to office, change clothes, parent/learner meeting with administration, and if borrowing dress code appropriate clothes from the office, learner must take home borrowed clothes, wash them and return to office.
- 4<sup>th</sup> violation – change clothes, parent/learner meeting with administration – 1-day suspension will be issued for the following school day and if borrowing dress code appropriate clothes from the office, learner must take home borrowed clothes, wash them and return to office. All schoolwork due during the suspension will receive a 0.

- 5<sup>th</sup> violation - change clothes, parent/learner meeting with administration—3-day suspension will be issued for the following school day and if borrowing dress code appropriate clothes from the office, learner must take home borrowed clothes, wash them and return to office. All schoolwork due during 3-day suspension will receive a 0.
- 6<sup>th</sup> violation – Expulsion will be recommended to the Executive Administration Council.

\*The list above is not comprehensive. CCHS reserves the right to modify these standards as necessary during the school year. If there are any questions concerning specifics, please contact CCHS Administration at (951) 520-3091

### **CCHS LEARNER PARKING RULES**

- All learners that have a California State Driver’s License are considered drivers and MUST park in the parking lot across from The Plex.
- All vehicles should follow the flow of traffic designated by the signs and painted lines.
- The parking lot is off-limits during school time, and learners should not enter it without permission. Lunches and athletic gear should not be stored in the learners’ vehicle.
- Learners are not permitted to loiter in the parking lot.
- Vehicle stereos must be played softly.
- Learners are not to cruise the parking lot or drive in an unsafe manner.
- Learners will not be permitted to drive between campuses during school hours for going to class, meetings, or athletic practices.

### **EMERGENCY PREPAREDNESS**

*The procedures that the school will follow ensure the health and safety of learners 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)]*

The action taken during any type of emergency depends a great deal on the specifics of the incident. CCHS 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 learners and staff members.

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

In the event of an actual crisis, parents/guardians should report to the school command post where they will receive instructions on where to pick up their child. Learners will not be released until learner accounting is complete, so please do not attempt to take your child without proper authorization from CCHS 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**

To properly care for your learner and notify parents/guardians when a learner 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.

CCHS requires that each learner have an emergency forms in our RenWeb system.

If your learner 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 learner if you are not available. The information on the emergency forms must be kept up-to-date throughout the school year.

## **CHANGE OF ADDRESS/PHONE/EMAIL**

Parents are asked to inform Crossroads Christian School Office by filling out a "Change of Information Form" so that we have accurate, up-to-date information for all learners. It is imperative that we can contact parents in case of emergency.

## **EMERGENCY KITS**

CCHS 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 learners be required to remain at school for an extended period.

## **FIELD TRIPS**

Field trips of an educational nature are vital to the curriculum enrichment emphasis at CCHS. Facilitators and administration will make every effort to supplement curriculum with meaningful field trips as a learning experience.

School-sponsored trips are established for the specific grade and class levels. Therefore, it is the policy of CCHS to limit field trip participation only to the learners 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 learner's understanding of a specific subject of study.

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

Parents serving as drivers will be assigned several learners to their vehicle, and at times another adult passenger. The driver and adult passenger will serve as chaperones for the learners 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 facilitator in the supervision, care, and transportation of the learners. Please remember that both learners and parents need to abide by the dress code while on field trips and school activities.

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

Parents serving as chaperones and/or drivers should check in at the school office and arrive 30 minutes prior to departure time. If you will be delayed or have any change of plans, please call the school office immediately.

### **DRIVER POLICY**

Crossroads Christian Schools and Crossroads Christian Church require anyone driving learners or children under the age of 18, to any Crossroads Christian Schools function, to follow these policies:

- The driver must be at least 21 years old.
- The driver must have and provide proof of a valid California Driver's License.
- The driver must have and provide proof of Liability Insurance on the vehicle to be driven.
- The driver must submit a completed Driver Application annually.
- The driver must adhere to the designated driving speeds and DMV driving laws always.
- 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 learner's school and its activities. The following are guidelines that we ask all drivers and chaperones to follow:

- If you own or have access to a cell phone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, notify the school office immediately. Please do not use a cell phone while driving, unless an emergency arises.
- It is important for volunteers to realize that they are acting as Christian role models for our learners. Please be an example by demonstrating maturity in actions, attitudes, and dress.
- Only learners enrolled in the 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 plan 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 learners. The first responsibility of each volunteer is to learners being supervised. Thank you for understanding our priorities.

- Chaperones are responsible for the behavior of those learners in their care. In private vehicles, the driver is responsible for the learners' behavior. In school-owned or rented vehicles, the facilitator is responsible, with the help of volunteers. If you are experiencing difficulties, please report the problem immediately to the facilitator, administrator or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- If you have a problem with any learner, take him/her to the facilitator.
- Know exactly how many learners are in your group and count, count, count all day! Keep roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Learners are to return with the same person and vehicle that transported them for the event. Only an administrator or facilitator can make exceptions to this. Usually, exceptions are reserved for emergency situations only.
- Please do not purchase food items for learners unless first checking with the facilitator or person in charge and checking emergency forms for food allergies.
- If you have questions about any aspect of the field trip, expectation of drivers or chaperones, or expectation of learner behavior, please ask for assistance from a facilitator, administrator, or person in charge.

#### **ADDITIONAL INSTRUCTIONS FOR DRIVER CHAPERONES**

- The facilitator will make vehicle assignments for learners. Facilitators 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 learners being transported in your vehicle.
- Copies of the permission slips and emergency forms for all learners will be with the leader.
- If you have a first aid kit, please bring it with you in your vehicle.
- Seatbelts **MUST** be worn always. It is for this reason that learners may only be transported in the cabs of pickup or other types of trucks. Note that only one learner is permitted per working seatbelt. It is the responsibility of the driver to be sure that each learner wears his/her seatbelt properly.
- Please be sure you understand the route to be taken. The leader 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 unless it is part of the facilitator's plan.
- Please call the school office right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the facilitator is not readily available, please call the school office for instruction.
- Learners should not eat or drink in your vehicle without your permission. If any learner does not cooperate, please inform the leader.
- 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 learners. We suggest that you play Christian, classical or instrumental music to be sensitive to all the learners.

#### **CCHS FOOD SERVICE**

CCHS will provide food from off campus vendors for learners to purchase. We also provide a snack bar during Opening Block, break, lunch, and break prior to Fine Arts/Athletics.

## **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. CCHS 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, CCHS strongly condemns, opposes, and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any learner who violates this policy will be subject to discipline, up to, and including, expulsion.

Staff members will model appropriate forms of addressing other learners. Curriculum will include books, music, and activities that demonstrate respect for others. Facilitators will be alert to gender biased comments and attitudes. Classroom activities and lessons will be developmentally based so that learners will not be presented with concepts that are beyond their capabilities.

If parents or staff members become aware of comments or behaviors on the part of staff or other learners 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 CCS Executive Administration. 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 learner, 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. CCHS will not retaliate against the person or the learner making the complaint and will not knowingly permit retaliation by any CCHS 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 learner enrolled at CCHS. If there is harassment of learners within a classroom setting within a classroom, facilitators shall take the necessary steps in disciplining the learners involved. Facilitators 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 CCHS shall act to discourage a victim of harassment from reporting such an instance.

## **HEALTH POLICY**

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*The procedures that the school will follow to ensure the health and safety of learners 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)]*

To be certain that sick learners are in caring environments where their needs can be met, and to minimize the spread of illness, CCHS staff members will expect you to keep your learner home when certain conditions exist. Often sick learners 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 learner should be kept home or will be sent home:

- If your learner registers a temperature higher than normal (normal usually being 98.6), we will consider this to be a fever that is likely to be contagious.
- When there is vomiting or diarrhea. Note: Learner must be free from these symptoms 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 learner sick and excessively uncomfortable.
- Suspected conjunctivitis (pink eye). Symptoms include red, itchy eyes, with crusts that form on the eyelid.
- Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
- If your learner 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 learner home.
- Any suspected fracture unless the parent requests the learner can stay at school. (Obvious displaced fractures must be sent home).
- 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 learner home 24 hours after beginning an antibiotic.

**For all other illnesses, the learner may return to school if free from symptoms for 24 hours, if the learner's behavior indicates that he or she is feeling well.**

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

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

Please be sure the learner's emergency form has names and current phone numbers of

persons who have agreed to pick up your learner if you cannot. Please list any cell phone numbers available for parents and emergency contacts. It is very frustrating for both the learner and the office staff when a learner is not feeling well, or there is an emergency, and employees are unable to contact an adult.

To ensure your learner's health and safety, it is important for us to be made aware of any health conditions the learner 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 learners' health and safety, it is also necessary for any emergency personnel who may be called in to care for your learner. Learners' health information is confidential and will only be shared with staff on a need-to-know basis. Contact the school office immediately if your learner 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 learner returns to school. The school follows District Public Health regulations as to when a child may return to school after a communicable disease. Learners returning to school after being treated for head lice must be examined in the health room prior to returning to class. The learner 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 learner shall be in good health and free from communicable disease.

#### **ADMINISTRATION OF MEDICATION POLICY**

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

No learner shall be given prescription medication during school hours except with written prescription from a licensed physician/healthcare provider who has the responsibility for the medical management of the learner. 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 CCHS office. All medication **MUST** be provided in the container in which it was purchased. If it is a prescribed medication, it must be in the original container with the prescription label attached, and must be prescribed to the learner to whom it will be administered. School personnel cannot give medication brought to school in a plastic bag, plastic ware, or any other repackaging. Out-of-date medication will not be given. An adult must bring the medication to the school along with the

completed authorization form. **Learners are not allowed to have medication in their possession at school.** This practice provides for the safety of all learners on campus. The only exception to this policy is if the learner's wellbeing 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 learner's wellbeing 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.
- 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 SCHOOL PERSONNEL**

- The school administrator will assume responsibility for placing medication in a locked cabinet.
- Learners 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 Learners

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

School officials may search any individual learner, 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 learner property that may be searched by school officials include, but are not limited to, purses, and backpacks, learner vehicles parked on school/church property, cellular phones, or other electronic communication devices.

#### **IMMUNIZATION**

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

### **EMERGENCY HEALTH PROCEDURES**

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

- **If a learner is injured on campus**, the learner should report the injury to a facilitator, administrator, or staff member. When reported, a staff member will complete an Accident Report to be sent home with the learner.
- **If a learner becomes ill**, a staff member should escort him or her to the office.
- **If a learner is advised to leave campus**, the parent will be contacted. When the parent or other authorized adult comes to pick up the learner, they will be asked to sign the learner out in the office.

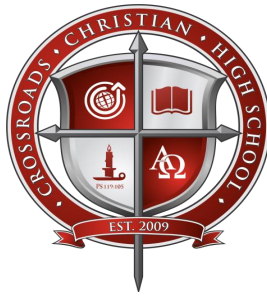
### **FUNDRAISING POLICY**

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

Fundraisers are divided into these categories: Athletic/Fine Art Camps, A-Team (CCHS Parent Group), Direct Ask, and Gift in Kind.

We direct our activities to alumni, friends of Crossroads Schools, local businesses, employees, and families.

The **CCHS Fundraising** requires approval from the Administrator. Once approved the fundraiser is then placed on the fundraising calendar and added to the school's general calendar. CCHS objective is to have only **one** fundraiser running at any given time.



## **Prearranged Absences**

Prearranged absences are those days taken by learners beyond those days when school is dismissed. The school personnel realize that there are certain occasions when parents/guardians feel it is necessary or beneficial for learners to take special educational trips/events.

However, learners and parents must realize that extra days out of the school schedule can be detrimental to the learner's learning. There is valuable information that can be lost, some of which cannot be made up outside the classroom.

If a learner and his/her parents wish to take extra days from school, they should complete this form. This must be completed and returned to the school office prior to the planned absence.

**Date:** \_\_\_\_\_

**Learner's Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Date(s) of Absence:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_

**I request that this time be recognized as a pre-arranged excused absence.**

**Parent/Guardian Signature:** \_\_\_\_\_

\*Submittal of this form does not constitute approval. Administration will review each request individually and will notify the family and facilitator if it is approved to be an excused absence.

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Approved by Executive Principal/Assistant Principal

Date



## International Learner Academic Accommodations

### Who qualifies for accommodations?

The only international learners who qualify for academic accommodation are ELL learners. If the learner's English Assessment examples a low scoring level of English – *scoring "Emerging" or "Beginning" on 3 or more categories on the Speaking Assessment Rubric (see below)* – they will be required to take an ELL course, instead of a Foreign Language course (e.g. Spanish). If their English fluency is high enough to take a Foreign Language, they will not be placed into an ELL course, and will not receive the academic accommodations listed below.

### What accommodations are provided?

ELL Learners can qualify for some/all of the following accommodations:

- Extended assessment time (20-minute maximum time extension)
- Due date extensions
- Modified writing prompts (e.g. shortened essays, simpler prompts)
- Low level vocabulary assessments

\*All accommodations are determined by CCHS, and may differ for each learner, depending on English fluency.

All International Learners, ELL or otherwise, may use the approved translator during assessments and classwork (EXCEPT for vocabulary assessments).

The ONLY translator approved for use during assessments are the following:

### **Chinese – YouDaoDict**



### **Vietnamese – Dict Box**



If a learner is seen using any other translator during an assessment, the assessment will be taken away, and the learner will receive a zero.





## CCHS International Learner Translation Guidelines

### Who Can Use a Translator?

International Learners can use approved translators for homework, classwork, and assessments (EXCEPT vocabulary assessments) in order to better understand and articulate their content. If you are an International Learner who is considered a “Local Status Learner,” you are not permitted to use translators during assessments.

### Which Translators Can I Use?

The ONLY translators approved for use during assessments is the following:

**Chinese: YouDaoDict**



**Vietnamese: Dict Box**



If a learner is seen using any other translators during an assessment, the assessment will be taken away, and the learner will receive a zero.

### How Can I Use the Translator?

Learners may only input single words into the translator. Putting full sentences or paragraphs into the translator is strictly prohibited. Translators should be used only to clarify vocabulary that the learner does not yet know. If caught translating full sentences during an assessment, your translation privileges will be taken away for as long as the Director of International Learners deems appropriate.

During an assessment, the learner may use YouDaoDict or Dict Box translators on their PHONE, but never on their computer. These approved translators should be the only app opened on your screen. All other apps and windows must be closed during assessments, as facilitators will be monitoring the class during testing. In order to eliminate any opportunity for academic dishonesty, assessments should be made *full screen* on the learners’ computer, and there should be no changing or shifting of screens at any time.



## **CCHS Guardian Change Policy**

As a high school, CCHS must have the most updated information regarding a learner's living situation. With that said, CCHS requires that the learner notify the school of the coming change (guardian, home address change, or other) **AT LEAST TWO WEEKS PRIOR TO MOVING.**

CCHS must be notified in order to have updated emergency contact information, and in order to release the learner to their legal guardian for after school pick up. Please contact the Director of International Learners, Ms. Natalia Albatarseh, with information on the coming changes. You will then be provided the necessary documents to complete prior to you change in address.

If at any time a learner switches guardians or home addresses without notifying CCHS, the learner will not be permitted to attend school until the appropriate documents are filled out and completed by the learner's parents and guardians. Keep in mind, these documents often take several days, as they must be notarized and signed by the learners' parents. Any and all classwork, assessments, and projects missed that day will be unexcused, and will be marked as a zero in the gradebook. The learner will not be permitted to make up these assignments.

\*All International Learners, regardless of age, **MUST** be living in a home with an adult guardian. No exceptions will be made.