



CROSSROADS
CHRISTIAN SCHOOL

Student Parent Handbook

2021-2022

CCS recruits and admits qualified students of any race, color, creed, national or ethnic origin, religion, gender, or physical and cognitive ability to all rights, privileges, programs, and activities of CCS. CCS will not discriminate on the basis of race, color, creed, national or ethnic origin, religion, gender, or physical and cognitive ability in administration of its educational policies, admissions policies, scholarships, tuition remission, educational programs, extracurricular activities or other school-administered programs or in the hiring of its certified or noncertified personnel.

However, while we always hope to be a good fit for each and every family that applies, CCS reserves the right to deny admission to any student whom we determine would not benefit from the programs and services available. Our program is not a child-care facility, day-care center, or licensed before-school or after-school program, nor do we offer child-care services. We conduct background checks for all program employees and volunteers.

The Student Parent Handbook you are reading now is a living, breathing document that attempts to cover any situation you may encounter. At its core, it is a set of rules, regulations, and requirements that support the learning environment, while serving as a guide for each of us as we make decisions regarding a variety of school matters.

Crossroads Christian School is a private, part-time, Christian school, that values a learning environment that considers individual student needs while encouraging growth academically, spiritually, emotionally and socially.

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About CCS

CCS is dedicated to providing students with the opportunity for academic excellence, and guided growth in mental, spiritual and social development. Crossroads is not part of any church, but a non-denominational homeschool transforming the lives of students and cultivating constructive relationships with the Victoria community. We believe quality Christian education is achieved when parents, students, and tutors firmly support the school in every aspect and maintain open communication with one another. The following specifics are essential:

- ✓ Parents are responsible for their child's education and spiritual growth.
- ✓ Educators must realize a calling for teaching and be spiritually and academically qualified.
- ✓ Students must have a desire to strive for excellence in studies and activities, to be respectful of others and to serve the school, church and the community.

Vision Statement

Fostering an environment for students to become citizens of honor and self-discipline who are committed to independent thinking and service to others.

Mission Statement

To provide personalized education that empowers students to realize their genius.

Our Promise

Preparing students for life. CCS is committed to providing an education that is challenging and responsive to individual goals and needs, which are assessed and met through a variety of empowering support programs.

School Motto

Teaching the Mind and Training the Heart.

Statement of Faith

CCS was founded on the belief and in accordance with the follow:

- † **The Bible:** We believe that the Bible bears witness to Jesus Christ. While reason, experience, and tradition together with the Bible serve to inform truth and life, the Scriptures are the primary and final authority in the role of Christian faith and practice. (II Timothy 3:16-17; I Peter 1:23-25; Hebrews 4:12)
- † **Repentance:** We believe that repentance will result in the revelation of one's sinfulness, which should lead to remorse. Remorse causes us to turn away from sin and selfishness and to receive faith for change. (II Corinthians 7:10; Psalms 51; Acts 11:18; II Timothy 2:25; Genesis 6:3; Romans 1:18-32; Matthew 9:12-13)
- † **Restoration:** We believe in divine restoration. Grace is sufficient for those who humbly repent, accept correction, trust the advocacy of the example of Jesus, and mend their relationships. (Acts 4:30, 19:11; Romans 8:11; I Corinthians 12:9; James 5:14; I Peter 2:24-25; I John 1:9; Isaiah 53:4-5)

Philosophy

We recognize that God has given different abilities to each student. We want each student to work to capacity, motivated by a heartfelt love for Christ. We hire employees who:

- ✓ Emphasize the worth of each student as a unique creation of God.
- ✓ Openly share the love of Christ with students and staff.
- ✓ Encourage students to respect, love, and obey their parents.
- ✓ Inspire loyalty to and respect for the word of God.
- ✓ Inspire love & respect for country, leaders, and authority.
- ✓ Equip students with solid academic skills.



Our Core Values

Christ-Centered

- Jesus is the Way, the Truth, and the Life
- Christ is the image of the invisible God...all things were created by Him and for Him...He is before all things, and in Him all things hold together
- We purpose to know Christ and to become like Him
- We seek Christ's pre-eminence in all things

Academic Excellence

- Our teaching is in harmony with Scripture
- We prepare students for college, career, life, and eternity
- Our education meets or exceeds State/National standards
- We use proven, effective teaching methods
- Our students perform at their full potential

Our Purpose

To nurture students to become

Effective Communicators who can

- comprehend & retain information through listening and reading skills
- organize & express ideas effectively through verbal and written communication
- express themselves through the arts, athletics, or media
- use appropriate forms of current technology

Critical and Creative Thinkers who can

- access and assess data
- recognize problems and develop a plan to solve them
- learn independently
- investigate beyond the obvious, distinguish fact from opinion, and integrate various disciplines
- demonstrate innovative problem-solving

Loving Community

- We love one another as Christ first loved us
- We delight in God's grace, extend it to others, and foster its growth
- We practice accountability and uphold one another to high standards
- Our students are committed to building community and serving others

Transformational Learning

- Productive life changes (transformation) is the goal of our education
- We seek growth of the whole person: mental, spiritual, physical, and social
- We cultivate joyful, respectful obedience in students
- We help students discover their life's purpose and equip them to fulfill it with excellence

Mature Christians who can

- define and defend a Biblical worldview
- study, learn, and apply Scripture
- understand God's progressive revelation throughout time
- recognize and utilize gifts and talents

Responsible Citizens who can

- understand various viewpoints, belief systems, and cultures in today's world
- develop & maintain proper relationships (with peers and authorities)
- take personal responsibility & accept consequences for life choices
- serve & impact the community they live in
- demonstrate a knowledge of general life skills
- live a healthy life, including appropriate nutrition and physical fitness



Admissions

CCS accepts applications at any time and up to a year in advance of the student's intended start date. Once we reach campus capacity, students will be added to a waitlist or can choose to work from home. **CCS admits students of any race, color, creed, ethnicity, gender, or physical and cognitive ability.** While we always hope to be a good fit for each and every family that applies, CCS reserves the right to deny admission to any student whom we determine would not benefit from the programs and services available at CCS. The family also reserves the right to withdraw from the admissions process at any time or to have their application put on hold for up to a year.

General Admissions Policy

- Priority will be given according to the **date** and **time** applications are received.
- Priority will be given to **returning students**.
- Applicants may not be under behavioral probation, suspension, expulsion, or any other behavioral conditions from their previous school.
- Applicants must live with their **legal guardians**.
- Applicants will not, normally, be accepted in the **4th quarter** of the school year.
- Seniors will not normally be accepted past the **fall semester**.

Admissions Timeline

Step 1: Online Application

Complete the [online application](#) and submit the non-refundable \$100 application fee.

STEP 2: INTERVIEW

Schedule a time for all guardians and student applying to interview with administration.

STEP 3: RECORDS & FEES

[Email](#) or fax (361-298-2003) immunization, education and identification records. Submit the registration fee (\$500).

Unclear, ambiguous, and incomplete applications will not be considered for admission. Applications are considered incomplete and cannot move through the approval process if we have not received all proper documentation:

- ✓ a completed [application](#)
- ✓ the non-refundable application fee (\$100; silver program only)
- ✓ the registration fee (\$500; silver only)
- ✓ an academic record of credits/grades earned (ie transcript)*
- ✓ a copy of conduct & attendance records*
- ✓ a copy of standardized test scores and any neuropsychological testing*
- ✓ any IEP or 504 documentation*
- ✓ a current immunization record
- ✓ a copy of student birth certificate*
- ✓ a copy of student Social Security card*
- ✓ a copy of all guardians' photo IDs


**Private primary schools are required to request records when enrolling a child under 13 years of age to verify the child's name, birth date, and previous school records. If documentation is not provided, the school shall notify the appropriate law enforcement agency to determine if they child has been reported missing. (Tex. Cord of Criminal Procedure Ann. Chapter 63)*

Exclusion of Students with Documented Discipline Histories

Subject to and in accordance with Texas law, CCS will not generally accept students with documented criminal histories, juvenile court adjudications, or other serious discipline problems, including expulsion, under Subchapter A, Chapter 37 of the Education Code. *A parent may appeal if there are extenuating circumstances concerning student discipline history in accordance with the general grievance policy.*



STEP 4: FACTS REGISTRATION—*Silver Program ONLY*

Register an **account with FACTS**  >> and set up payment plan. *ALL TUITION NOT SUBMITTED THROUGH FACTS WILL BE SUBJECT TO A 5% PROCESSING FEE.*

Returning Students

Returning students need to update contact information, complete any medication or vehicle form, sign the technology agreement, and submit a \$50 (per family) application fee to re-enroll.

Family Requirements

The following commitment represents the family's responsibility and is signed in the admissions process:

I have read and agree with the beliefs and mission statement of Crossroads Christian School. I understand that ultimately, the burden of my child's education lies with me. I agree to partner with CCS and its affiliations to help provide educational support as necessary for effective learning. CCS and any affiliations operate and are educating under the delegated authority of the parents.

Exam Administrator

All homebound students and Gold program participants are required to retain an exam administrator. An exam administrator, or EA, is a local education professional who oversees one or more distance education students. Their primary responsibility is to supervise students while they are taking tests to ensure academic honesty. The preferred choice for an EA is a licensed educator, such as a teacher, counselor, administrator, librarian, or college faculty. In addition, members of the clergy, public librarians, and military education personnel may serve as exam administrators. Please contact us for further information.

Tuition & Fees

Silver Program

K-6 th (4-day program)	\$4000
7 th -12 th (2-day program)	\$3500

\$100 APPLICATION FEE

(non-refundable, due with application)

\$500 REGISTRATION FEE

(non-refundable, due at registration)

This secures your child a spot at CCS and includes the curriculum, FACTS, RenWeb, supplemental curriculums and required school supplies.

5% SIBLING DISCOUNT

(Receive 5% off per additional student enrolled.)

Monthly Payment Options

K-6TH

- \$400/mo Aug-May (10 mo)
- \$364/mo Aug-Jun (11 mo)
- \$334/mo Aug-July (12 mo)

7TH-12TH

- \$350/mo Aug-May (10 mo)
- \$319/mo Aug-Jun (11 mo)
- \$292/mo Aug-July (12 mo)

*Payments are made via FACTS:

[click here](#)  to enroll in a payment plan.*



Gold Program

K-12th (up to 5.5 cr)	\$5500
<i>A la Carte:</i>	\$399 (.5cr)/\$599 (1cr)

APPLICATION FEE

~waived~

REGISTRATION FEE

~included~

5% SIBLING DISCOUNT

(Receive 5% off per additional student enrolled.)

Semester Payment Option

\$2750/semester

Pay by check, cash, or credit card

Late Payment Policy

After 30 days of delinquency, CCS will make every effort to provide tuition support and/or collaborate on an adjusted payment plan. Failure to comply with this plan will result in enrollment being terminated and official school documents, including transcripts and report cards, withheld until the account has been paid in full.

Any unpaid balance can result in termination of enrollment, delay completion of course requirements, and prevent the release of any official school documents until all accounts are resolved.

School Supplies

All CCS students need to bring their own device (compatible tablet or laptop), charger, Bible, and backpack daily. CCS will provide the rest of necessary supplies for core curriculum. *Extracurricular and elective classes may require additional materials.*

Withdrawal

Withdrawal forms must be completed in the office. Notice of withdrawal must be given **before** the 1st of the month in order to prevent a tuition payment for that month. Example: If you choose to withdraw in December but send notice after December 1st, you are legally responsible for all tuition due in December.

School hours

Mon-Thur	K-6 th
Mon & Wed	8 th , 9 th , 10 th
Tue & Thur	7 th , 11 th , 12 th

On-campus classes meet 2-4 days per week with at-home learning occurring on the alternate days. We suggest that students spend their time working the core subjects and required electives when on campus to allow for a minimum number of hours outside the classroom.

*Doors open at 8:15am & close at 2:45pm.**

*Our staff have campus requirements, family responsibilities or other tasks to complete and some have second jobs for which they need to leave. We appreciate your understanding and supporting our staff by kindly arriving on time.

We recognize that special situations occur and we will excuse a first-time late pick-up; any additional late pick-ups will result in a \$50 fee.

CLOSED CAMPUS
All visitors must
sign-in

Campus security is taken seriously. We offer the windows of **8:15-8:30AM** and **2:30-2:45PM** for drop-off and pick-up at 105 W. Stayton Ave. Outside this window, entrance to campus is limited to the office entrance at 512 Bridge Street. Upon arrival, all visitors are required to check in with the receptionist. Security cameras are also located throughout campus. Office hours are 8:00am-3:00pm, Monday through Thursday.



Communication

Contacting Child or Teacher

During the school day, call the office (361-212-3078) to get immediate messages to your student or student’s teacher. Classroom teaching time is a valuable and limited resource. Classroom interruptions take away from the educational experience of all students. Please help limit classroom interruptions to emergencies only. For non-emergency issues, please email your child’s teacher (*Visit [Our Staff](#)>>*).

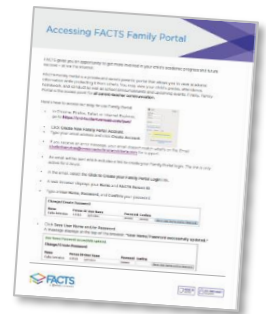


If at any time you have concerns, please schedule a conference with his or her teacher. All teacher-parent communication should be through the office, email, RenWeb, or a conference. Thank you again for your support to help maintain the integrity of the classroom learning environment.

Family Portal

FACTS Family Portal is a private and secure parents’ portal that allows you to view academic information while protecting it from others. It is also where you communicate with teachers and other school staff. You can access . . .

- ✓ Attendance
- ✓ Progress Reports
- ✓ Transcripts
- ✓ Discipline
- ✓ School Calendar
- ✓ School Announcements
- ✓ Staff and School Directory
- ✓ Account Balances & Online Payment



Use our [Accessing FACTS Family Portal Guide](#)>> to set up your account using the email you used during enrollment. If you receive an error message, [email tech support](#).



Parent Alert System

School-wide communication concerning events, school day changes, severe weather, etc. will sent through Parent Alerts, which is a part of the Family Portal. Enable Parent Alerts by going to Web Forms>Family Demographics>Custodial Parent Form in the Family Portal. (See our [Accessing FACTS Parents Guide](#)>> for more.) *Please keep your contact information current to ensure you receive all important messages.* School Closure information due to weather will also be available on our social media:

 facebook.com/CrossroadsChristianSchoolVictoria

 instagram.com/CCSVictoria



Academic Programs

Homeschool Requirements

As a private school, CCS partners with parents to provide a customized learning experience for their child.

Private school

any non-public school, including traditional accredited private schools that require daily attendance and tuition, unaccredited private schools which are similar but not subject to the same accreditation requirements, home schools which are a type of private school but not regulated the same way as other types of private school, and other options that are a hybrid of these different types.

Homeschooled student

student that predominantly receives instruction in a general, elementary or secondary education program that is provided by the parent—or a person standing in parental authority—in or through the child’s home [[Texas Education Code 29.916 \(a\)>>](#)]. The parent or person standing in parental authority might contract with outside sources in order that the student receives additional instruction, such as a private tutor, co-op class or a college class. However, this source or these sources do not circumvent the parent’s role in determining the overall success or failure of the student.

Homeschool group

a group a student participates in but does not attempt to become an authority over the student’s education, per the definition of home schooling. THSC Partner Groups meet criteria as defined on THSC Types of Groups.

Definitions according to Texas Homeschooling Coalition

Physical Education

Texas mandates physical education instruction to be offered at each elementary grade level, with at least 135 minutes of moderate or vigorous structured physical activity per week [Texas Administrative Code (TAC), Chapter 116, Subchapter A]. *Homeschool families are responsible for obtaining the information and meeting the criteria for receiving credit.*

CCS students can earn their credit by participating in our campus P.E., a school sport, or another aerobics-based program. Documentation must be submitted within two weeks after the end of a sports season or the end of the semester for an aerobic program.

Grades K- 8th will attend PE every day they are on campus. To participate and receive credit (See [Attendance>>](#)), students MUST BE in closed-toed shoes – NO SANDALS. Students will be counted absent from PE if they are unable to participate due to the wrong clothing. Students who do not participate or who have continually failed in bringing proper shoes for PE will have to document and fulfill their PE credit outside of regular school hours using [this form>>](#).



Graduation Requirements

Homeschoolers in Texas are not required to complete any specified course plan other than a “bona fide” (without intention to deceive) study of “reading, spelling, grammar, mathematics, and good citizenship” ([TEA vs Leeper>>](#)).



Depending on the career track chosen, additional courses may be required. CCS provides success coaching to provide each student with an individualized plan that supports that student’s chosen career path.

Visit [Texas Education Code 5.001\(6-a\)>>](#) and [THSC Laws>>](#) for more details.

Grade Reports

Report Cards detailing grades and absences in each class are issued to parents every 9 weeks. (Please see the [calendar>>](#) for dates.) At least once during the nine-week

grading period, Progress Reports detailing missing assignments, grades, and absences will be issued. Parents and students can access student progress and grades in [Ignitia>>](#) and in RenWeb’s [Family Portal>>](#) at any time.

PLEASE NOTE: In Ignitia, the course score ONLY averages what the student has completed so far and not the 0s for uncompleted assignments. The Progress and Report cards averages will include them however. For example, if your student has completed two assignments, earning a 90 and 95 respectively, but is behind 3 assignments, Ignitia will show a course score of 92.5. The Progress and Report cards will reflect the actual score of 37, averaging in a 0 for each of those missing assignments.

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

Self-Paced Instruction

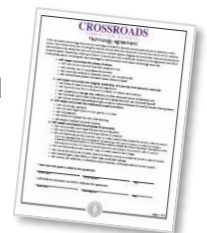
CCS uses a blended learning model that employs self-paced learning. Students may be grouped as needed to review, remediate or accelerate learning as well. Self-pacing is flexible, but requires time management and self-regulation. For example, some students prefer to complete one course at a time rather than progress through all of them simultaneously (as in traditional public school). Students and parents need to collaborate and experiment to determine what is most effective for them.

Being intentional, managing class and home time, signing up for one-on-one instruction when needed, and adjusting as needed are essential for success in self-paced learning. Parents and students need to collaborate and experiment to determine what is most effective for them and notify student services as soon as possible with requests to revise their schedule and adjust their pace. For more on how CCS supports students through self-pacing, visit [Our Students>>](#).

Self-pacing allows students to progress at a pace that suits their learning style and needs.

Technology

Access to CCS’s information technology resources, including internet, is a privilege granted to those who sign and uphold the following technology agreement detailed below.



Technology Agreement

CCS’s information technology resources are a privilege provided for educational purposes and are an extension of the school. Use of these values and continue the mission of

resources, including the internet, should reflect the CCS. Network administrators may review files and



communications to maintain system integrity and ensure that users are accessing and using the system responsibly, meaning no files or communication are confidential. Violations of this agreement will result in disciplinary action, including the loss of privileges to use the school's information technology resources.

1. I will respect and protect the privacy of others.

- I will only use accounts that have been assigned to me.
- I will not view, use, or copy passwords and data.
- I will not access networks or websites to which I am not authorized.
- I will not distribute private information about others or myself.

2. I will respect and protect the integrity, availability, and security of all electronic resources.

- I will follow all network security rules and regulations.
- I will report security risks or violations to a teacher or network administrator.
- I will not destroy or damage data, networks, or other resources that do not belong to me.
- I will not stream audio/ video unless as part of an assignment and I am monitored by staff.
- I will not use unauthorized websites to gain access to content otherwise blocked by the web-filtering device.

3. I will respect and protect the intellectual property of others.

- I will not infringe copyrights.
- I will not make illegal copies of music, games, or movies.
- I will not plagiarize.
- I will follow US Copyright Fair Use understanding.
- I will respect Creative Commons licensing.

4. I will respect and practice the principles of community.

- I will communicate only in ways that are kind and respectful.
- I will report threatening or discomfoting materials to a teacher.
- I will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass). I understand that participation in such activities, inside or outside the school, resulting in disruption to the learning environment, is subject to disciplinary action according to the school's code of conduct.
- I will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- I will not use the resources to further other acts that are criminal or violate the school's code of conduct.
- I will not send spam, chain letters, or other mass unsolicited mailings.
- I will not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Student Life

Dress code

While CCS does not require uniforms, we do ask that modesty, good grooming, and common sense guide a student's choice of dress. We believe that appropriate clothing encourages responsible behavior; therefore we ask for a gracious attitude on the part of both student and parent.

Please check with the school office first when in doubt concerning clothing. If a student comes to school in clothing deemed inappropriate, proper clothing will need to be brought to school or the student will be sent home. Absences from school caused by failure to comply with dress code standards will be considered unexcused. Repeated offenses will be dealt with as a serious disciplinary matter and will ultimately result in the student's expulsion.



The dress code applies to all school activities unless specifically modified by the administration. Parents are asked to observe our dress code when in the building or at school sponsored events as well.

Please read the following carefully:

1. Shorts, skirts, & dresses must reach below the edge of fingertips when arms are extended. Biker/spandex shorts, leggings, tights, and any skintight pants can ONLY be worn if covered by another clothing that is below fingertips.
2. Sleeveless shirts/blouses must have "normal" armholes (not cut in or cut low) or another shirt should be worn underneath.
3. Straps must be at least 2" and cover all undergarments. No spaghetti strap or strapless garments.
4. All fabrics must solid enough to prevent exposure of undergarments. No see-through fabrics. No under garments showing.
5. Shirts should be long enough to prevent midriff showing if both arms are raised. An undershirt is necessary otherwise.
6. Cuts, frays, tears, and/or fringes in pants or shorts must be below fingertips.
7. Clothing must fit properly and modestly. No pants that are low-waist, low-rise, or sag, exposing one's undergarments (including tops of boxers.)
8. No clothing, jewelry, symbols, accessories, or visible tattoos (permanent or otherwise) that are pagan, anti-Christian, or inappropriate to a Christian school are allowed, including gang or secret society clothing and/or symbols.

Clothing or tattoos that endorses

- drugs
- underage drinking
- tobacco
- anti-Christian messages
- sexual innuendoes
- anarchy
- murder or suicide
- disrespect to God or the nation are not allowed.

Furthermore, graphics or pictures, emblems, or writings that are

- lewd
- offensive
- vulgar
- obscene
- glorifying blood, gore, etc. are not allowed.

9. Guidelines may be adjusted for field trips or events that require more formal attire.
10. Shoes must be worn at all times.
11. Proper undergarments need to be worn at all times by male and female students, and should not be visible.
12. Any style or grooming that distracts from the learning environment is not allowed.

CCS reserves the right to make changes to dress code policy at any time during the year.

Parents will be notified.



Attendance

Attendance is defined as *participation in all activities assigned to a student during the time the school is open for instruction*, which includes campus and homebound students. There is a minimum attendance requirement for grading purposes. A student may have up to 10 days of non-school related absences per semester and still receive full credit in that program and their classes. Any student who is absent for 10 days or more or homebound and shows no progress in our program will be placed "on hold" and considered pending for withdrawal. Students are expected to stay on pace by completing their assignments throughout the duration of their course(s). To avoid removal and additional fees, students must notify their teacher as soon as possible with requests to revise their schedule adjust their pace. See below for more.

Students who show no progress for 10 days will be placed "on hold" and considered pending for withdrawal.

Notification of Absence

Please notify school personnel as soon as possible in writing for all planned student absences, preferably prior to 9:00 a.m. on the first day of an absence. The student must report to the office upon returning to campus with a *signed parent or physician note* before returning to class.

Students who do not bring a parent/physician note to the office explaining their absence will receive an unexcused absence. Students will not be allowed to make up missed work until parent/physician note has been received. The note content should include student's name, grade, date(s) of absence, reason for absence and parent signature. *Students who experience a long-term illness/hospitalization (five or more consecutive school days), or who have a physical impairment and/or a medically substantiated problem which entails repeated absences, can be granted an attendance allowance based on a review of the individual case.*

It will be the responsibility of the student/parent to secure from the teacher assignments or tests missed during absence from school. In order to support your student academically, please notify school personnel of extended absences at least 10 days in advance, so that assignments can be compiled. Approval of extended absences is at administrative discretion.

All absences count against the minimum attendance requirement. All students with absences (excused or unexcused) will have the same number of days, including weekends, in which he/she was absent to make up work.

Leaving campus

CCS operates a closed campus. Students must be signed out by a parent/guardian (listed on file in the office) or have written permission from their parents to leave campus. Students can sign themselves out but can only return to campus by providing a doctor's note from an appointment.

Vehicles/Parking

Students with a valid driver's license can only park in the designated parking lot provided they have submitted a copy of their driver's license, insurance, and [Vehicle Permit Form](#)>> to the office.



Personal Electronic Devices

All students are required to bring a tablet or device for learning purposes but must follow our technology agreement while on campus or accessing the CCS site or curriculum (see [Technology Agreement](#)).



Additional devices, such as a phone or ipod, are a privilege that must support the student in his/her learning endeavors. If this device becomes a distraction, to any student, or if the student uses the device in a way that violates the technology agreement, the student in possession can lose this privilege. Individual courses may implement their own device policies in addition to this campus policy. As with all personal property, the student has sole responsibility for his/her devices.

*1st Offense: **Loss of use.** Student will be required to put the device away for the remainder of the day.*

*2nd Offense: **Confiscation.** Phone will be returned the following day after school.*

*3rd Offense: **Confiscation.** Phone will be returned 3 school days later after school.*

*4th Offense: **Conference.** Intervention will be determined by parents, teacher, and CCS admin.*

*5th Offense: **Privilege revoked.** Student will lose the privilege for the remainder of the semester.*

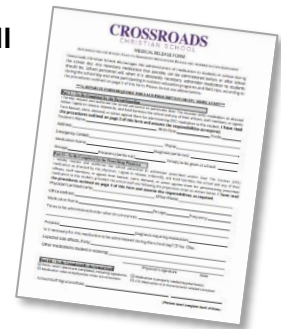
Lunch

Students need to bring a sack lunch or have it delivered as meal are not currently available for purchase on campus. Make sure deliveries are sent to the office address at 512 N. Bridge St. and under the name of the student.

Medication

In order for a student to take medication while on campus, the following must be in place:

1. The parent/guardian submits a signed [Medication Form](#)>> and **brings all medication to office**, which is kept in a locked cabinet. *Students cannot carry medication.* (A physician may use office stationery or prescription pad in lieu of Part II of the form to indicate child's name, diagnosis, medication name, dosage, time of administration, duration of medication, side effects, signature, and date.)
2. All medication, prescribed and over-the-counter, is in the prescribed bottle or original container.
3. The first day's dosage has been administered at home.



Students with Asthma, Diabetes, or EpiPens®*

Parents should provide the school with a healthcare plan if their student has asthma, diabetes, or life-threatening allergies. In accordance with the plan, a student may be permitted to possess and use monitoring and treatment supplies and equipment while at school or school-related events if the following is provided: a written and signed statement from the student's **licensed health care provider**, stating the student has (a) the condition and is (b) capable of self-administering the prescription medicine, (c) the period of time for which the medicine is prescribed. *This signed statement is in addition to the medication form.*

Expired Medication

The parent/guardian is responsible for collecting any unused portion of a medication within one week after expiration of the physician's order or at the end of the school year. Medication not claimed within that time period will be destroyed.



Symptoms Requiring Home Care

Students with the following symptoms will not be allowed to remain in school and must be symptom free for 24hrs before returning:

1. Oral temperature of 100 degrees or above
2. Vomiting, nausea or severe abdominal pain
3. Red, inflamed, or discharging eyes
4. Acute skin rash or eruption
5. Suspected scabies or impetigo
6. Head Lice*

*Individual head checks are performed on an as needed basis. If live lice are found, parents will be immediately notified and need to pick up their student. The notification below will be sent to the student's class. Students may return as soon as one treatment has been given. Parents are encouraged to periodically check for nits (lice eggs), which would indicate the presence of an adult, egg-laying louse.

A case of head lice has been reported in your child's group. Head lice continue to be one of the most prevalent communicable infestations among children, and outbreaks are possible whenever and wherever children gather. Screen your child regularly and notify us immediately if head lice or their nits (lice eggs) are detected. (We welcome the opportunity to teach those of you who do not know how to check your child for head lice). Working together helps protect all of the children, including your own. Thank you for your cooperation.

General Conduct

Students are expected to fully participate, follow all guidelines, and conduct themselves in such a manner that properly facilitates an atmosphere conducive to a high-quality learning experience for all. In order to maintain it, students will be sent home for repeated behavior that violates this mission. While mistakes happen, we truly believe that Jesus is in the business of forgiveness and restoration and want Crossroads to be a place where students can benefit from their mistakes.

On campus attendance at Crossroads is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. We maintain the right to admit only those students who are in harmony with these standards and to expel any student at any time, regardless of whether or not the student conforms to the specific rules and regulations of the school. Each year students are evaluated before enrollment is allowed.

Code of conduct

I, in partnership with my educators and peers,
shape the environment of Crossroads
through my perspectives and choices.



- I will contribute to the building up and encouragement of one another.
- I will promptly follow requests and requirements without complaint.
- I will respect myself, authority, others, and property (personal and school).
- I will demonstrate honesty and integrity with my words and actions.
- I will act for the safety and well-being of all, including myself.
- I will refrain from public displays of affection.
- I will observe all parts of the handbook.



Behaviors that undermine you as a student and the environment — whether occurring at school or at school-sponsored events—such as teasing or bullying; using offensive gestures or actions; speaking with disrespect, mockery, swearing, profanity, unkindness, or vulgar language will not be tolerated.

Furthermore, the following violations will warrant you immediately sent home or turned over to the proper authorities.

- | | |
|--|----------------------|
| weapons of any kind ¹ | leaving the premises |
| involvement with theft or vandalism ² , | terroristic threats |
| the use of smoking-related products, ³ | occult practices |
| illegal drugs and alcohol | |

¹A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

²You will be billed and are responsible for repair costs and damages to any property.

³CCS has a strict non-smoking policy. Use of tobacco or smoking-related products (including E-cigarettes and vaporizer pens) is prohibited within all buildings, facilities, vehicles, and spaces (including walkways, parking, parking lots, common areas and campus greens) that are owned, rented, leased, or otherwise controlled by CCS or FELC (First English Lutheran Church).

Canine Campus Searches

CCS does reserve the right to search all vehicles, lockers, backpacks, purses, duffle bags, and persons for tobacco, alcohol, drugs, and contraband of all types when on campus or in conjunction with a school-sponsored activity, including the use of professionally trained enforcement dogs. The goal of this policy is not to “catch” students doing wrong but rather to discourage tobacco, alcohol, and drugs from being on campus, thus making them less available. If anything is found by a detection dog, the incident will be documented with a referral, the student’s parent notified, and the proper authorities notified if necessary.

Academic Honesty

A high sense of personal honesty and integrity is expected of all students in the completion of CCS courses. Course work is intended to be completed without cheating, plagiarizing, or knowingly giving false information.

Tests and final examinations must be completed in the presence of an approved exam administrator who must certify that the test or exam was completed without the assistance of books, notes, or any other outside resources.



The consequences for academic dishonesty are detailed below and will be determined in consultation with the CCS teacher, the student's local exam administrator, and the CCS director.

Cheating

CCS defines cheating as:

- ⓧ Allowing another student to copy your work.
- ⓧ Copying or attempting to copy from another student's test, exam, or assignment.
- ⓧ Having someone else complete your assignment.
- ⓧ Giving information in an unauthorized manner to another student for a test, exam, or assignment.
- ⓧ Using unauthorized materials, information, notes, study aids, or other devices for a test, exam, or assignment.
- ⓧ Using an online translator in a foreign language course.

NOTE: Online translators are NOT allowed in any foreign language course at any time. If an online translator is used to complete any activity in a foreign language course, the student will receive a zero for the entire test, exam, or assignment.

Consequences

1st time offense

The offense is documented in the student's file. The student will receive a zero on all or part of the assignment/exam per the instructor's discretion and possibly the opportunity to re-do it. The instructor will conference with the student and parent.

2nd time offense

The offense is documented in the student's file and a referral added to the permanent file. The student will receive a zero for the entire assignment. The instructor and CCS director will conference with the student and parent.

3rd time offense

The offense is documented in the student's file and a referral added to the permanent file. The student will receive a zero on the entire assignment. At CCS administration discretion, one of the following disciplinary actions will be enforced:

A failing grade for the entire course and forfeiture of tuition.

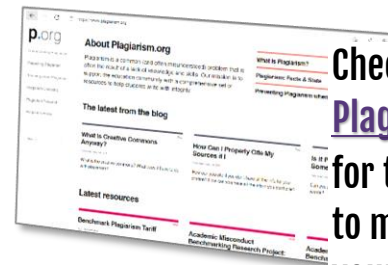
Dismissal from CCS.

Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own. Examples include, but are not limited to,

- ⓧ Copies answers in full or part from a source outside the curriculum without giving credit to that source (ie representing someone else's work as your own).
- ⓧ Uses unauthorized aids on an assignment, essay, quiz, or test
- ⓧ Paraphrases or summarizes from a source outside the curriculum without citation.
- ⓧ Has someone else complete an

assignment, essay, quiz, or test



**Check out
Plagiarism.org
for tips & tricks
to maintain
your academic
honesty.**



- ⊗ Submits another person's work
- ⊗ Submits the same work for more than one course or assignment without prior written approval from the instructor(s)

To avoid plagiarism, every direct quotation (3 or more consecutive words from another source) must be included in quotation marks and properly cited according to the style specified (ie MLA, APA) in the course. Further, any material paraphrased or summarized that was accessed outside of the curriculum must include an acknowledgment of the source.

When in doubt, ask. Students and parents are encouraged to seek guidance from the class teacher if they are concerned an assignment might appear plagiarized. **Consequences** (See *Cheating Consequences*)

Cyber Bullying

Cyber bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons. Examples of this behavior include but are not limited to:

- * Sending false, cruel, or vicious messages.
- * Creating websites that have stories, cartoons, pictures, or jokes ridiculing others.
- * Breaking into an email account and sending vicious or embarrassing materials to others.
- * Engaging an individual in electronic communication, tricking that person to reveal personal information and forwarding that information to others.
- * Posting of an individual's picture without their permission.

The online activities and technologies often used by students engaged in cyber bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Steps to Report Cyber Bullying

1. Immediately contact a teacher/administrator at CCS
2. Complete & submit the [cyber bullying form](#) available on the [Student page](#).

Consequences of Cyber Bullying

1st Offense

- a. Suspension from CCS until conference.
- b. Conference with student/parent or guardian (if applicable) and CCS administration to evaluate continued enrollment.

2nd Offense

- a. Immediate & permanent suspension from CCS courses.
- b. Forfeiture of tuition

Discipline process

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs.

It is the school's responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary



for us to trust each other and function together each school day in a God-honoring manner.

To contribute to a good social and educational environment, acceptable standards of behavior will be expected at all times. Discipline will be administered when any student's actions interfere with the right of the teachers to teach and the students to learn. More serious behavior that doesn't align with the vision of CCS can escalate the steps directly to suspension.

General progression:

1. **Warning:** verbal or written.
2. **Removal:** removal from the immediate environment and possibly to the office.
3. **Write-Up:** minor behavior documentation
4. **Referral:** behavior documentation with parent contact.
5. **Intervention:** Conference with parents/guardians, counselors, and/or administration.
6. **Suspension:** temporary or permanent suspension from school.

Level 1

Definition: (Disobedience) Any minor disturbances that interfere with classroom order and instruction. Any minor 1st time incident.

Distracting other students from learning
 Not following instructions
 Noises that disrupt teaching and learning
 Horseplay
 Throwing or projecting objects
 Failure to participate in classroom activities,
 including sleeping in class

Consequences:

1. Verbal warning/correction
2. Possible seating change, removal from immediate environment
3. Documentation in RenWeb if student doesn't correct behavior

Level 2

Definition: (Disobedience, Disrespect, or Defiance) Any repetitive level 1 incident. Activities and attitudes that show a lack of respect for authority.

Cell phone use (see [policy](#))
 Leaving classroom without permission
 Hallway pass violation
 Arguing or talking back
 Horseplay
 Public displays of affection
 Profanity
 Cheating (see [policy](#))
 Plagiarism (see [policy](#))
 Vehicle misconduct

Consequences:

1. Verbal correction
2. Documentation in RenWeb and emailed to with parents & director by email.
3. Office visit if student does not comply with verbal correction.



Level 3

Definition: (Disobedience, Disrespect, or Defiance) Any repetitive level 2 incident. Any physical or verbal abuse. Any activity dangerous to self or others.

Fighting
Bullying (verbal or physical)
Cyber bullying (see [policy](#))
Immorality
Stealing
Lying
Vulgar language or hand gestures
Leaving campus without approval
Possession or use of any tobacco product
Possession/distribution of media that is immoral, vulgar, pornographic, or indecent
A pattern of disrespect
Activities that threaten the safety of the student or others (including reckless driving)
Violating technology agreement (see [policy](#))

Consequences:

1. Privately address student and alert director immediately.
2. Referral in RenWeb and emailed to parents & director by email.
3. Possible Suspension.
4. Possible expulsion.

Level 4

Definition: (Criminal) Any repetitive level 3 incident.

Attempted arson or burglary
Assault
Activities which call for police intervention
On or off-campus misconduct seriously detrimental to the reputation of CCS
Major vandalism or criminal mischief
Possessing, using, or being under the influence of alcohol
Possessing, using, or being under the influence of any illegal drug
Possessing any firearm, explosive, knife, or other weapon

Consequences:

1. Alert director by text.
2. Suspension or possible expulsion
3. Exclusion from co-curricular activities
4. Restitution or restoration of damage
5. Referral to law enforcement agencies

