



School Handbook

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Love God. Love Learning. Serve Others.

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Section 1: Philosophy & Operation

Statement of Faith

1. We believe that the Bible is the only Word of God consisting of the 66 books of the Old and New Testaments. It is verbally inspired by God and inerrant in the original writings, which stand exclusively with no additions, and is the supreme and final authority in faith and life.
2. We believe there is only one living and True God eternally existing in three persons—Father, Son and Holy Spirit, the same in substance, equal in power and glory.
3. We believe that Jesus Christ is the Son of God, was conceived by the Holy Spirit and born of the Virgin Mary. He is fully God and fully man and lived a perfect, sinless life.
4. We believe God created man in His own image and created them male and female. In the beginning man was innocent of sin, but then sinned against God and brought sin into the human race. He thereby incurred not only physical death but also spiritual death which is separation from God. All human beings are born with a sinful nature which is in enmity against God.
5. We believe that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the basis of His death on the cross, His righteousness and His resurrection.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as our Prophet, Priest, King, and the only Mediator between God and man.
7. We believe in the personal and bodily return of our Lord Jesus Christ where He will make all things new.
8. We believe that salvation is by grace through faith alone in Jesus Christ, and all who receive by faith the Lord Jesus Christ are born again. They thereby become children of God and the Holy Spirit indwells all believers.
9. We believe man was created to exist forever. He will either exist eternally separated from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life in Heaven. Heaven and Hell are places of eternal existence.
10. We believe that baptism and the Lord's Supper have been instituted by Christ for His Church. While they possess no saving power in themselves, they are to be practiced by the Church until His return.

11. We believe the church is the body of Christ. Its mission is to make the gospel known to every person and to teach those who become disciples all things which Jesus commanded so that they may adequately serve Him.

12. We believe that God has ordained marriage as the union between one biological man and one biological woman.

13. We believe we are to walk in wisdom and holiness towards unbelievers, seeking to show the same posture of sacrificial love, grace, and mercy that Christ has towards us in the gospel, regardless of the unbeliever's current lifestyle choices or past sins.

14. We believe that in doctrinal issues there must be unity in the essentials (as defined by 1-13) and liberty in the non-essentials, and in all things, love.

Purpose

Crossroads Christian School is a covenant community nurturing the whole child to love God, love learning, and serve others.

Our purpose is based on Matthew 22:37-39 which says, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself."

In order for students to love God, they need to know God. The purpose of all learning is also to help us know God more. And the ultimate way to serve others is to lead them to Christ, to eternal life. "And this is life eternal, that they might know thee the only true God and Jesus Christ, whom thou hast sent." John 17:3 Thus teaching and guiding the children to know God is also our primary purpose.

Core Values

Covenant Community

A personal relationship with Jesus Christ, belief in the authority and relevance of the Bible and commitment before God to the purposes of CCS (see above statements) unites our community.

Extension of the Home

An understanding that God has given parents the responsibility to educate their children; therefore, the school functions as an extension of the home.

Nurturing the Whole Child

A philosophy of education in the Charlotte Mason tradition guides our curriculum and instruction.

Heart of Service

A heart to glorify God and serve others as image-bearers of Jesus Christ.

Philosophy

Crossroads Christian School exists primarily as a ministry of Protestant evangelical Christian parents and teachers to their children.

We believe God has brought us together as a covenant community of true believers of Jesus Christ for the education of our children. CCS is a Covenant Community which means that all the families, teachers and staff are committed to the purpose, mission, vision and core values of CCS in a covenantal way. It is not a contract, but a covenant, a solemn promise that we made with each other before God when we joined this community that we would be faithful and true to these values by God's grace. Since we are a covenant community, we are all responsible for the growth of our students and children. It is like a true local church depicted in the Bible and a marriage (family) which are covenantal bodies. Thus CCS is more than just a body of believing Christians, but a group of believing Christians committed to God and to each other in a covenantal way for a specific purpose.

We believe God has given parents the responsibility for educating their children, and thus the school is to function as an extension of the home. Crossroads Christian School supplements what is learned at home by teaching love and obedience to God, pursuing academic excellence, nurturing a love for learning, and training in good habits and service of others. Young children need to spend most of their time at home in order to internalize family values, to learn by working, experimenting, and observing within the home and God's creation. Parents should take the primary role in the educational experience.

We believe man can have a personal relationship with God and have eternal life through Jesus Christ, God's only Son, the second person of the Trinity. Jesus said in John 14:6, "I am the way, and the truth, and the life; no one comes to the Father, but by me". We believe that Jesus Christ is the truth, the way of salvation and relationship with God, and the way of eternal life. This good news will be shared with the students of Crossroads Christian School. It is our deepest desire that each student develop a true and meaningful relationship with God through Jesus Christ our Lord.

We believe that all truth is God's truth, and God has inerrantly and infallibly revealed His truth exclusively in the Bible. This truth is the foundation for all aspects of our school. God's truth should be integrated into a balanced curriculum in such a way that students will learn Christianity as a way of life. The development of godly character takes precedence over the accumulation of knowledge. The ultimate goal of Crossroads Christian School is to teach its students to love and glorify God in all they do.

We believe that content and teaching methods grow out of definite philosophies and religious beliefs. Since God gave His people the responsibility of subduing this world, the study of history, science, math and all areas of knowledge is a Christian endeavor to be pursued from a perspective that gives reverence to the Creator.

We believe that God gives different gifts and even the same gifts in different measures. Since every child is different, individual attention should be given to each student based on spirituality, maturity, intellectual capacity, and learning styles. Students should work to understand and apply useful knowledge and skills in order to become better persons and to serve Christ by serving others.

We believe godly teachers perform a most honored and vital ministry in the education of our children. The teacher represents the parent at school and should direct the students to submit to the truth and love of Christ. Teachers and parents will work in harmony in educating the children. The teacher should love to teach, love the children, and desire to continually grow in his or her ability to teach creatively. Creative thinking should be fostered by the teacher but always focused toward the truth and love of Christ. The teacher is a role model and should desire the grace and lordship of Christ to be demonstrated in his or her life.

We believe that prayer is vitally important as we seek to support one another and aid our children in their spiritual, emotional and academic growth. To demonstrate our real dependence upon God for the complete growth of our children, parents and teachers will unite once a month in prayer that God might be glorified through our covenant children.

Educational Roles

We believe that teaching methods are not neutral, but rather grow out of definite philosophies and religious beliefs. Under the guidelines of biblical direction, a school's methodology of education is determined by three important factors—the nature of the child, the role of the parent, and the role of the teacher.

The Child as a Learner

We believe that the basic nature of every person, whether child or adult, is a sinful one, needing to be renewed through a personal relationship with Jesus Christ. At the same time, all mankind was created in the image of God, giving them pre-eminence over all created beings. In short, all children are special in God's sight. Yet until their eyes are opened by the Holy Spirit, their education will be partial in understanding.

Due to the complexity of human nature, not all children learn to the best of their ability using the same methodology. Since every child is different, individual attention must be given to each student based on spirituality, individual maturity, and intellectual capacity, using a variety of methods.

The Teacher as a Parent

We believe that the role model of a teacher is an important one. For this reason, much attention will be placed on the qualifications of teachers. We will choose only teachers who exhibit a lifestyle worthy of being a model to students and who genuinely love their work and their students. We believe that a Christian school should provide a high standard of education. In order to assure this, all faculty must pass qualification standards both educationally and spiritually, as set by our Parent Board.

We believe that the teacher must be in close contact with the parents of his/her students and be able to operate in a parental role in their training and discipline; therefore, the teachers will distribute a weekly parent letter.

We believe that the character of the teacher is the primary element in teaching rather than the curriculum or the environment.

The Parent as a Teacher

We believe that the parents have the ultimate responsibility and authority for the education of their children (Deuteronomy 6, Ephesians 6:4). Consequently, we believe that the school does not have the right to undermine the authority of the parent. However, as long as the child is enrolled, it is important that the parents work in cooperation with the teacher and submit to school policies.

Because we do believe in the ultimate responsibility and authority of the parent and because the parent plays the most significant role in determining the student's spiritual character, academic capabilities, social convictions and physical conditioning, we have designed our teaching methodology around the parent role model.

In order to assure the adequate involvement of parents in their child's school education, parents are asked to support and comply with the requirements of the Family Commitment Agreement of Crossroads Christian School.

School Governance

Crossroads Christian School functions through 3 distinct and important roles:

1. Parents (Primary Educators)

As stated in our philosophy, we believe that God has given parents the responsibility for educating their children, and thus the school should function as the fourth wall of the home. This does not mean that Crossroads is a parent-controlled school. Rather, Crossroads parents commit themselves to providing support for the school's mission and vision as part of their covenant relationship. **Therefore, parents delegate authority to the classroom teacher and the school administration to operate the school, and the Parent Board to set policy.**

Parents are expected to use the proper channels of communication when expressing a concern about a classroom situation. The classroom teacher should be the first person contacted and with whom an attempt is made to remedy the problem. After this step has been taken and if no solution can be found, the Principal should be consulted in a meeting with parents and teacher in order that parent, teacher, and Principal can lovingly apply his/her perspective, in an attempt to find a solution to the problem. Further escalation will involve the Head of School. The Parent Board can then be consulted if no satisfactory solution is reached. In general, Covenant Communication, based on the Matthew 18 principle, is expected.

- A. Parents agree to exhibit appropriate conduct (non threatening, cooperative communication) on the school campus, athletic/school events and on social media.
- B. Parents understand that if at any time the Parent Board determines, in its sole discretion, that a parent's actions do not support the ministry or reflect a lack of cooperation and commitment to the home and school working together, the Parent Board has the right to request the withdrawal of our child(ren).

2. Head of School, Faculty, & Staff (Daily Operations)

The Head of School, who is directly accountable to the Parent Board, shares the responsibility of the school's daily programs and operations with administrators and teachers. The Head of School has authority for carrying out the schools mission and daily operations.

3. Parent Board (Sets Policy and Approves Programs)

The school operates under the authority of a volunteer Parent Board composed of 6 to 10 parents of students currently or previously enrolled in the school. No more than 2 board members may be parents of former Crossroads students at any one time. Board members agree to serve a 3-year term but are limited to 2 consecutive terms. A parent may serve on the board again after 1 year of absence if requested to do so. The Head of School, the Principal and a staff representative shall also serve on the Parent Board as vote casting members. Total number of the board members should be odd for voting purposes.

The Parent Board, on behalf of the parents, is responsible for casting vision and setting policy. The board delegates authority for carrying out the school's mission and daily operations to the Head of School.

Principles of Operation

These principles describe how our philosophy will be implemented at school.

1. We require the parents of a child attending Crossroads Christian School to be born-again Christians who seek to demonstrate the lordship of Christ in all areas of life. The parents should be members in good standing of a Protestant evangelical church.
2. We believe that young children should spend as much time at home as possible; therefore, our school days are shorter than traditional schools. By dismissing earlier each day, children will have more time at home with parents to observe and internalize family values.
3. Students are expected to arrive and be ready for school promptly by 8:40 a.m. This allows students time to prepare for the day and to begin any morning work that is required by the teacher.

Students will be counted tardy at 8:40 a.m.

Times listed below are arrival and dismissal times for all grades:

Kindergarten	8:25am - 12:30pm Monday -- Thursday
1st and 2nd Grade	8:25am - 12:30pm Monday -- Thursday 8:25am - 2:45pm Thursday with enrichment
3rd thru 8th Grade	8:25am - 2:45pm Monday -- Thursday

Fridays are Homeschool Days for all Students

1. Parents will take an active role in the educational experience of their child. This will include taking turns planning, coordinating and teaching enrichment days in 1st and 2nd grades. In the upper grades, parents may be asked to assist the teacher in areas of science and social studies, special projects and events, if needed, and coordinate or drive for at least one field trip. Parents of all students are required to substitute teach in their child's class up to two times per year, if needed.
2. The ultimate goal of Crossroads Christian School is to teach our students to love God and glorify Him in all they do. The leadership of Crossroads Christian School wants the educational experience of each child to be positive and exciting so that he may enjoy and experience God as he is learning. Hence, we will seek to stimulate the child's imagination and love for learning throughout his education.
3. Because of the definite educational benefits, our philosophy requires that the number of students per class remain quite small.
4. In grades K - 3 we believe that numerical percentages and letter symbols are not the best form of student evaluation. This type of grading may cause students to work for grades rather than goals. Instead of working to understand useful knowledge and skills, students may become distraught over the importance of grades. Students will be tested and evaluated for performance and competency. Because of the close parent-teacher relationship, parents will be informed continually about their child's strengths, weaknesses, areas that need reinforcement at home, etc. In grades 4 and above, proper use of grading may act as a motivation and standard of objective assessment of student progress. Even here, however, we recognize the inability of grades to fully evaluate the effort and achievement of children created in the image of God.
5. In the instances when enrollment of one grade does not meet desired levels, two grades may be combined in one classroom. In such cases, the developmental level of each child will continue to be respected by the teacher.
6. We believe prayer is an essential part of our duties as parents. As we pray together, we are strengthened for the task of educating our children. Therefore, Prayer and Share meetings are held each month. All parents are expected to attend as we pray specifically for the needs of the school, individual classes, teachers, and each student. Attendance will be taken to encourage covenant accountability.
7. Our curriculum is continuously evaluated and periodically updated under the leadership of the Parent Board. Christian philosophy will be integrated into all areas of study whether or not the texts or literature is from a Christian publisher.
8. We recognize that children in the same grade will often be at different academic stages. Teachers will make every effort to challenge students at differing levels within the parameters of the curriculum.

Section 2: Admissions

Admissions Policy

1. Crossroads Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.
2. This school exists primarily as a ministry to covenant children. The school reserves the right to deny admission to a child if his ability, behavior or emotional development indicates that he would not be best served by our school program. Testing for readiness for the child's entrance grade is required before acceptance. Christian training in the home and prayer must be a part of each family's activities before being considered for enrollment. Both parents must be born-again believers and believe in the whole Bible as the infallible word of God. All CCS families, current and prospective, shall maintain active participation in a local Protestant evangelical Christian church. Extenuating circumstances shall be considered by the Parent Board on a case by case basis.
3. A complete application for enrollment and the application fee must be submitted through our Student Information System. A link to the application is sent via email.
4. To enroll a child in Kindergarten, we require that the student be 5 years old by September 1st. To enroll a child in the first grade, we require that the student be 6 years old by September 1st. All students entering school for the first time will be evaluated for school readiness, and any concerns will be communicated to parents.
5. Since our class sizes are kept quite small, maximum enrollment can be reached quickly. The application process begins upon receipt of the online application and non-refundable application fee. The process includes grade level assessment testing for all grade levels and an interview with the admissions committee. We reserve the right to deny any student admission based on the admissions committee evaluation process.
6. A copy of the birth certificate, current certificate of immunization (Form 3231) or waiver for, and the vision/hearing/dental/nutrition form (DPH Form 3300) for all incoming students should be submitted to the school before the first day of the school year. These forms can be obtained either from your doctor or the county health department.
7. Final admission to Crossroads Christian School will be determined after all admission requirements are met. Notice of application status will follow the parent interview via email.
8. A 30-day and 90-day review may take place to evaluate the student's assimilation and progress at CCS.

Family Commitment Agreement

Upon acceptance into Crossroads Christian School, each parent is required to sign the following family commitment agreement. Please consider carefully and sign only if you can be firmly committed on all points.

1. We, as the parent(s) of _____, accepting the responsibility for training our child(ren) according to the precepts of Scripture, do affirm that this training is carried on in the home and the church where we serve as members in good standing.
2. Prior to scheduling an interview, we agreed to have watched the video on the school's philosophy and have read *For the Children's Sake* by Susan Schaefer Macaulay.
3. We have carefully examined and agree with the Christian purpose and educational philosophy of Crossroads Christian School and desire the school to work with us in the total education of our child(ren).
4. In full cooperation with the school's Parent Board, we commit to have at least one parent in attendance at the Prayer and Share meetings every month, with both parents attending together whenever possible. We acknowledge prayer and the building of community in the classroom to be an essential part of the school.
5. We agree to lead Thursday Enrichment when it comes our turn to do so for 1st and 2nd grade. In the upper grades, we commit to assist the teacher in the educational experience as outlined in the Principles of Operation. We also pledge to faithfully work with our child(ren) to ensure completion of homework assignments. Parents of all students are required to substitute teach in their child's class up to two times per year, if needed.
6. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to our child's teacher so that they may be properly dealt with by those in authority. When we have appropriate suggestions and input to improve the school, we will take these to the Parent Board in writing.
7. The teachers and administration are given full discretion in the discipline of our children within the guidelines stated in the *Crossroads Christian School Code of Discipline*.
8. We understand that Crossroads Christian School is a non-profit ministry operating on the principle of faith. Tuition is kept as low as possible to make Christian education available to those who desire it for their children. Tuition and fees may not cover all costs; therefore, additional funds are needed through gifts, donations, and fund raising activities. We purpose, therefore, to willingly help with Parent Board fundraisers and to uphold the school consistently in family prayer.
9. We agree to pay our tuition and fees when due. We realize that a \$30 late fee will be charged when tuition is received past the 5th of each month. A student whose family is consistently delinquent in tuition payments may be subject to dismissal from the school. Late payments are reviewed monthly by the CCS Parent Board.

10. We understand that this *Family Commitment Agreement* is also a binding financial obligation for the full payment of tuition for the entire school year. Should withdrawal from the school be necessary, we will follow the withdrawal policy as outlined in section 2 of the CCS Handbook. We understand that penalties may apply.
11. We have carefully read this *Family Commitment Agreement*, along with the *Principles of Operation*, and hereby agree to its terms.
12. Crossroads Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school administered programs.

Divorced or Separated Parents Policy & Waiver

The purpose of this document is to promote clarity and maintain unity between parents and staff in regards to the participation of parents who are separated or divorced with children enrolled at Crossroads Christian School. This document may be revisited each school year to confirm whether or not changes are necessary based on each family's unique situation. Our goal is to promote as much participation as possible for each parent involved while still maintaining our core values that make CCS unique.

Please provide a brief description of your family situation including all parents and significant others involved, as well as each person's custodial standing.

Crossroads Christian School maintains the following policy regarding divorced and separated parents:

1. Applicant(s) enrolling the student must be the primary legal custodian of the child to be enrolled.
2. All legal guardians who wish to be involved in the core activities of Crossroads Christian School including, but not limited to, prayer and share, enrichment, substituting, and chaperoning must be born-again Christians and admitted through the CCS interview process, including background check.
3. In order to care for the enrolled student's safety and to promote unity with parents and staff, the primary custodian of the child will meet with a parent board and staff member before the beginning of the school year to provide clarity as to the allowed involvement of the non-custodial parent to

pick up the child from school, check them out early, attend various extracurricular activities, and the like. The school will maintain these requests on Gradelink, so the staff can reference at any time for the child's safety.

4. If an enrolled child's parents separate or file for divorce during the school year, parents should contact the Parent Board so the Board can pray for the family and work together to create a plan for fulfilling parent commitments during the remainder of the school year.
5. Please indicate that you have read and agree to abide by this policy in regards to how it applies in your family situation.

Withdrawals

If a parent chooses to voluntarily withdraw his/her child from CCS, **written notification must be submitted in person** to the Admissions Coordinator or Front Desk. A withdrawal form must be filled out. When able, please give notice of at least ten (10) school days. Both parents must sign the withdrawal form. Tuition fees will continue until proper withdrawal is made. Records, books or other student items will not be released until all past-due accounts have been paid in full and all property belonging to the school is returned in good repair.

- Notification and withdrawal **before the last day of the current school year**, no fees incurred, but the paid re-enrollment fee is non-refundable.
- If a notification and withdrawal takes place **after the last day of school but before the first day** of the re-enrolled school year, the student's book fees and the first month's tuition are due. Paid re-enrollment fee is non-refundable.
- A notification and withdrawal after the first day of the school year but before October 31 will incur the current month, plus two additional months of tuition fees.
- Tuition fees for the entire school year are incurred when notification and withdrawal of a student occurs after November 1st.
- **Student records will be released only when family accounts are paid in full.**

Fees will not be waived, except in cases under extenuating circumstances. Families with such circumstances are encouraged to reach out to the Parent Board.

Section 3: Educational Policies

Covenant Communication

The key to the covenant relationship with parent and teacher is communication. The key to successful communication is awareness, sensitivity, and frequency. The spirit of communication between parents and teachers should echo the spirit in Colossians 4:6 which says, ***“Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone,”*** and I Thessalonians 5:11 which says, ***“Therefore encourage one another and build each other up, just as in fact you are doing.”***

Covenant Communication is based on the Matthew 18 principle (Matthew 18:15): ***“If your brother sins against you, go and show him his fault, just between the two of you.”***

Practical aspects of resolving conflict

Example: Your child comes home with a story of being mistreated by another student.

1. Get all of the facts from your child.
2. Pray!
3. Call the parents of the other student only. This is not a topic of discussion for any other parents that are not directly involved. Resolution should be handled at this level.
4. If resolution cannot be reached, then the teacher and/or Principal should be brought into the situation. Depending upon the circumstances, the Head of School and/or Parent Board will also be notified.
5. In all things, act in love.

Example: Your child has a conflict with his/her teacher.

1. Get all the facts from your child.
2. Pray!
3. Remember that your child’s teacher has his/her best interest at heart.
4. Contact the teacher by phone or in-person and ask her to help you further understand the situation.
5. Teachers have also been instructed by the Principal to contact parents directly when the need arises.
6. Parents and teachers should give one another the opportunity to fully explain their views.
7. If no resolution can be reached, the Principal and/or Head of School should be asked to become involved, and he/she in turn will involve the Parent Board if necessary.
8. In all things, act in love.

Please remember, gossip is not covenant communication.

Discipline

The word '*discipline*' means "*to make a disciple.*" Two important factors for effective discipline are properly established authority and consistent application.

Proper Authority

1. As already set forth, the ultimate authority is God Himself and therefore, His written Holy Word.
2. As the next highest authority over the individual student, our school parents delegate to the Parent Board the responsibility to determine the school's philosophy of education and set school policies.
3. In order to provide leadership and authority over teachers and students, the Head of School and his/her designee are given discretion over all matters of discipline.
4. Based on severity, the Head of School will bring discipline concerns to the chairperson(s) of the Parent Board. By the fifth office referral write-up, the Head of School will bring these concerns to the chairperson(s) of the Parent Board, regardless of severity.

School Conduct Expectations

1. Students are expected to respect each other as a person, an image-bearer of Christ.
2. Students are expected to respect each other's property.
3. Students are expected to give good reports. This includes refraining from gossip, slander, and complaining about fellow students or teachers.
4. Students are expected to remember that family convictions are not always peer convictions. Parents may set standards for their family that others may not practice. Students must be careful not to judge the spirituality or character of another child based on differing family standards. This requires Christian maturity and parental guidance.
5. Students are expected to refrain from judging others due to style of dress or expense of clothing. Though most people look at the outward appearance, we encourage our students to base relationships on the heart.

Effective Discipline

All discipline is to be firm, fair, and consistent as set forth in the Scriptures (Proverbs 22:15, Hebrews 12:6, Revelation 3:19). Teachers and the administration will make every effort to deal with behavior problems creatively, calling on the parent's input as necessary.

If a child continues to have serious behavioral problems, a parent may be asked to be present in his or her child's class for a certain period of time or until the teacher feels the child's behavior has improved sufficiently. Crossroads will make every effort to bring about change in behavior, but as a last resort the child may be dismissed from the school, as we are not equipped to handle ongoing behavior problems.

The use of corporal punishment in the discipline of young people may be necessary in some cases;

however, it is not the policy of CCS to administer such discipline.

Unacceptable behavior by a child that must be dealt with by the teacher and/or administration include the following:

1. Any action that interferes with the smooth running of the class, and the learning process of the child and his classmates.
2. Any action that could cause physical or emotional harm to the child, his classmates, or his teachers.
Any action that is in direct violation of an established classroom rule or procedure (cheating, fighting, stealing, interrupting, etc.)
3. Any action of willful disrespect.
4. A failure to complete assigned work in a reasonable amount of time.
5. Use of profane language (written or verbal).

Electronics

Crossroads Christian School is constantly exploring ways to prepare students for the world in which they live while protecting them from negative influences. We encourage parents to make informed, prayerful decisions at home regarding their child's use of electronics. In order to promote learning and protect the educational process at school, students must adhere to the following guidelines:

1. **Elementary Students (Grades K-4) may not bring electronic devices to school unless specifically authorized by an individual learning plan.** Electronic devices include smart phones, tablets, laptops, smart watches, or any device requiring a battery or electricity for the purposes of communication or entertainment.
2. **Messages that students need to receive during the school day should come through the school office, including plans for any after school activities.** Office staff will ensure that students receive any messages during the school day.
3. **After 3:00 PM, cell phones are allowed for students in grades 6-8 to contact parents or other adults authorized to pick up the student.**
4. **Middle School Students (Grades 5-8) may only use electronics that are specifically requested by teachers for educational purposes.** If a teacher requests that students bring an electronic device to school, parents will be notified in advance. Otherwise, students may not bring electronic devices to school unless specifically authorized by an individual learning plan. Electronic devices include smart phones, tablets, laptops, smart watches, or any device requiring a battery or electricity for the purposes of communication or entertainment. Middle School Students may wear fitness trackers that are not connected to any type of network.
5. **Middle School Students (Grades 5-8) will be provided with a school sponsored email address in order to communicate with teachers and students for educational purposes.** This email address allows students to access G Suite services including our Middle School website and educational apps enabled by the school's G Suite administrator. For more information on G Suite services, including privacy, visit <http://edu.google.com/k-12-solutions/privacy-security>.

- 6. Any unauthorized electronics will be confiscated and given to the Principal or Head of School to be retrieved by the child's parent.**

Homework

1. Homework Philosophy

We believe homework is important as a valuable aid in helping students make the most of their experience in school. We give homework because it reinforces what has been taught in class, prepares students for upcoming lessons, and helps students develop self-discipline, responsibility, and organizational skills. In short, completing homework is a lifestyle habit that prepares them for their future world of school and work.

We feel that parents are key to making homework a positive experience for their children. Therefore, we ask that you make homework a top priority, contacting your teacher if you notice a problem.

Daily grades are often an indicator of faithfulness in doing homework. All students can earn excellent grades for homework by being diligent. No student should be careless in completing homework.

2. Assignments

Homework will be assigned Monday through Thursday nights, and occasionally over the weekend. Most homework will involve reading and writing assignments as well as working math problems. A typical CCS student (a student who is not on a CCS intervention plan and does not qualify for special services) in grades 3-8 should be able to complete homework without assistance from parents. Students in grades K-2 will need parent assistance for narration, read-aloud assignments, and math practice.

Parents are expected to review homework daily and sign the student's assignment book. Thursday folders need to be reviewed and corrected by students and signed by parents. They are due the following Monday.

Kindergarten

- Narration
- Twenty minutes required read-aloud (parent to child) as specified by teacher
- Reinforcement of habits learned in the classroom

Grades 1-3

- Drill and practice
- Narration
- Twenty minutes required reading as specified by teacher
- Reinforcement of skills taught in class
- Some parental instruction will be needed if concepts are not grasped in the classroom

Grades 4-5

- Drill and practice of skills learned in class
- Independent type work; parent is less directly involved depending on the child's ability
- Assignments designed to develop independent study habits and responsibility
- Parental oversight with minimal explanation

Grades 6-8

- Drill and practice
- Assignments developing study skills; first taught in class, assignments will give practice
- Writing assignments
- Projects - choosing a topic, developing a plan, following through (responsibility), presenting the material (written and oral)
- Parental oversight with minimal explanation

3. Make Up Work

If you are leaving for any extended vacation, mission trip, etc., please notify your child's teacher one full week in advance of your trip for assignments. Assignment due dates are to be determined by the teacher. Other absences, (illness, death in the family, etc), will have two make-up days per day of absence. This includes tests.

The student is responsible for getting all homework and make-up assignments in grades 3-8. This can be done by checking with the front desk or directly with the teacher at 3:00pm on the day of the absence or on the return of the student

Parents of students in grades K-2 may check with the teacher at 12:45pm on the day of the absence or upon return of the student.

When homework is not completed for some reason other than death in the family or illness, teachers cannot be expected to judge the legitimacy of the excuse of the student or parents. **Parents must expect consequences for incomplete homework even when they are the cause of their student's failure to complete assignments. Extra-curricular activities are not an excuse for failure to complete assignments.**

4. Grades

Homework will be checked on the date due to verify that it was completed or will be collected to be graded. If homework is complete (all questions attempted and directions followed), full credit will be given or grade assigned.

Middle School Students: If homework is not complete (some questions not attempted or inadequately attempted or directions not followed), partial credit will be given or the grade will be decreased accordingly.

If a student completed less than half of the homework or failed to do any of the homework, a zero will be given. The homework, however, is still due on the next day. It will be the **student's responsibility** to show the homework to the teacher **before class** the next day. Turning in the homework late does not erase the zero, but if only one zero is incurred during the nine week period, the zero will be dropped at

the end of the quarter. In the event a student receives subsequent zeros, the teacher will contact the parents.

Reporting Student Progress

Grades K-2

Most educators agree that the use of traditional grading systems in the early grades is unnecessary and could be harmful to the development of children. At Crossroads, our desire is for children to be motivated to learn by an intrinsic interest in the creation of God with a desire to know and understand more about Him. When extrinsic motivation is needed, we believe that the encouragement and discipline of Christian parents and teachers will be the necessary catalyst.

A performance rating of letter or numerical grades is often not properly understood by a young child. Therefore, we hope to build a foundation where students learn to work for the enjoyment of learning and thus pleasing Christ, not to obtain a grade. To provide written records for verification and in case of transfers, a quarterly progress report and semester report card covering all areas of the child's performance is completed by his teacher. These are kept in his permanent record and copies are given to the parents.

Grades 3-8

Third grade is a transitional year. Two subjects are graded numerically, Math and Spelling.

As children grow older, the introduction of a grading system can be helpful. It can provide a more objective assessment of the student's progress for his/her parents. Grades can provide the student with some accountability and personal responsibility as he/she grows and matures. Finally, the introduction of grading does help prepare students for the rigorous grading pressures that they will inevitably face once they leave Crossroads Christian School.

Grading will be reported on a 9 week basis. For subjects receiving actual grades, a numerical grade is placed on the progress report or report card. For the other subjects, a description of progress is given with letter designation. Progress reports are given to parents at the end of each quarter and report cards at the end of each semester. Parents should use their own discretion as to whether to share them with their children.

In Proverbs 12:11 and other passages we read of the importance of diligent effort in all tasks. Recognizing that differing gifts result in differing academic performance, it is our belief that diligent effort should be reported to parents along with academic performance. Parents should be reminded that teachers who make these evaluations are not omniscient, nor do these symbols take precedence over what the parent observes daily in their child's effort in household chores, homework, etc.

Conferences

Teachers will schedule conferences with parents to discuss the child's progress. When possible, both parents are encouraged to attend, but only one is required. Students may be required to be present in order to see the parents and teacher working together to help them learn Christian character and academic skills. Additional conferences may be required during the school year.

Promotion & Retention

The philosophy of Crossroads Christian School includes acknowledgment that children often develop at different rates and thus chronological age is not the criteria to determine either readiness for school or grade placement. With the aid of testing, parents and teachers will determine the best grade placement for each child including his/her promotion or retention each year. Our desire is the best situation emotionally, academically, spiritually and physically for each of our students.

Permanent Records

A cumulative record of each child's progress is kept on file. This includes progress reports, previous schooling, medical forms, disciplinary notes, etc. These records are always available to the parents of the child and are kept primarily for documentation in case of transfer and/or promotion. Permanent records are not released by the school when outstanding balances remain on the family's tuition or fee accounts.

Testing & Guidance Services

Children with unique needs and challenges are often helped through programs provided by professional services or Christian counselors. Families desiring special testing services or support are referred by school administration. This individual testing is in addition to admission and achievement testing services provided annually for the entire student body.

Questionable Content Policy

It is the policy of Crossroads Christian School to guard against the truth of God being distorted in materials in such a way to promote non-Christian beliefs. Because of the diversity and nature of these instances, the school faculty and administration will use their discretion and pray for wisdom to screen such materials. If a parent has concern over a specific book, display, or illustration, he should report this concern directly to the teacher. Though it is difficult to remove every instance of material that would be inappropriate to every parent, it is our desire to make reasonable decisions that avoid offensiveness. Elimination of all evil forces in children's literature is not realistic and many literary classics provide context for the struggle of good vs. evil in a profoundly meaningful way.

Enrichment

It is the goal of Crossroads Christian School to encourage Christian character in the lives of our children. We parents join with the classroom teachers through our Enrichment Day commitment to advance this end. Parental participation is vital to the success of our school philosophy.

General Goals

By participating in well planned Enrichment Day activities, the students should:

1. Learn useful information through experience (seeing, hearing, touching, doing).
2. Relate their activities to spiritual truth (identifying and emphasizing God's active role in the world around us both past and present).
3. Learn and adopt Christian character traits. (Appropriate school behavior is required.)
4. Develop a closer relationship with class members and their parents. (It is good for children to know that their school friends also honor Jesus in their homes.)
5. Learn proper behavior for a variety of situations.
6. Cover the subjects of science, social studies, fine arts, and health & safety in an activity-oriented, God-honoring way.

Commitment & Responsibilities of 1st and 2nd Grade Parents

Each parent must play a critical role if we are to have meaningful Enrichment Days (ED) that direct our children toward spiritual and intellectual growth. The duties of all parents are as follows:

1. To plan and schedule up to four ED's per year. One of the four ED's may include a parent-planned field trip relating to the topic being taught, subject to prior approval. (See Field Trip Policies.)
2. To have fathers teach a minimum of one ED a year.
3. To prepare ED planners and submit to the Enrichment Coordinator electronically on the Monday before their assigned enrichment.
4. To evaluate each ED after teaching and return the ED evaluation form to the Enrichment Coordinator no later than one week following the ED.
5. To guide, love, correct, teach, protect and lovingly discipline each child as if he/she were your own child by structuring the time carefully, developing a relationship with the children, encouraging kind and wholesome conversation among the children, and administering corrective discipline when necessary.
6. To promptly and prayerfully call the parent of a child who has **defiantly** resisted your authority when you are the ED teacher after the ED is over. This also includes submitting a discipline evaluation to the administrator as soon as possible.
7. To accept the responsibility as teacher of the whole class when accompanying the children on field trips. It is mandatory that the drivers provide a working seat belt for each student in their vehicle. It is also mandatory that no child is seated behind an air bag (unless the parent is the driver and permits his/her own child to do so). It is also mandatory that 2 parents chaperone each class. ***Student Emergency Information Forms and First-Aid Kit must accompany classes leaving the school grounds.***
8. To pay for the expenses of your ED activities (excluding pre-planned field trips).
9. To talk to your own child before the activity about the ED, preparing attitudes and behavior.
10. To arrive at CCS no later than 12:00pm and to remain on campus with your class until all children are picked up.

11. To make sure your child is properly dressed based on any school dress codes.
12. To know that **ED student attendance is not optional**. Mandatory attendance is required as on any other school day.

Procedures & Policies for Planning Enrichment Days

1. Each family will sign the master calendar for their class at the ED Orientation which will be scheduled for a date soon after the beginning of school. These ED may be consecutive to cover all the topics under one theme or may be spread throughout the year covering a variety of topics.
2. Enrichment days are on Thursday afternoons. It is suggested that parents keep Thursday afternoons as free as possible in order to assist the ED teacher in any way possible, i.e., in the classroom, offering baby-sitting for the ED teacher's younger children, etc. Siblings and younger children should **not** be in attendance on your Enrichment Days.
3. ED assisting, driving on field trips, helping in the classroom when needed, etc. are duties that must be equally shared by all families.
4. If it becomes necessary for an emergency substitute to carry out your planned ED, you must swap for another ED to plan and teach.
5. **Allow adequate time for ED planning!** Begin early reviewing available materials in the ED folders. Check in local libraries for books to read. Pray for clear direction!
6. Over plan; it is better to have too much to do rather than too little. Use a variety of quiet seat activities mixed with hands-on projects, crafts, games, songs, films, and stories that offer opportunity for movement. A timetable for the activities is helpful to some teachers with notations of activities that can be added or deleted as time allows.
7. Please feel free to incorporate your own ideas and materials into your ED. Talk to those who have taught your topic in previous years. This information can be obtained from the enrichment topic files. Please be considerate to other parents teaching your topic by using our check in/out system and by keeping files for no more than 1 week.
8. Email the completed ED Planner with all pertinent information on the Monday before your ED to all parents of students in the class.
9. Regular students' school supplies such as pencils and scissors will be available for use. (This does not include paper).
10. A completed ED evaluation form is to be turned in to the Enrichment Coordinator no later than one week following the ED.
11. When necessary, discipline evaluations are to be acted upon immediately and are to be turned in to the administrator no later than Monday following the ED.

To ensure smooth operation of Enrichment Day, please apply the following rules:

1. The parents who are in charge of ED must arrive in the classroom at least **30 minutes prior to starting time** (12:00 pm normally). This allows at least 15 minutes for setting up materials. Students begin arriving at 12:30 p.m., and **the parents must be unoccupied and ready to supervise early arrivals with activities.**
2. The tone and atmosphere for the ED is set at the very beginning of the day. If the parent is already set up and ready to offer planned activities as students are arriving, the students are more likely to be controlled and exhibit good behavior. Students should **never** be allowed to run around the classroom, building, or grounds in an undisciplined manner. Start with a devotion and prayer time; then review rules of expected good behavior before you begin teaching your topic for the day. Find out the teacher's morning classroom routine and try to follow it as you begin class (i.e., if they open with the pledge, weather, calendar, etc.).
3. When on a field trip, chaperones must have *Student Emergency Information Forms* in their possession at all times. These are located in a designated place in each classroom. Remember, at least 2 chaperones are required for a field trip.
4. Parents must notify the ED teacher if their child is not going to be present on ED. This is considered an official school day absence. **The ED teacher should note any absences on the ED evaluation.**
5. Following the ED, please leave the classroom and restrooms clean, neat and organized. Students are to be picked up at the end of the day in the regular carpool line.
6. The ED teacher or parent should use the same discipline format that the classroom teacher uses during the rest of the week. Any discipline problem that becomes abusive to other children or blatantly disrespectful to supervising adults warrants a phone call to that child's parent to pick up his/her child from ED immediately.
7. Only CCS parents are privileged to teach ED. Any guests that will be on campus and interacting with students must be on the ED planner or phone contact must be made with each student's parents. The speaker must also be approved by the Enrichment Coordinator.
8. Only CCS parents are privileged to chaperone field trips. Any parent requesting to bring a non-CCS guest (for example, a grandparent) must accompany the guest on the trip. Guests cannot be considered chaperones or drivers. A three-day prior approval must be obtained from the Administration.

Field Trips

Field trips are important learning opportunities for students and will be pre-planned in coordination with the classroom teacher to enhance the curriculum. In addition to the out of classroom field trips, students will be challenged and enriched with in-class activities planned by the teacher and executed by teacher and parents working together.

1. **Field trip attendance is mandatory and should be regarded by parent, student, and teacher as a regular school day.**
2. An attempt will be made to schedule one field trip per nine week quarter (4 per year); however, some field trips must be scheduled based on availability.
3. **Each family is required to fulfill their obligation to CCS by chaperoning or assisting on one or more field trips.** Sign-up will take place at the beginning of the school year for all confirmed field trips.
4. Additional parents (who are not the designated chaperones), non CCS siblings, and grandparents are welcome to join the field trip as guests at their own expense and should provide their own transportation. However, the students who are on the field trip are considered to be in-class and are primarily accountable to the teacher or designated chaperones rather than to his / her parent(s).
5. Proper behavior is required. Any student who acts inappropriately on a field trip will lose his or her privilege to participate in the next field trip. Parents will also be notified as soon as the class returns to school. Immediate discipline should be administered at the time of the offense by the supervising parent or teacher. The "PEARL" rule outlines acceptable behavior by Crossroads students. See EXPECTED BEHAVIOR-"PEARL" RULE (page 25)
6. All expenses will be the individual responsibility of the families in the class. Field trip fees are based on a low estimate of actual cost, and will be paid in advance for field trips at the beginning of the school year.. These fees may not cover all expenses and any additional fees must be paid in advance of the field trip. There will be no refunds for any missed field trips. (Fees vary by grade and year). Student fees for field trips will include fees for required chaperones.
7. *Student Emergency Information Forms* must be taken by the teacher or chaperone on all field trips. Please remember to return the forms to their proper place on return from your field trip.
8. As much as possible, field trips will be scheduled within the hours of a regular school day on Fridays.
9. Field trips are scheduled by grade level field trip coordinators with input from teachers and parents. Field trip information will be distributed by the classroom field trip coordinator, who may delegate to a parent-teacher-leader of the field trip.
10. Each field trip shall have a **minimum of two parents or staff members present at all times.** The ratio of student to adult should not exceed 5-1 on most field trips. Each field trip should have a leader and assistant with the possibility of several helpers.
11. In case of injury or illness on a field trip the following steps should be followed:
 - a. Stay Calm
 - b. Determine if it is a life-threatening problem. If so, call 911.
 - c. Contact parents immediately.
 - d. Ask the parents or child's doctor what first aid could be administered while waiting for the parent(s) to arrive.
 - e. Call school to notify if the class will be late returning.

Overnight Field Trips (Grades 5-8)

1. Overnight field trips will be taken by 5th—8th grades only.
2. There will be no more than a 1/2 day's travel on any field trip.
3. Cost will be approximately \$250 per student.
4. Gas allowance for drivers is to be included in the field trip costs for overnight trips only.
5. There will be only one overnight field trip per year.
6. Fundraising for overnight field trips is acceptable, provided there is a fund-raising chairperson who is responsible for overseeing fundraising duties as well as accounting for monies raised. Monies raised will only be available to those who have participated in the fundraising events.
7. Two female and two male chaperones are required for all overnight field trips

Additional Field Trip Guidelines

1. All students must first go to their classroom and be seated. While attendance is taken, take a few minutes to go over what kind of trip has been planned. Go over the ground rules of the behavior expected of them and pray before you leave.
2. If food or drinks (water only) are necessary, please send them in disposable containers so parents will not have to keep up with lunch boxes and thermoses. If the day is hot, send the drink frozen and omit any foods that could spoil in a parked car. Do not send messy foods (sticky, drippy, crumbly) in the car.
3. Check that all students are dressed appropriately for the field trip. If a student is not dressed in his/her gray CCS polo shirt and khaki pants, the student's parent must be called to come and take the student home and not participate in the field trip.
4. Allow restroom time before departing.
5. **Assign** students to cars or vans and have them walk in a quiet orderly line as they go.
6. Keep your copy of the *Student Emergency Information Forms* with you whenever you are leaving the school grounds. Please return them at the end of the day to the same place that you found them. First aid kits are to be taken on each field trip and are available at CCS.
7. Please give each student his own seat belt. It is not acceptable to double-buckle or squeeze in extra children for a school sponsored activity just to minimize the number of cars that are driven. No student should be placed in a front air bag seat. The only exception is that a parent driver may choose to allow his/her own child to do so.
8. Once in the car, seat belts on, it is recommended that you have activities to occupy the students such as children's praise music, audio books or stories, written activities or verbal games (i.e. categories) etc. Movies are not to be shown on any trip less than two hours travel (usually only overnight field trips). All movies must be approved in advance by the school administration. Electronics such as phones, tablets, gaming systems, etc. are not permitted.
9. When you reach your destination, INSIST that the students stay in an orderly line, listen to directions, and RAISE THEIR HANDS for questions. Teach them to say "Thank you" to the host/hostess!
10. Please be aware that departure and arrival times must be strictly adhered to due to time constraints. Failure to arrive on time could result in your child being left. Have the students assemble for the carpool line as on a usual school day and wait for their name to be called.
11. If time allows outside play, structure the games and supervise closely.

12. Expected Behavior—"PEARL" Rule (All Grades)

P - Politeness: to one another and the parents in charge; use respectful title to authorities ("Yes sir", etc).

E - Example: set a good example for others. Follow general school rules (i.e., no running or talking in the halls).

A - Attitude: have a good attitude and a cooperative attitude.

R - Respect and raise hands: raise hands to talk in the classroom unless permission is given to talk out at random.

L - Listen: to instructions and to the adults in charge; follow instructions the first time.

13. Discipline would be best issued at the time of the offense. Even if discipline is withheld until after the event, it should not be eliminated. The parent/teacher in charge should immediately report any administered discipline to the student's parents by phone call and note it in detail on the ED or field trip evaluation form. We can only keep our commitment to building Christian character when all parents are willing to properly supervise and promptly discipline the students.
14. The teacher or parent should use the same discipline format that the classroom teacher uses during the rest of the week. Any discipline problem that becomes abusive to other children or blatantly disrespectful to supervising adults warrants a phone call to that child's parent to pick up his/her child from the field trip immediately.
15. If you are on a field trip and behavior becomes disruptive and unacceptable, call home if possible. If not, separate the child as much as you can and let the parent know upon arrival back at school.
16. If you know your child will not be participating in a field trip, you must notify the teacher and the field trip coordinator at least 2 weeks in advance (barring illness). The student must complete an appropriate assignment given by the teacher in lieu of the field trip. Absence from a field trip is considered a day of absence from school.

Section 4: Administrative Policies

Commitment of CCS Parents

We believe that God has given parents the responsibility for educating their children and that parents should take an active role in the process. Part of that responsibility and active role is to meet together to pray for the students, teachers and other parents; to plan and participate in the education process; and to gain skills for their role as parents-teachers.

The following schedule is planned for the school year:

- Enrichment Day Orientation (August), first and second grade only.
- Prayer and Share (monthly)
- Parent-Teacher conferences

It is expected that parents will attend all meetings in accordance with their signed *Crossroads Christian School Family Commitment Agreement*. Child care is not provided, therefore parents are encouraged to make arrangements for child care. If two or more absences at these meetings occur, it will result in contact from a parent board member, and may result in re-evaluation of your child's enrollment at CCS.

Class Coordinators

Each class will have a class coordinator, appointed by the Parent Board. They are responsible for the oversight of all activities outside the classroom. Their primary function is to lead the monthly Prayer and Share meeting. Other responsibilities of the class coordinators will be:

1. To attend the class coordinator orientation prior to the first parent's meeting in order to assist in the orientation of all parents to their responsibilities.
2. To review the written agenda during Prayer and Share, in coordination with the teacher.
3. To turn in a Prayer and Share attendance record to the school office.
4. To act as a liaison between the teacher and the parents, i.e., initiating phone or email communication chains to relay messages.
5. To sign up parents to provide assistance to the teacher for "other jobs" in the classroom, and distribute the completed list to all parents, appropriate teachers and the school administrator.
6. Assist in finding a parent substitute if the teacher requires to be absent from school.

The following is for 1st and 2nd grade coordinators:

7. To supervise parents assigned to plan Enrichment Day by distributing the Enrichment Day planner/evaluation forms. Forms are available on the CCS website.
8. To distribute monthly Enrichment Day updates at Prayer and Share, writing in any pre-scheduled events and pre-planned Enrichment day activities. Copies should be given to the teacher and all parents in the classroom.
9. To keep a record of who has participated in Enrichment, who has signed up for “other jobs” in the classroom, and who is responsible for the teacher appreciation gift each month.

School Day Schedule

Students will be considered tardy if they do not arrive by 8:40 a.m. Punctuality is greatly encouraged to teach our children to be dependable and good stewards of their time. We recommend arrival promptly at 8:30 a.m. to prepare for the day.

Times listed below are arrival and dismissal times for all grades:

Kindergarten	8:25am to 12:30pm Monday -- Thursday
1st and 2nd grade	8:25am to 12:30pm Monday -- Thursday *8:25am to 2:45pm Thursdays with Enrichment
3rd thru 8th grade	8:25am to 2:45pm Monday -- Thursday

Fridays are Homeschool Days for all Students

Attendance

As part of their commitment to Crossroads Christian School, parents agree to have their children in attendance on designated days (including Enrichment Days and field trip days). Since the number of school calendar days is limited, it is even more imperative that families plan so as to miss as few of these days as possible. Though we want families to spend time together, it is difficult for our teachers to meet the educational objectives of our school without consistent attendance. Specifically, we ask that illness, death in the family, family emergencies, and special family events (weddings, etc.) be the only acceptable reasons for non-attendance.

Trips or pre-arranged absences should conflict with school only when other arrangements cannot be made. Parents who check out their students for such events, must complete the procedures for pre-arranged absences below:

- **To give teachers adequate time to gather appropriate work and assignments, all pre-arranged absences must be planned one full week of school days in advance.**
- Secure a pre-arranged absence form from the front desk. Fill out the form completely, especially the parent's signature. Homeroom teachers will verify that the form is filled out before allowing the student to take it to the other teachers (if applicable).
- Students should have all teachers (if there are multiple teachers) sign the form.
- Turn in the form with all signatures to the homeroom or classroom teacher. This teacher will turn the form in to the office to be filed. The homeroom teacher will check to make sure that all teachers have signed and that the fully completed form has been turned in one full week prior to the absence.
- **Students who do not turn in their completed forms one full week of school days in advance will not receive their make-up work and/assignments until returning from their trip, as this creates an extra hardship on the teacher.** In this case, students will have 2 days to make up work following the trip for each day of absence. (**This is highly discouraged** as the rest of the class will continue moving forward and the returning student will be at a great disadvantage.)
- Students are expected to complete their assignments during their planned absence and turn them in upon returning to school.
- When a student misses school due to a planned absence, the parent is responsible for being the primary educator for the provided assignments. If the student needs help and the parent is not able to assist, parents may need to seek a tutor for assistance. If the teacher is able/willing, parents may request to hire the teacher to tutor the student. (Teacher will determine the fee.)
- If a student misses any quizzes or tests during their absence, they will need to complete those during recess, before school, or after school (within the teacher's regular work hours). Take-home tests/quizzes will not be permitted.

For **unexpected absences**, parents are responsible for calling the school (front desk) by 9:30 am. The parent is responsible for notifying the teacher(s) and front desk of the reason for the student's absence. Please be thoughtful of the other students in the class, and do not allow your child to return to school until he is healthy and fever free without medication for 24 hours.

In the case of any absence, parents are responsible to see that the student completes all missed assignments. *Please refer to "Homework Guidelines" regarding homework pickup.* Progress reports will be withheld until all work is completed. **Children who miss 20 or more days of school for any reason are subject to retention (this includes absences from Enrichment Days and field trips).**

Make Up Work

If you are leaving for any extended vacation, mission trip, etc., please notify your child's teacher one full week in advance of your trip for assignments. (**See notes above regarding pre-arranged absences.**) Assignment due dates are to be determined by the teacher. Other absences, (illness, death in the family, etc), will have two make-up days per day of absence. This includes tests.

The student is responsible for getting all homework and make-up assignments in grades 3-8. This can be done by checking with the front desk or directly with the teacher at 3:00pm on the day of the absence or on the return of the student.

Parents of students in grades K-2 may check with the teacher at 12:45 on the day of the absence or upon return of the student.

Sick Policy

The purpose of this policy is to maintain a safe and healthy learning environment for our students, teachers, and staff. Children should not attend school if they have any symptoms or a diagnosis of any contagious illness including, but not limited to the following:

- **Fever:** This is an oral temperature reading of 100.4 degrees or higher, or an axillary (underarm) temperature of 99.5 degrees or higher. Students may return to school when they have been fever free, without fever reducing medications (ex. Tylenol, ibuprofen) for 24 hours.
- **Diarrhea or Vomiting:** Students may return to school when they have been symptom free for 24 hours.
- **Strep Throat:** Students may return after 24 hours of antibiotic treatment AND no fever for 24 hours.
- **Conjunctivitis (pink eye):** Students may return after 24 hours of antibiotic treatment and eyes are free from discharge.
- **Head Lice:** Students may return after treatment and removal of all lice and nits from the hair.
- **Ringworm:** Students may return after treatment begins .
- **Communicable Diseases (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis):** May return when cleared by their medical provider.

Tardy

1. Students will be considered tardy if they do not arrive at school by 8:40am. Students should be in the building and ready for class by 8:40am. Teachers keep a record of tardiness in their attendance records; days accumulate throughout the school year.
2. If a student is late on three occasions, the teacher will send a note home to the parents in the student's Thursday folder.
3. If a student is late on five occasions, the teacher will notify the Principal. The Principal will contact the family to encourage punctuality.
4. If a student is late seven times, the Parent Board will be notified. A letter will be sent to the parents outlining consequences which could include morning detention.

Carpool

Drop Off

Parents are asked to drop off students at school at 8:25 a.m. If in special cases earlier drop off is needed, please contact the child's teacher in advance. Though teachers are in their rooms prior to this time, some preparation and prayer time is needed before students arrive. Please do not bring students before the designated drop off times. Those students arriving after school starts must be signed-in by the parent at the front desk.

Pick Up

Carpool should run no later than 15 minutes after dismissal. Teachers are not required to supervise children after this time. Late fees are assessed for pick-ups that occur more than 15 minutes from dismissal. The supervising adult or staff member is required to report to the front desk for late pick-ups. This includes dismissal from any school event, on or off campus.

Early Release

If it is necessary to pick up your child before dismissal time, please send an email to your child's teacher and administrator. Please check students in and out of class through the school office. Other than for emergencies, early dismissal should only be necessary for such things as doctor appointments that are not available before or after school. Keep in mind that CCS offers shorter school hours that should assist families with appointment schedules, etc.

Inclement Weather

In the event that school is closed or delayed due to inclement weather, we will make every effort to alert parents as soon as possible. **CCS will generally follow weather-related closings announced by the Fayette County public school system, but the Head of School will make the final determination regarding whether CCS should close due to weather.** Parents should keep in touch with the school when severe changes in the weather are occurring during the school day.

If school is closed for any reason, announcements will be posted to our website calendar and parents will be emailed. Parents will also be notified by text using the contact number on file. Every attempt will be made to post announcements by 9:00 p.m.

Depending on the nature of the closing, additional channels of communication may be utilized including email, texts from staff or class coordinators, and announcements made via official social media sites.

Citizenship

Students are urged to honor, respect and obey governmental authorities and to be patriotic (Romans 13). The pledge of allegiance to the United States flag is recited daily, and some classes recite the pledge to the Christian flag. When reciting these pledges, students are taught to stand erect, face the flag, and place their right hand over their heart. Parents will want to reinforce these practices in real life situations.

Dress Code

At CCS, our students do not wear uniforms or “standardized dress.” Though the outward appearance is not as important as the condition of a child’s heart, it is a reflection of how one views himself and adheres to Biblical principles of proper dress. Children need guidance in selecting attire that would meet these standards.

A student’s dress is overall a parental responsibility, but the school can help by setting appropriate standards for school dress in our covenant environment. ***It is imperative that the established dress code of the school be accepted and enforced consistently by both the parents and school staff.*** This enables all to focus on the other aspects of Christian education. The dress code is based on the following priorities:

- To set an atmosphere that reflects the ***importance of the teaching and learning process.***
- To build character and wisdom in the selection of attire that exhibits ***modesty, neatness, cleanliness, self-discipline, and humility.***
- To ***allow for choices*** within a framework that permits some individuality, but ***avoids extremes*** including selections from current fashions that meet Biblical standards without isolation from the world.
- To allow students to practice the fine art of ***decision-making*** in the safe covenant setting of family and school, rather than having these decisions made for them.

Dress Code Guidelines

1. **Clothing** may be casual and comfortable, such as athletic wear, hoodies, jeans, and t-shirts. Clothing that is torn, worn-out, baggy, tight, frayed, or revealing is unacceptable.
 - i. **Dresses and skirts** should have a hem and should extend to the fingertips (at a minimum).
 - ii. **Shorts** should have a hem and should extend to the tip of the thumb (at a minimum) when the hand is at the side.
 - iii. **Shirts** worn with pants or shorts should be at or below the waistband. When the arms are raised and the midriff is exposed, then the shirt is not acceptable.
 - iv. Shirts or tunics worn with **leggings, yoga pants, or biker shorts** should be below the bottom all the way around.
 - v. For grades 3rd through 8th grade, leggings are not considered pants. If further guidance is needed concerning shirts worn with leggings, use the rule for dresses.
 - vi. Strapless shirts or shirts with spaghetti straps are not permitted. Straps must be at least 2" wide, or roughly the width of an adults' two fingers.
 - vii. Jeans can be distressed. Holes can be at the knee and lower.
2. **Hair** should be neat and well-groomed, and worn in a way that does not distract from the education process. Bangs should not impede vision.
3. **Accessories** including jewelry and hats may not be distracting or disruptive. Tattoos of any nature should not be exposed on campus or other school-related functions. Hats are allowed on special designated "hat days." Girls may have no more than two ear-piercings in each ear. Boys may not wear pierced jewelry on campus or to school-related functions.
4. **Shoes** must have a closed toe and a heel strap or closed heel. Please be safety-conscious when selecting school shoes.
5. **Personal Hygiene** is important and should be given special attention as students mature. It is appropriate for students to keep hygiene supplies such as deodorant and / or feminine products in their book bags to avoid sensitive situations.
6. **Any item** that is distasteful, provocative, or has inappropriate symbols, slogans, pictures, or patches is unacceptable.

Parents are asked to support the school administration as the final authority in matters of appropriate dress and appearance at school and school functions. On behalf of the School Board, the Head of School maintains the right to make any additional requirement needed to protect the learning environment.

Immunizations

Before a student may enter Crossroads Christian School, a Certificate of Immunization or a waiver signed by the parents must be submitted. This form is required of all new Kindergarten and First grade students and may be obtained from your doctor or the County Health Department.

Children who transfer to Crossroads in a later grade are asked to present a copy of this form as well. Records of immunization for older students may be required as determined by the Georgia Department of Public Health or Crossroads Christian School Administration.

Medication

1. No internal medicine of any kind will be administered by staff unless specific written instructions are given personally to an administrator by the parent, or as noted on the *Student Emergency Information Form*.
2. Parents who give their children responsibility for properly taking their own medicine are asked to inform the teacher and the school office in writing.
3. Parents must give written information to the teacher or administration concerning any allergies or other conditions that might require special attention.

Accident & Injury Procedure

1. In the cases of minor accidents involving injury, first aid will be administered by the teacher or administration. An accident report will be filled out for all major injuries.
2. In case of more serious injury, parents will be contacted immediately.
3. Where emergency, on-the-spot treatment is needed, both parents and emergency crews will be summoned immediately.
4. In cases where neither parent can be contacted and medical treatment is needed, the family must have signed the *Student Emergency Information Form* which permits the school to use its best judgment in contacting a physician or transporting the student to the hospital.

Section 5: Financial Policies

Financial Structure

We believe it is primarily the responsibility of the student's parents to provide for the financial requirements of the school through tuition and donations. However, the church and the Christian community who also benefit from the school may assist in its support.

We desire to keep tuition as low as possible. Tuition and fees do not cover all costs of the school, so donations and fundraisers may be necessary to cover expenses.

Tuition Discounts

Family Discounts: If you have more than one child enrolled at Crossroads, you qualify for a tuition discount according to the following schedule:

- Oldest Enrolled Student: Full Tuition
- Second Enrolled Student: 10% Discount
- Third Enrolled Student: 15% Discount
- Fourth Enrolled Student: 20% Discount

CCS Ministry Discount: 15% Discount for Full Time Ministry

Parents of CCS Students who serve as full-time ministers may be eligible for a 15% discount. The discount applies to tuition only, and is handled on a case-by-case basis. Written documentation from the minister's Board of Trustees or Elders is required from the employer to verify full-time employment in a ministry position. The ministry must operate as a non-profit and have current 501(c)(3) status. The CCS Parent Board makes final decisions regarding discount eligibility.

Pre-paid Discount: \$50 discount per student, if tuition is paid in full by August 5th.

***Discounts are not cumulative.**

Scholarship Funds: Need based scholarship funds may be available for those who qualify. For general information, visit www.apogee123.org then feel free to email us for more at treasurer@ccsadmin.org.

Outstanding Debt

Student records will not be released until all financial obligations are met. Your student's re-enrollment is contingent upon all previous school year's financial obligations being satisfied.

Past-Due Accounts

We understand that financial hardships occur, and may create challenges in making payments. It is our desire to support each family and also maintain the financial health of the school. Therefore, the following policies will apply to any past-due accounts:

1. **For accounts that are more than 45 days past-due, parents must create a written payment plan** and submit the proposed plan to the bookkeeper via email or postal mail. The plan should include an explanation for the past-due balance, and outline how and when the account will be brought up to date.
2. **The Parent Board will consider the parents' proposed plan and communicate the decision to parents regarding adjustments.**
3. **Approved payment plans must be followed in order for students to remain enrolled at the school.** Students may be expelled for non-payment of tuition if payment has not been made within 30 days of the adjusted due date.
4. **Families who have past-due accounts will not be permitted to re-enroll for the following year until their accounts are up to date.** Any fees submitted to the school may be applied to the past-due account. CCS cannot hold registration spots or guarantee placement for students whose tuition accounts are past-due.
5. **Report cards and student records will be released when payments are up to date.**

Prorated Tuition and Fee Calculations

Since CCS is using an All-Inclusive Fee Structure to make calculations simple for 10 month tuition payments, it is necessary to adjust for fees that the school must cover in case a student withdraws or to charge for if a student enters late. Curriculum fees, Field Trip fees and Technology fees are an expense for the school no matter when a student enters or withdraws. Therefore, those fees are charged when a student enrolls and are non-refundable when a student withdraws, making it more difficult to calculate fees due in those circumstances.

Adjustments for Students Entering Late (after the first day of school)

If a student enters after the first day of school, their tuition and fees will be adjusted accordingly:

1. Curriculum, Field Trip, and Technology fees are payable within the first month (or more see below).

2. The number of school days the student attends during that calendar month will be charged to their account. To calculate tuition for the month the student enrolls, take the number of school days attended (including homeschool days) on the calendar for that month multiplied by the daily tuition rate. The daily tuition rate = All Inclusive Tuition - Curriculum & Field Trip Fees / 180 school days.

Curriculum Fees, Field Trip Fees, and Technology Fees are paid within the first month (or more). In the event that the total amount of tuition due is in excess of 1/10 of the entire year's All Inclusive Tuition, the fees may be spread out over two months (or more if necessary).

For example, if a sixth grader enrolls in the school with only two school days remaining in the month they enroll, they would owe \$877 in fees plus two days of tuition. The daily rate of tuition is \$39.57 ($\8000 all inclusive rate - $\$877$ in fees = $\$7123 / 180 = \39.57). Since 1/10 of the all inclusive rate is \$800, and the remaining months would be 1/10 of the remainder of tuition minus fees. In this case they would owe \$800 the first month, 2nd month: \$77 leftover fees from first month + \$79.14 in tuition from first month + \$712.30 for current month = \$868.44 (\$68.44 would carryover to the 3rd month to keep it at no more than 1/10 of the all inclusive tuition. Third month would be $\$712.30 + \$68.44 = \$780.74$. Fourth and remaining months would be \$712.30.

Most field trips are taken during Second Semester, but if the overnight field trip for 5th through 8th grade has already been taken before the student enters, the field trip fee may be reduced to \$100.

Adjustments for Students Withdrawn Early

Deadline for withdrawal is November 1st of the current school year. Families who withdraw before November 1st would be responsible for the tuition of the current month plus two (2) additional month's tuition (up to the end of the first semester). Families who withdraw after November 1st would be responsible for the tuition of the entire school year.

If withdrawal takes place after the last day of school but before the first day of the re-enrolled school year, book fees, re-enrollment fees, as well as the first month's tuition are due. **Student records will be released when family accounts are paid in full.**