

CROSSROADS CHRISTIAN SCHOOL

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2023-2024
Parent/Student Handbook

Table of Contents

Introduction Section

<i>Letter from Head of School</i>	pg. 3
<i>Handbook Acknowledgement Receipt</i>	pg. 4

Identification Section

<i>Philosophy</i>	pg. 5
<i>Vision Statement</i>	pg. 5
<i>Mission Statement</i>	pg. 5
<i>Doctrinal Statement/Statement of Faith</i>	pg. 5

Procedures Section

<i>Chapels and Assemblies</i>	pg. 6
<i>Admission Procedures</i>	pg. 7
Ages of Attendance	pg. 8
<i>Attendance</i>	pg. 8
Importance of Regular and On-Time Attendance	pg. 8-9
Attendance Records	pg. 9
Transfers and Withdrawals	pg. 9
<i>Student Progress</i>	pg. 9
Examination and Grading	pg. 9
Homework Policy	pg. 9-10
Promotion and Retention	pg. 10
Skipping a Grade	pg. 10
Reporting to Parents	pg. 10-11
Student Records	pg. 11
Changing a Recorded Grade	pg. 11
Awards for Achievements	pg. 11
Graduation	pg. 11
Remediation	pg. 11-12
Accommodation Plan For Special Needs Students	pg. 12
<i>Lifestyle Expectations</i>	pg. 12
Conduct	pg. 12
School-Wide Discipline	pg. 12-13
School Rules	pg. 13
Principal's 200 Club	pg. 14
Cell Phone/Electronic Device Policy	pg. 14
Electronic Textbook Exception	pg. 14
Cheating	pg. 14-15
Academic Probation	pg. 15
Suspension and Expulsion	pg. 15-16

Table of Contents Continued

Appeal Procedures	pg. 16
<i>Welfare</i>	pg. 16
Health	pg. 16-17
Nutrition Standards	pg. 17
Safety	pg. 17-18
After School	pg. 18
Emergency Evacuation Procedures	pg. 18
Emergency Forms	pg. 18
Foggy Days	pg. 18
Closed Campus	pg. 18
<i>Volunteer Clearance Policy</i>	pg. 18
<i>Dress Code</i>	pg. 18
General Standards	pg. 18-20
Chapel Dress	pg. 20
All Students	pg. 20-21
<i>Schedules</i>	pg. 21
School Calendar	pg. 21
School Day Release Time	pg. 21
After School Care	pg. 22
Ceremonies and Holidays	pg. 22
<i>Curriculum</i>	pg. 22
Curriculum Guides	pg. 22
Physical Education	pg. 22
Controversial Issues	pg. 22
Extra-Curricular Activities	pg. 23
Athletics	pg. 23
Musical Groups	pg. 23
After School Enrichment Classes	pg. 23
Clubs	pg. 23
Publications	pg. 23
<i>Instructional Arrangements</i>	pg. 23
Class Size	pg. 23
Field Trips	pg. 23-24
Chaperones/Drivers	pg. 24

Appendix A-E

<i>Parent Commitment to Volunteer Service Form</i>	pg. A
<i>Request for Medication Administration</i>	pg. B
<i>Student Drop off / Pick-up Flow Chart</i>	pg. C
<i>Discipline Policy – Step Form</i>	pg. D
<i>2023-2024 School Calendar</i>	pg. E

Welcome to Crossroads Christian School!

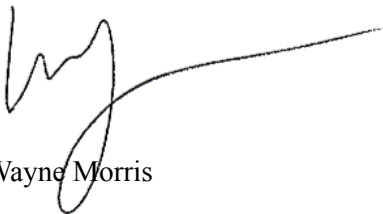
Dear CCS Families,

The beginning of a brand new school year is here! On behalf of our staff and the school board, I would like to welcome you to the 2023-2024 school year at Crossroads Christian School (CCS). We are blessed to have an opportunity to serve your family by providing an outstanding, academically advanced, Christ-centered education. We appreciate that you entrust the education of your child to Crossroads Christian School. We hope that this Parent-Student Handbook will be helpful to you. It provides important information about the philosophy, mission and vision of Crossroads Christian School. In addition, the handbook outlines newly updated school policies and procedures. Please take the time to become familiar with the current policies and procedures as highlighted in this handbook.

As we embark on this new school year, I am delighted to announce that this year's scripture verse is: 1 Timothy 4:12: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." Our key scripture words and theme are: **set an example**. God, in His infinite wisdom and love, demonstrates a divine orchestration that encompasses people of all ages. The Bible is full of narratives of God's inclusive nature, leveraging the willing spirit of the young and old alike. Consider David, a youthful shepherd, who with faith and a simple sling, defeated the formidable Goliath, underscoring that age is no barrier to fulfilling God's plans. Similarly, in the New Testament, we witness a young boy with five loaves and two fish, used by Jesus to miraculously feed a multitude of five thousand, illustrating God's power to use even the smallest offerings for His grand purposes. And let's not forget Joseph, who was merely a teenager when he began to experience divine dreams. Despite the hardships he faced in his youth, he remained faithful, ultimately rising to a position of influence in Egypt, saving many lives during a severe famine. Each of these stories poignantly highlights that God not only uses people of all ages but often chooses the young to reveal His power and love, reminding us that no one is too young or too small to serve His purpose and set the example for others.

I pray that you and your family will continue to be blessed as we start a new and challenging school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wayne Morris', with a long horizontal flourish extending to the right.

Wayne Morris

Principal



Parents,

After reading the hand book, remove the bottom portion of this page and sign it indicating your understanding of CCS policies. Please return your signed acknowledgement to school with your child. Both parents must sign if living with the student. If there is more than one student per family, please sign on the same form below. Students in grades 6-9 must also sign.

Thank you.



Handbook Acknowledgement Receipt

The Parent-Student Handbook is issued to all parents and students. The handbook provides information about school policies, our biblical philosophy, and the school's statement of faith. It is the responsibility of parents and students to read the Handbook in its entirety and be familiar with the contents.

I acknowledge that I have received a copy of the handbook, and have read its contents. I hereby agree to abide by the stated discipline guidelines, biblical philosophy, school policies, regulations and decisions of the administration.

Mother's signature _____

Father's signature _____

Student's signature _____

Student's signature _____

Student's signature _____

WHY CROSSROADS CHRISTIAN SCHOOL?

Philosophy

Crossroads Christian School is an independent, inter-denominational school. The highest possible achievement for any child is to understand and follow God's plan and purpose. We believe that school is an institution that provides assistance to parents in fulfilling the God given responsibility of training their children. Our goal is for every student to come to know Jesus Christ as their Lord and Savior and grow in the knowledge of Him. To this end, CCS teachers and students pray and study the Bible daily.

As all truth is rooted in the Bible, Christ and the Bible are central to every subject and activity. Since a child cannot be separated into isolated components, the school must address each of these interrelated components: spiritual, intellectual, social, emotional, and physical. Teacher-student relationships and small class sizes are emphasized. Academic and extracurricular activities are available for students to develop individual strengths. We provide an education that establishes a solid academic and spiritual foundation and prepares students for their future.

Vision Statement

Students from Crossroads Christian School will gain wisdom, knowledge, and a Biblical worldview as evidenced by a maturing relationship with Christ and a lifestyle of character, leadership, service, stewardship, and worship.

Mission Statement

Crossroads Christian School, in its quest to develop students as children of God and life-time followers of Christ, is dedicated to providing students a quality, academically challenging, Bible-centered education.

Doctrinal Statement/Statement of Faith

1. We believe in the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
2. We believe in the Triune God, eternally existing in Three Persons - Father, Son, and Holy Spirit - co-eternal in nature and being.
3. We believe in the deity of Christ: His virgin birth; His sinless life; His miracles; His vicarious and atoning death; His resurrection; His ascension to the right hand of the Father; and His personal return in power and glory.
4. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, sealing them unto the day of redemption.
5. We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God, and we believe that man is totally depraved and of himself utterly unable to remedy his lost condition. We believe that salvation is the gift of God brought to man by grace received by personal faith in the Lord Jesus Christ whose precious blood was shed on Calvary for the forgiveness of sins.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life in Heaven forever and ever, and they that are lost unto the resurrection of damnation, where they will be consigned to conscious punishment in Hell forever and ever.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ and in the necessity of all His followers maintaining good works as evidence of faith.

Chapels and Assemblies

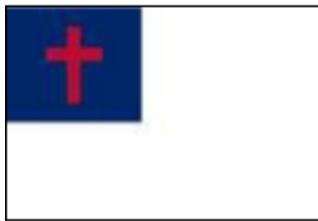
Chapels are held every Wednesday morning with all students in attendance. Chapels are held for the spiritual enrichment of the student body and incorporate worship, student recognition of earned awards, and may include a special speaker or program. Parents are welcome and encouraged to attend. Assemblies are held in conjunction with chapel during the year. These are conducted for the purpose of building school spirit or focusing on a specific theme such as drama or missions. Chapels/assemblies open with prayer and the following pledges:

Pledge To The American Flag



I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge To The Christian Flag



I pledge allegiance to the Christian flag and to the Savior, for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge to the Bible



I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

Admission Procedures

Admission to Crossroads begins by obtaining an admissions packet from the school office. Parents return the completed forms to the office. An appointment time will be set for the child to take a placement test in math and language arts to determine academic level. At this time a nonrefundable testing fee will be required. An interview conference will be held with the parent and child prior to final admission approval. Upon acceptance, the registration and book fees will secure the child's placement in class. If placed on a waiting list, parents will be notified when an opening arises.

New students coming to CCS must submit a copy of their immunization records and a copy of their birth certificate. Students entering first grade must have their first grade physical and appropriate form filled out by their doctor. Seventh graders need a DPT/DT booster, the Hepatitis B series and 2 MMR doses of measles-containing vaccine.

Annually, parents will be provided an application for re-enrollment to update student/parent information and review and sign the Statement of Cooperation. In addition, information regarding Facts Tuition Management Payment Plan, the tuition /book fees schedule, and Contract of Payment form will be made available for the upcoming school year. **Parents enrolling a child at CCS agree to fully cooperate with all standards, policies and decisions of the school administration and school board.**

Students who are above the sixth grade must demonstrate a desire to be in a Christian school atmosphere. New students at CCS are admitted on a 60-day probationary basis. At the end of this probationary period an evaluation conference will be held regarding the student's adjustment in the areas of academics, spiritual development, and social adaptability. If it is determined that a student is not satisfactorily adjusting to CCS in any of these areas, and remediation does not appear to be a viable solution, the student will be counseled to seek enrollment elsewhere.

Enrollment in CCS is a privilege, not a right. Continued enrollment is dependent on parental and student support of the school, its staff & its policies.

Crossroads does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, tuition assistance policies, athletic programs, and other school-administered programs.

While Crossroads does not require a specific denominational commitment as a condition of enrollment, we encourage every student and their family to be an active part of a local church family.

Crossroads Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere, conduct or philosophy within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, transgender identity or inability to support the moral principles, biblical standards, religious philosophy or administrative decisions of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.



Ages of Attendance

Kindergarten: Child must turn five years of age on or before September 2nd. All of the following requirements must be met before CCS can accept an underage Kindergartener:

1. The child is at least four years of age.
2. The child has attended preschool or TK for a long enough time to enable school personnel to evaluate the child's ability.
3. The child is in the upper five percent of the child's age group in terms of general mental ability.
4. The physical development and social maturity of the child are consistent with the child's advanced mental ability.
5. The parent or guardian has filed a written statement with the school that approves placement in Kindergarten, and also agrees to have the child repeat Kindergarten if the teacher deems it necessary.

Under aged admissions require the approval of the administrator and will be made only when the child shows extreme readiness and the teacher highly recommends acceptance.

TK: Child must turn five years of age by June 2nd of that school year.

Attendance

A student who is ill is expected to remain at home. If a child becomes ill during school hours, the parent/guardian will be immediately contacted so that the child may be picked up as soon as possible. Parents are asked to have a backup plan, especially if both parents work. The school is not equipped to convalesce children that are ill. State health laws require that children be sent home when they have a temperature or symptoms of illness. **Students must be fever free and free of vomiting for 24 hours before returning to school.** When the child is ready to return to school, a telephone call to the office **or** a note signed by a parent/guardian requesting an excused absence is required.

If a student is found to have a transmittable disease, such as impetigo, pink eye, etc., he/she must be taken from school and not returned until seen by a doctor and possess a note from the doctor stating they have been seen, treated, and are ready to return to school. A student found to have live lice or nits can only return to school after he/she is treated with an effective pediculicide and the nits have been completely removed from the hair.

When a student is absent, the school must be notified by the Parent/guardian either verbally, by phone, or by email. Students who have more than 3 (three) unexcused absences **or 3 (three) tardies may be considered truant.** A parent and administrator conference may be required. Excessive absences, excused or unexcused, may affect student grades and/or promotion to the next grade.

Importance of Regular and On-Time Attendance

Tardies are disruptive to the educational process and must be minimized. Regular and on-time attendance is necessary for each student to be successful at CCS. A student with excessive tardies and/or absences may be required to have a conference with the teacher, principal and parents to bring resolution to the issue. Upon return to school, students will be given a list of make-up assignments. Make-up work must be completed within a timely manner. Failure to do so will have an adverse effect on the student's grades. Parents who know their child will be absent for a prolonged period should contact the school office in advance. Arrangements may be made to complete makeup work in advance.

When the need arises to pick up your child during school hours for any reason, please report to the school office to inform the secretary and sign your child out of school. Your child will be called to the office for you. It is our policy that students only be released to parents listed on the emergency information form. This is a safety measure for the protection of your child. Students must also be signed in upon returning. To assist teachers in providing work for students needing to complete missed assignments and/or makeup work, please contact the teacher as soon as possible. Teachers

would greatly appreciate a 48 hour notification, if possible. Otherwise, every effort will be made by teachers to provide work and/or make proper arrangements to help your child complete the work within the time period determined by the teacher.

Attendance Records

All attendance records will be supervised by the registrar. Daily records will be kept for every student and entered on his/ her permanent record at the end of the school year.

Transfers and Withdrawals

Withdrawals are sometimes necessary. To withdraw a K-8 child from school, *sixty (60) days written notice is required*. For a preschool child, 30 days notice is required. Please notify the office of your intention and pick up a Student Withdrawal Request form to begin the process. When all necessary procedures and payments have been completed, the Cumulative Record -Transcript Request Form needs to be submitted. This allows CCS the authorization to release student records to the new school.

Student Progress

Examination and Grading

Subjects in kindergarten will be evaluated using E-Excellence, G-Good, S-Satisfactory, N-Needs Improvement, and U-Unsatisfactory. Non-academic courses that are more subjective in grades 1-8 may be evaluated in this manner as well. In grades 1-8 the following grading scale will be used: A+ 98-100; A 92-97; A- 90-91; B+ 88-89; B 82-87; B- 80-81; C+ 78-79; C 72-77; C- 70-71; D+ 68-69; D 62-67; D- 60-61; F below 60. An incomplete grade will only be given when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to the appropriate letter grade if the work is not completed within ten class days. Extra credit work is left to the individual teacher's discretion, but is generally discouraged. Students who are diligent and responsible with their schoolwork on a regular basis have little need for extra credit. Tests, projects, homework, and class work/participation are all factors considered in a student's grade. Two to three times a year, standardized testing occurs to evaluate student progress in comparison to others nationwide. Parents may access student grades by logging into the RenWeb website. Teachers are encouraged to enter grades in a timely manner so that the current information is readily available to parents. If you are having difficulties accessing grade information please contact the teacher. If the matter is still not resolved, please alert the administrator as soon as possible.

Homework Policy

The following homework policies are guidelines. There may be some variations due to schedule changes, speed of work completion for an individual student, or extenuating circumstances.

Wednesday Homework – On Wednesdays, assigned homework should be minimal to none. Students may be assigned study for tests or quizzes. They will also need to complete any unfinished classwork. No written homework assignments on Wednesday.

Monday, Tuesday, and Thursday Homework – The following time frames represent homework from all subjects assigned (not per subject). This guideline is for the amount of written homework assigned and does not include: unfinished classwork, special projects, research papers, or long term assignments. There may also be additional study time required for tests and quizzes.

Minutes of Homework Guidelines (On Monday, Tuesday, and Thursday)-

K – 10 minutes nightly; 1st Grade – 20 minutes nightly; 2nd Grade – 30 minutes nightly; 3rd Grade – 40 minutes nightly; 4th Grade – 40 minutes nightly; 5th Grade – 50 minutes nightly; 6th Grade – 60 minutes nightly; 7th & 8th Grade – 70 minutes nightly.

(Note: These guidelines are the approximate maximum number of average minutes of specific homework to be assigned, which would usually take the typical mid-level student in the class the specified time to complete.)

Friday Homework – No specified written homework assignments except for: projects, long term assignments; unfinished classwork, and studying for quizzes.

Breaks and Holidays: Project work or long term assignments only.

Promotion and Retention

Students will be promoted to the next grade based on their teacher's recommendation following successful completion of the courses for that school year. To be promoted, students must not fail more than two (2) of the main subjects during the year. A student who fails even one (1) subject may not be recommended for promotion if the teacher believes that they are not ready to work at the level required for the next grade.

Students in grades 1-8 will be required to repeat the year if they earn two or more F's for the year in major subjects (Bible, English, Reading, Math, Science, and Social Studies). A student at this level who fails less than two courses would be encouraged to receive tutoring to strengthen skills prior to the next school year. If, after careful observation during the first semester, a teacher feels retention is a possibility, he/she will consult with the administrator. The teacher will then schedule a parent conference to discuss the child's academic and developmental progress. At this conference the possibility of retention will be suggested as well as specific plans for remediation. A child who earns a 'D' grade in more than one subject for the year may also be considered for retention.

Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the administrator's approval. This conference will be scheduled at the earliest time possible during the second semester.

In some cases, in spite of appropriate intervention, retention will still be necessary. The respective administrator will make this final recommendation. If the parents do not agree with this recommendation, a conference will be scheduled with the parents, classroom teacher and administrator. The desired result of this conference is to have parental consent for retention. We recognize this is a vital component for the retention to be effective. Generally the school will not retain a student without parental consent. However, in extremely rare cases in which the school believes that promotion would be educationally detrimental to a student, the school reserves the right to retain a student.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On rare occasions, because of a student's good academic performance, parents will request that a student be advanced to a grade level beyond the normal promotion. *Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school.* The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administrator must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students. At Crossroads Christian School it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic and social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

Reporting to Parents

Grades will be reported to students and parents quarterly, as defined in the calendar adopted annually. Progress reports will be issued midway through each quarter. At the end of the first quarter, grades will be given to the parent at the Parent/Teacher conference. Subsequent report cards will be sent home with students to the parent. Parent/Teacher conferences are mandatory at the end

of the first quarter and are optional thereafter. Parents are encouraged to contact the teacher anytime there is a question or concern.

Student Records

The "Custodian of Records/Registrar" shall keep records which will provide for the registration and attendance of pupils. They shall also maintain an up-to-date permanent cumulative record of individual pupils showing personal data and progress through school including academic achievement, health information, and test results. Said records shall be available in the main office for certificated staff. Parents may request to review their child's cumulative records and Crossroads Christian School will, upon reasonable time, review the cumulative records with the parents. Subjective information, such as discipline information, shall be kept in a confidential file as long as the child is enrolled. Upon withdrawal, such information may be placed in the cumulative file.

Changing a Recorded Grade

Once a particular grade has been recorded for a quarter, and the quarter is closed, a grade will not typically be changed, except by the issuing teacher when the teacher believes an error occurred in computation.

Awards for Achievements

Honor roll certificates are awarded each quarter to qualifying students according to the following GPAs: 3.0-3.49 – Honor Roll; 3.5-3.9 – High Honor Roll; 4.0 – Principal's Award. Student of the Month certificates are awarded each month to students demonstrating Christ-like character.

Graduation

A diploma will be granted by the Crossroads Christian School Board to all who successfully complete the CCS curriculum and have fulfilled all responsibilities and obligations to the school. It will be signed by the administrator or assistant administrator and shall bear the date of its issue.

Remediation

To provide students additional support in areas where they struggle academically, to enhance parental awareness of their student's progress in these areas, and to provide a consistent school-wide approach to these issues, CCS has adopted a remediation policy.

When a student receives a test grade below 60% or **below a D-**, they may be eligible for remediation. Remediation must be requested by the student and/or parent and is the responsibility of the parent and/or student to pursue, if desired. Remediation will occur at the teacher's convenience between two (2) and five (5) school days after remediation is requested. If the student is not ready to redo the project or retake the exam within the allowed time frame, the original grade will stand.

A student who successfully remediates the test shall be given the higher grade. A student may not remediate more than one major test in a particular subject per quarter without special approval from the teacher. Such approval is at the teacher's discretion.

This policy may apply to reports or projects that have the equivalent weighted grade as a test, **at the sole discretion of the teacher**. In these cases, the remediation process may take longer.

Repeated remediation may result in a mandatory parent-teacher conference. This would be at the discretion of the teacher or the administration. A parent may always request a conference with their child's teacher.

The remediation policy will be applied in grades 4-8 in the following subject areas: mathematics, algebra, language, literature, spelling, English, history, science, or health.

The remediation policy may be selectively applied in grades 1-3 or applied in additional grades 4-8 subjects at the discretion of the teacher or the administration.

Accommodation Plan For Special Needs Students

If necessary, students with designated disabilities, as accessed by local SELPA, will receive classroom accommodations according to their needs.

Lifestyle Expectations

Conduct

As Christian educators it is our belief that God has bestowed to parents the responsibility of training and educating their children to follow His ways. We seek to serve parents by assisting them in this duty. Every effort is made to help students develop self-discipline by instilling positive patterns, habits, and choices that result in behaviors that are pleasing to God. We strive to teach our students to both honor God and respect others in every aspect of their lives at school and at home. Our desire is to minister, to love, and to train children in God's ways. In addition to rules and regulations listed in the Parent/Student Handbook, each classroom teacher has set up guidelines that are grade and age appropriate to help students develop patterns, habits, and choices which work to reinforce behaviors that are pleasing to God.

The guidelines are displayed in each classroom for easy reference by the students. They are each teacher's attempt to provide answers to the following questions:

- What behavior(s) do I want the student to engage in or eliminate?
- What limit-setting consequences will be appropriate?
- What positive consequences will be appropriate?

Our goal is to assist each student in developing Christ-like character traits, making wise choices, and learning to take responsibility for their actions. In each classroom, when discipline action is deemed necessary it will be administered fairly, consistently, and equitably tempered by love and care for each child.

Proverbs 22:6 provides a positive guideline for all of our students. The board, administration, and staff abide by this tenet and expect students to behave, be respectful and maintain the highest standards of Christian behavior at all times. The school places emphasis on parents maintaining the ultimate responsibility for their child's behavior. Students are accountable for their behavior. Failure to comply with classroom/school rules will result in disciplinary action by teachers depending on the severity of the infraction. Our objectives are to have each student display a high level of Christian fellowship, be considerate of the feelings or worth of others, comply with classroom/school rules, and care for school property. Any student known to deface or destroy school or personal property will be assessed the full cost of repair or replacement and is subject to disciplinary action.

School is an excellent place to make new friends. Many of the friendships made will last a lifetime. Boy-girl relationships and friendships are important, and can be enjoyed without display of physical affections. A show of affection, such as hand holding, is not appropriate at school. There are to be no notes written, distributed, etc., which are intended to further a boy-girl relationship. Notes are very disruptive and will be handled as a student behavior issue. The school discourages having "boyfriends" or "girlfriends" at school.

School-Wide Discipline Policy - See Appendix D for Step Form

When it becomes apparent that a child is unwilling or unable to maintain proper discipline within the classroom, the teacher will send the student to the office. The administration will use a variety of methods to help the child learn proper control. These methods may include counseling,

questioning, restriction from certain school activities, or the loss of school privileges.

Usually when a student is sent to the office for disciplinary reasons, the parents will be contacted by the administrator to involve them in the process of helping to train the child to be obedient.

If the child continues to be disobedient and unwilling to follow school rules, the parents will be requested to meet with the administrator and teacher, with or without the student present. At this meeting the options of suspension and expulsion will be discussed among other options of working together to help train the child. The school does not use corporal correction. We believe that it is best to leave this responsibility to the parents.

School Rules - The Top Ten:

- 1. Students will conduct themselves in a safe and appropriate manner on the playground and other areas of campus.** Appropriate language must be used at all times. Unsafe, rude, or inappropriate behavior of any kind is not allowed
- 2. Students will show respect for teachers, staff and all adults.** Students must line up in a timely and orderly manner when the whistle blows on the playground. They will respect the rules of the teacher and classroom and will not disrupt the learning experience of others.
- 3. Students will respect the personal space of others at all times.** Horseplay, play fighting, or any kind of fighting is not permitted at school. Playing games such as rough tag or keep away are not permitted.
- 4. Students will remember to use their hands, feet, and physical strength for good purposes.** Any physically aggressive behavior is not permitted. Pushing, hitting, pinching, poking, biting, spitting, choking, or putting hands on another student are not allowed at school and will be disciplined.
- 5. Students will use playground equipment correctly.** *Slides:* Students must go up the stairs only and down the slide only on their bottoms, feet first, one at a time; *Swings:* Students must sit on their bottoms in the swing, swinging front to back only. *Balls:* Balls must be kept off the wood chip areas. If a ball goes over the fence, or out of the playground area, a student must not go after the ball before alerting a teacher or staff member, and receiving specific permission to carefully retrieve the ball. 'Ball tag' is never permitted.
- 6. Students will not be in any area on campus without adult supervision, at any time.** The parking lot area is off limits to students during the school day. All students who arrive on campus before 7:45 a.m. or are on campus after 3:00 p.m. must go to Crusader Care without exception.
- 7. Students will treat others with kindness, respect, and love.** Any kind of intimidation, harassment, disrespectful comments, or bullying of another individual will not be tolerated. CCS students must always demonstrate an attitude of personal respect toward other students and oneself as God's precious creation. Any taunting or teasing, or demeaning of other students is not acceptable, and should be immediately reported to administration so that appropriate disciplinary action may be taken.
- 8. Students will help keep our campus a safe place at all times.** Dangerous objects, simulated weapons, weapons of any kind, explosives, tobacco, drugs, drug paraphernalia, alcohol, or controlled substances may not be brought onto campus. If a student becomes aware of an unsafe situation, they will alert a staff member immediately.
- 9. Students will represent Christ and Crossroads Christian School well when they are out in the community and at home.** CCS students will demonstrate good character, show good sportsmanship, and conduct themselves in an appropriate way when in the community. This includes, but is not limited to field trips or participation in off campus extracurricular activities. This includes avoiding any inappropriate use of social media, foul language, and indecent or un-Christ like behavior of any kind, at any time.
- 10. Students will demonstrate responsibility by doing what is asked of them without delay.** CCS students will accept responsibility for their own actions.

Principal's 200 Club - Principal's 200 club is designed to encourage students to act in a godly manner at all times. When a student is "caught" doing something that is defined as above and beyond or seen as servant leadership, they are rewarded with a Principal's 200 token. This token allows the student to place their name on the Principal's 200 Club board in the office. The winners receive a reward at the end of each contest (usually pizza party) and are encouraged to get their friends involved.

Cell Phone/Electronic Device Policy - Tablets, iPods, iPads, cell phones, and/or any other type of electronic device will not be allowed at school. Students whose parents require them to have a cell phone will bring their phone to the office immediately upon arrival at school each morning to be kept in a locked cabinet until after school hours. Phones must be labeled with the student's name. CCS is not responsible for any damage to or loss of such phones. If students are caught with a phone or device during school hours, it will be kept in the office and must be picked up by a parent. Parents may reach their students by calling the school office. Students will be allowed to use the phone in the office by obtaining a phone pass from their teacher.

Electronic Textbook Exception - 7th and 8th grade students may bring their school issued computers and tablet devices for the purpose of accessing their digital textbooks. These devices must remain in the classroom at the students' desks at all times during the school day, and may not be used for any other purpose.

Cheating - Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for these kinds of crimes. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. Classes should always be reminded by the teacher of the consequences of cheating. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment.
- The administrator will be notified.
- The student will confer with the administrator.
- The parents will be called.

If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position. Cheating is a violation of honor and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.

- A first offense will result in a penalty, and other possible consequences.
- A second offense *may* cause the student to automatically fail the quarter in the class where the offense occurred.
- A conference with the parent, student, teacher, and administrator will be held.
- A third offense may result in the permanent expulsion of the student from Crossroads Christian School.

Academic Probation - Students who receive a GPA lower than 2.0 for any quarter, or who have two “D” grades or one “F” grade in any core subject at the end of any quarter, will be placed on academic probation following the end of such quarter. The student on academic probation will be expected to raise the grades in question to a minimum “C” grade by the end of the following quarter in order to maintain their enrollment at CCS. Academic probation may be extended an additional quarter, at the discretion of the Principal, if effort to improve is being demonstrated. Students on academic probation may not attend out of town field trips (beyond the Madera/Fresno areas) or overnight field trips. Participation in local field trips will be at the discretion of the teacher and principal. Students on current academic probation will not be allowed to participate in athletic teams or other extracurricular groups, such as student council, worship team, etc.

Suspension and Expulsion - Attendance at Crossroads Christian School is a privilege. Any student whose conduct or attitude, in or out of school, shows him/her to be in opposition to the basic principles and purpose of the school or who maliciously destroys school property will be dismissed or asked to withdraw from school even though there may be no specific breach of conduct. Suspensions are issued for any extreme violations or as a step in the disciplinary process. A suspension will be issued following the third detention. Suspensions are usually from one (1) to three (3) days, but they may be longer by decision of the administrator. **Students are required to make up for missed work. It is at the administrator’s discretion, whether the work is to be completed at home during the suspension, or after the student returns.** In-school suspensions will be issued to students who would not benefit from an at home suspension. The student will serve out the detention while remaining on campus. Students serving in-school suspensions are to be separated from classmates as much as possible during the suspension. Regular school work is to be completed and then various tasks should be assigned to fill the remainder of the day.

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student’s behavior is preventing classroom instruction, or upon the issuance of the third suspension. Expulsion may also be recommended for a serious violation of school rules, unresolved academic or disciplinary probation, or failure to correct behavioral deficiencies resulting in previous detentions/suspensions. Students will normally be suspended by the administrator pending review of the expulsion by the school board. The following serious offenses may be grounds for suspension or expulsion:

- caused, attempted to cause, or threatened to cause physical injury or assault / battery to themselves or another person
- entered into, attempted to enter into, or threatened to enter into a physical confrontation with another person
- possessed, used, or furnished any dangerous weapon(s)
- possessed, used, or furnished any alcohol, tobacco, controlled substance, or drug paraphernalia
- committed, attempted to commit, or threatened to commit robbery, extortion, or theft, or possessed stolen property
- caused or attempted to cause damage to school or private property
- committed an obscene act, or engaged in continued profanity, name calling, or vulgarity, or used words or actions likely to provoke an immediate reaction from another
- disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel
- harassed, intimidated, teased, bullied, demeaned or taunted another student

- engaged in inappropriate use of social media, posted illicit, inappropriate, or obscene language or images on social media, or used social media to demean, harass, intimidate or bully another individual.

A student may be suspended or expelled for any of the acts listed above **while on or off school grounds**; going to or coming from school or during, going to, or coming from any school sponsored or school related activity. Any student who has been expelled from CCS will not be allowed on school grounds or to attend any school events without prior approval of the administration and/or school board. If the CCS administration and/or school board have given a student specific criteria to meet in order to remain in school, and the parent(s) choose to remove the student rather than comply, the student will be considered expelled.

Appeal Procedures - If a problem arises because of discipline, grades, offenses, etc., the parents should contact the teacher first and try to resolve the problem. If this fails, then the parents may contact the administrator. If the offense is not solved or is with the administrator, then the parent may contact the school board chairman for final disposition of the matter. This should be expressed in writing and given to the board chairman prior to the board meeting.

Welfare

Health

If a student is found to have a transmittable disease such as impetigo, pink eye, etc., he/she must be taken from school and not returned until seen by a doctor and possess a note from the doctor stating they have been seen, treated, and are ready to return to school. A student found to have live lice or nits will be immediately excluded from school until he/she is treated with an effective pediculicide and the nits have been removed from the hair.

If your child is directed by the doctor to take medication during school hours, the following procedures must be followed:

- The Physician's Statement of Need and Request for Medication Administration forms must be completed and on file in the office. Each medication requires completion of separate forms. * New forms must be submitted at least once each year and when a change in medication occurs. It is a parent's responsibility to assure that these forms are current and complete.
 - Medication must be brought to school in original containers.
 - All authorized medication will be stored in the school office unless otherwise required.
 - CCS reserves the right to prohibit the administration of any medications or procedures that appear to be beyond the ability of unlicensed school staff.
 - When a medical condition requiring self-medication exists, such as asthma, diabetes, or anaphylaxis, written authorization and permission for self-administration of medications form must also be completed and on file in the office. (See Appendix B)
 - No student is permitted to carry medication with them at school except in accordance with these procedures.
 - All other medications must be administered at home before the student arrives at school.
- **Nutrition Standards**
To promote the general health of students and to facilitate their best possible academic performance and behavior, **candy and sodas are not allowed at school**. This applies to lunches and snacks served by the school and lunches and snacks packed from home. Parents are encouraged to pack nutritious lunches for their children. On occasion, such items may be served during a class party or a reward party.

Safety

Safety and security is a top priority for our staff. We have taken several measures to enhance the

security of our campus to help ensure a safe environment for our students.

All visitors and parents must check-in at the office - All parents and visitors on campus during the school day must enter campus from the parking lot using the entrance on the east side of the church building only, and **sign in at the school office**. This includes all parents attending chapel or school assemblies, parents volunteering, or even when dropping off a lunch, etc. Parents and chaperones waiting to leave on a field trip must also sign in at the office. Parents must sign in before going to the classroom for any reason during the school day.

One entry and exit - There will be no parking, no student drop off, no student pick up or school entry at the end of the modular buildings, behind the school building, or anywhere other than through the paved parking lot. ***No parking will be allowed on the dirt or gravel at any time.*** No cars should be at the end of the modular buildings or behind the school at any time. This is essential to maintain the security of our campus. Access to the campus will be **only** through the main parking lot. The entry area on the west side of the church building will be open during drop-off and pick up, but closed during the school day. The entrance near the sanctuary on the west side of the church will be closed off during the school day.

We have a student liaison working Monday-Friday from before drop-off all day until after pick-up - The student liaison also oversees traffic flow and parking lot safety. Please follow posted signs and park only in designated parking spots in the paved parking lot.

Be observant and alert the office immediately when there is a concern - The safety of our students and the security of our campus is the number one priority of all staff members at CCS. All members of the school community can help by using their skills of observation, and reporting any activity that could be a concern. All staff, parents, and students must notify the office and/or security staff immediately if they see someone who does not belong on campus.

Lockdown Drills – We will conduct at least four (4) lockdown drills during the school year. Teachers will be trained in lockdown procedures.

Students must be supervised at all times – All students dropped off before 7:50 a.m. and on campus after 3:00 p.m. must go to Crusader Care.

Outside classroom doors will be kept locked during the school day.

After School

Students are to leave school with their parents or an adult they designate. A 6th-8th grade student leaving school on foot or on a bike is expected to travel directly to his/her home or a parent designated location where they will be properly supervised. This must be arranged with the school in advance, in writing. A student “hanging out” on the school grounds until older siblings finish school, or after school activities, is not safe and consequently will not be allowed. Students are to remain with their teacher in the front of the school, and if not picked up by 15 minutes after dismissal, will go to Crusader Care. Rooms not supervised by an adult are off limits. Students or parents will not ask a teacher to supervise a student after school. Students who are involved in after school programs must report directly to their assigned classroom after school dismissal. When students are allowed to attend sporting events after school as spectators, parents are required to supervise them.

Emergency Evacuation Procedures

A safety plan is in place and will be implemented. Emergency evacuation and lockdown drills are practiced at unannounced intervals. Instruction will be given by teachers to be followed. Students are to follow the teachers' instructions and move to designated safe areas.

Emergency Forms

The Emergency Medical Form is of vital importance. In case of emergency, the form provides crucial and immediate information needed to contact parents. It also contains an emergency release statement to insure prompt treatment at medical facilities. A brief medical history is included. The Emergency Form is updated annually. Parents should contact the office if any changes of address or phone numbers occur during the middle of the year. The form also includes the Annual Field Trip Release Form.

Foggy Days

Student safety is our most important consideration on foggy days. Classes are not delayed on such days, however, students arriving late to class are excused. Parents are to use their best judgment as to the safety of transporting their children in the fog.

Closed Campus

CCS operates as a "closed campus" school. No student may leave the school during school unless signed out in the office and accompanied by a parent/guardian or person authorized to take the student. Students arriving earlier than 7:40 am must be signed into Crusader Care. Supervision of students is provided for 20 minutes before and 15 minutes after their class time. Students not picked up within 15 minutes of dismissal will be checked into Crusader Care until a parent/guardian comes and signs them out.

Volunteer Clearance Policy

All parents, family members or other adults wishing to volunteer on campus during the school day, and all adults attending, chaperoning, or driving on a field trip or school sponsored off-campus activity must clear the volunteer screening process. In order to participate in any way in a school field trip, the individual must complete the screening process. Drivers must also provide a copy of their valid California Driver's License as well as a current insurance card. The clearance process requires each volunteer to complete a Volunteer Application in the school office and have a Live Scan criminal background check completed. The cost for Live Scan is *approximately* \$52.00 and can be completed at the local UPS store or Madera Sheriff's Department. Once completed, the Live Scan criminal background does not need to be repeated annually, however, all volunteers must complete and submit a Volunteer Application every school year. Chaperones on any overnight trip, such as Science Camp, are required to complete the Live Scan background check.

Dress Code

At CCS grooming/dress standards have been established that are conducive to our program of Christ-centered study, activity, and living. CCS school colors are red, white and navy blue. It is expected that students will dress appropriately and continually be in conformance to these standards. Students not in compliance will be asked to call home to obtain appropriate clothing for school. Repeated violation will result in disciplinary action. This also applies to PE clothes for students in grades 5th-8th. It is appreciated that parents take the responsibility to make certain that their child is dressed properly before leaving for school so that valuable class time is not missed needlessly.

If any problems or concerns arise regarding a student's appearance, the principal will have final discretion on how to proceed.

Students please ask yourself the following questions.

- Is it modest?
“Do not love the world or anything in the world. If anyone loves the world, love for the Father^[a] is not in them. For everything in the world—the lust of the flesh, the lust of the eyes, and the pride of life—comes not from the Father but from the world. The world and its desires pass away, but whoever does the will of God lives forever.” 1 John 2:15-17
- Is my appearance disruptive to learning by calling attention to myself?
“Therefore, if what I eat causes my brother or sister to fall into sin, I will never eat meat again, so that I will not cause them to fall.” 1 Corinthians 8:13
- Does my appearance glorify God? (1 Cor. 6:19-20)
“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; ²⁰you were bought at a price. Therefore honor God with your bodies.” 1 Corinthians 6:19-20

PE Clothes (Grades 5-8th)

- **Shirts:** Red or Blue CCS shirt only*
- **Shorts:** Blue CCS shorts*
- **Sweatpants:** Sweatpants are allowed during winter/cold months. They **must** be solid blue, black or grey.

*PE clothes can be purchased in the office.

TK/Kinder - 6th grade

- **Pants, skirts, dresses or shorts:** must be light khaki (tan) or navy. Skirts and dresses must be modest and must fall at the knee (or below) in the front and back. Shorts must be modest and must touch the knee, however, not extend below the knee. Girls may also wear Hamilton Plaid jumpers or skirts. Polo dresses in **solid school colors** are acceptable. Leggings or shorts (see short length above) can be worn under dresses/skirts for modesty reasons. Denim jeans are allowed on spirit days and/or each Friday. Pants that are skintight or baggy are not appropriate or allowed. Pants which are tacky, frayed, badly faded, torn, or too long are not appropriate. Leggings are not allowed to be worn alone: a skirt or dress (of appropriate length, see above) must be worn over.
- **Shirts or blouses:** are to be red, white, or navy blue polo shirts (**must have a collar**) or button down shirts of school color. Shirts may be tucked in or un-tucked if the length does not exceed the bottom of the pants pockets. Girls may layer tops in school colors only. There are no t-shirts except on Fridays and spirit days.
- **Sweaters/Sweatshirts:** sweaters and sweatshirts that are worn in the classroom must be solid colors either red, white, or navy blue or with a school logo. Hooded sweatshirts may be worn, however **NO** hoods should be worn while indoors. Cold weather clothing must be properly sized; oversized clothing is **not** permitted. No team, college, sports logos, or graphics* are allowed.
- **Jackets:** Outdoor jackets (heavy or rain jackets) that button or zip may be any solid color, without logos, and worn outside only. Jackets must be properly sized; oversized jackets are **not** permitted. No team, college, sports logos, or graphics* are allowed.

7th-8th grade

- **Pants, skirts, dresses or shorts:** Pants, skirts, dresses and shorts may be any color or pattern. Skirts and dresses must fall at the knee (or below) in the front and back. Shorts must be modest and must touch the knee, however, not extend below the knee. Leggings must have a skirt or dress (of appropriate length, see above) over them. Denim jeans are allowed any day of the week **except** chapel days. Pants that are skintight or baggy are not appropriate or allowed. Pants that are frayed, badly faded, torn, with holes, or too long are not appropriate. No sweatpants (outside of PE) are allowed for boys or girls.
- **Shirts or blouses:** Boys' shirts must be collared. Girls' shirts must be modest but do not have to be with a collar. No halter tops, cut off tops, or crop tops are allowed. Necklines must be modest. Necklines must not expose cleavage or too much of the chest. NO t-shirts are allowed for either boys or girls, except on spirit days or Fridays. No sports teams are allowed. Commercial logos (i.e. Nike, Ralph Lauren, Tommy Hilfiger) are allowed but **not** to make up the entire top. Girls may not wear neck ties. No graphics.*
- **Jackets/Sweaters:** Large outdoor jackets may have a small logo on them. However, no sports teams and they must not be disruptive or offensive. Coats will be removed once in the classroom. If a student would like to wear a light sweater in class it must be a solid color, small logo allowed. Hooded jackets/sweatshirts are allowed to be worn in any color. **Appropriate** logos (ie: Nike, Reebok, Adidas, City/State names) may be on articles of clothing. **NO** hoods should be worn while indoors. No graphics*.

Chapel Dress – ALL STUDENTS

We require the whole school to be dressed and put together nicely for chapel days. Shorts are **not** allowed to be worn for chapel. Students may change into their regular uniforms after chapel is over, if desired.

Boys: Boys (K-6th) must wear a button down shirt, white or blue only, tucked in. Boys 7-8th may wear any dress shirt but must be tucked in. All grades have to wear a necktie during “chapel hour” but may remove it after. **Ties must be appropriate in length.** When standing straight up, not hunched at all, the tie should end right at the top of the belt buckle, give or take no more than ½ inch. Athletic shoes or dress shoes may be worn for chapel. If dress shoes are worn, they must be changed to athletic shoes after chapel.

Girls: Girls must wear skirts or dresses that fall at the knee (or below) with a uniform top (K-6th). Upper grades (7-8th) may wear a modest top that is not tight fitting or revealing. No halter tops, cut off tops, or crop tops are allowed. Necklines must be modest. Necklines must not expose cleavage or too much of the chest. NO t-shirts are allowed. Polo dresses that are solid in color are acceptable. No sleeveless dresses or tops are allowed. No jean skirts. Girls may, if desired by parents, wear flat slip-on style “dress” shoes or boots (with a heel no more than 1 inch) for chapel, and change their shoes after chapel to athletic ones. Please see “Shoes” guidelines below for more details. Girls are not permitted to wear neck ties.

All Students

- **Shoes:** Athletic style or tennis shoes and socks must be worn at all times with shoelaces tied or velcro straps fastened. Shoes may be running shoes, court shoes, cross training shoes or tennis shoes. Boots (cowboy, fashion), with a heel no more than 1 inch, are allowed, along with rain boots when weather is permitting. **All students must bring a change of shoes for PE. NO** sandals, flip-flops, slip-ons, dress shoes, platform/stiletto shoes or shoes with wheels (Heelys) of any type. This is due to safety and to reduce the chance of injuries on campus. Girls may wear flat slip on

“dress” shoes or boots (with a heel no more than 1 inch) for chapel but must change after chapel into their athletic shoes.

- **Socks:** Socks for all students should be primarily a solid color. Socks may not have bold stripes, detailed patterns, characters or be bright fluorescent in color. They need to keep with the uniform look. No lace or fishnet stockings/socks.
- **Hats/Sunglasses:** Baseball hats may be worn with Crossroads on front, or no logo at all. All hats must be in school colors. Bills must face the front and be worn correctly. Solid color beanies in school colors may also be worn with NO logos. Hats and beanies are allowed to be worn outside only. Sunglasses are allowed outside only.
- **Boys’ Hair:** Long hair is not permitted for boys. Boys’ hair is to be clean, neatly groomed and trimmed, above the collar in back, and at least a full 1 inch above the eyebrows. Hair may not touch the ear or their shirt collar. Hair cannot be artificially colored or streaked. No outlandish haircuts or extreme styles are allowed. (i.e. no actual mohawk cuts with sides shaved, no dreadlocks, no cornrows, no shaved designs on the side of the head)
- **Girls’ Hair:** Hair is to be clean and neatly groomed. Hair may not be artificially colored or streaked. No outlandish haircuts or extreme styles, including partially shaved heads (except for medical reasons). Hair may not cover eyes.
- **Jewelry/Accessories/Nails/Makeup:** are to be modest. **Girls** may only wear one stud earring per ear. No loops or dangling earrings of any kind are permitted, due to safety. No other body piercings are allowed. No choker necklaces allowed. Girls are not permitted to wear neck ties. Fake/acrylic nails may ONLY be worn by junior high girls (7th & 8th grades), however, must not be a length that is distracting or disabling to learning. Plain headbands with no accessories or embellishments attached are allowed. Makeup, if worn by upper graders, should be modest; no dark/goth makeup. No false eyelashes allowed.
- **Friday Spirit Shirt Days:** On Fridays students may wear a CCS shirt, a scripture shirt, or a shirt with a Christ-centered message. Shirts may be worn with jeans or jean shorts. Otherwise, students must be in uniform.
- **Special Dress Spirit Days:** Students must be dressed in the theme of the day or otherwise be in regular uniform. Please follow all guidelines given by teachers regarding these days. Shoes must remain athletic. Special dress must still maintain the integrity of our dress code standards.

*graphics = any characters (anime, Disney, video games, Pokémon, television, movie, etc.), sports teams, large logos, inappropriate logos that promote gang affiliation, or promote characters, activities or groups that do not reflect the Biblical values of our school.

Schedules

School Calendar

Calendar will be set each year after consulting local school calendars. Length of the school year is based on state guidelines for instructional days. See Appendix E for the current school calendar.

School Day Release Times

The school day begins at 8:00 a.m. TK release time is 1:45 p.m. Kindergarten release time is 1:45 p.m. First through eighth grades are released at 2:45 p.m. On Wednesdays, release time is 1:45 p.m. for 1st -8th grade. “Half-Day” or “Minimum Day” release time is 12:00 p.m.

After School Care

CCS offers after school care (Crusader Care) every day school is in session from 3:00 - 5:30 p.m. on regular school days, 2:00 - 5:30 p.m. on minimum days, and from 12:15 - 5:30 p.m. on 12:00 noon dismissal days. We also offer Crusader Care in the mornings from 6:45 - 8:00 a.m. We charge \$5.00 an hour for this service and it is billed at the beginning of each month for the month previously served. If Crusader Care was used less than an hour during the month then there will be no charge.

Ceremonies and Holidays

Christmas and Easter are celebrated as sacred holidays and students are taught the significance of these special days on the church calendar. Secular symbols often associated with these holiday celebrations, such as Santa Claus and the Easter Bunny, are not encouraged. It is felt that parents have the right to explain the imaginary nature of these secular symbols at an age they deem appropriate. Halloween is not celebrated at CCS. It is our feeling that it is up to each family to determine how they participate or refrain from participating in this secular day.

Curriculum

CCS is committed to high standards of academic excellence. The curriculum is an accelerated one and therefore requires diligence on the part of the student. Involved participation on the part of the home is imperative to accomplish academic goals. The core curriculum content areas are all taught a variety of Christian based curriculum. Curriculum published by ABeka, BJU Press, ACSI Purposeful Design, and Positive Action is used in the areas of Language Arts, Arithmetic, Bible, History, and Science. The Arts and Physical Education are also included in the instructional week.

Students with special gifts or interest in music are encouraged to use their talent in chapel or at one of our special programs. Students sing regularly as a part of the Bible lesson and students are encouraged to participate in our worship team and in dramatic productions. Bible instruction with application and scripture memorization are taught daily. Also incorporated in our spiritual training is an emphasis on missions, Christian biographies, current events, personal experience, Christian service, and character development.

Curriculum Guides

Curriculum guides including scope and sequence and instructional objectives for each subject taught will be kept in a binder in each classroom. These guides will provide teachers with a foundation for instruction. They will be reviewed and updated on an annual basis.

Physical Education

All students participate in a P.E. program at least two times per week. This will include opportunities for exercise, team cooperation, games, and skill building. 5th-8th grade students have P.E. at least four days per week and are required to purchase a CCS PE uniform. Dressing out is an important part of the student's grade. Students in grades 1-4 will have PE class with the PE Specialist twice a week and with their classroom teacher twice a week.

Controversial Issues

Should controversial issues arise they will be addressed from a Christian worldview perspective. Discussions will be Bible-based.

Crossroads Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Extra-Curricular Activities

Crossroads Christian School offers a variety of extracurricular activities for its students. Only students who maintain good grades and good conduct will be allowed to participate. The following are general rules governing extra-curricular activities which are applicable to all students, whether they are participants or spectators:

- All activities are under the supervision of the school. Students are expected to follow the same rules of conduct before and after school as well as on and off campus that they would follow while in school.
- The school dress code applies to extracurricular activities unless specific exceptions are announced.
- Remember that at all times the school is being represented by the behavior of its students. Students are to respect others and their belongings wherever they might be.

Athletics - Crossroads Christian School provides age-appropriate league sports for its students. The school seeks to provide all students who desire to participate in athletic events the safest conditions of participation. Every student seeking to participate in athletics will have on file a current emergency medical form.

- If there is any medical problem experienced by the prospective athlete that might be determined to be life or health threatening, participation may be denied.
- Any athlete, who has sustained an injury, or a health problem requiring a physician's care, must receive a medical release from their physician before the student may return to athletic participation.
- A student must maintain a "C" average (2.0) or above with no 'F' or 'D' grade in any course to participate in the sports program. The grades will be calculated based on the quarter grade received prior to the start of a sports season.

Musical Groups - Musical groups, including a chapel worship team, may be formed on a yearly basis based on interest and ability of students.

After School Enrichment Classes - Classes are made available periodically based on student interest and teacher availability.

Clubs - Student clubs will have a statement of purpose that is aligned with the school mission and philosophy statement. Adult sponsor is required. Board approval is required for formation of any student club.

Publications - All publications will be cleared through the office before distribution.

Instructional Arrangements

Class Sizes

Student to teacher ratio for kindergarten through second grade will be not larger than 18:1. If a class goes beyond these numbers, an aide will be assigned to the class. In grades three through eight the ratio will be not larger than 25:1.

Field Trips

Teachers are encouraged to take students on field trips that provide an enhanced learning opportunity for students. Field trips should be tied into some current area of study (such as community helpers or CA history in social studies or fitness in PE) and should supplement what is being taught in class. When planning a field trip, teachers must first receive approval from the principal then check the school calendar for conflicting events. Arrangements must be made with the bookkeeper ahead of time if needing a check from the school. Teachers should *not* plan more than six off campus school day field trips per year, and should plan one per quarter, or four within a school year. One scheduled off campus field trip can be 'just for fun.' Others must have an

educational purpose. Each class will schedule at least one community service field trip per year. Generally, no school funds are allotted, so parents pay for field trips. Permission slips are sent home in advance and collected before leaving school. Parent drivers must have a current copy of their current auto insurance and driver's license on file in the school office. Parents are encouraged to carpool as much as possible to avoid taking more vehicles than necessary. Students' emergency forms, a first aid kit, and cell phone numbers of drivers are kept with the teacher during the field trip. Teachers should keep a cell phone on at all times.

Chaperones/Drivers

All adults participating in off-campus field trips must complete a background check. See volunteer clearance policy.

Appendix A-D

CROSSROADS CHRISTIAN SCHOOL

Parent Commitment to Volunteer Service

The Crossroads Christian School Board of Directors, in its desire to enhance parent involvement in the day-to-day program of CCS, has established a policy that requires parental service participation from each family of a TK-8 child enrolled at CCS. Twelve (12) hours of service commitment are required each school year per TK-8 student from each family. A family unable to meet this commitment has the option to pay an in-lieu fee of \$100.00 per school year. Please keep a record of your service commitment performed on this sheet. Once you have completed your 12 hours return this form to the school office. You will also be required to sign in on the “Parent Service Hours sign-in/out sheet” in the office. Volunteers must complete the background screening process.

Listed below are examples of possible responsibilities of the types of service commitments that may meet the requirement:

- Classroom Helper
- CCS Events Coordinator/Helper
- Lunch/Recess Duty
- PTFC Events Coordinator/Helper
- Attending a CCS or PTFC Event/Meeting
- Office Helper
- Fundraising Committee Work
- Athletic Team Driver
- Mini Course Instructor
- Coaching

DATE	ACTIVITY	NUMBER OF HOURS

Family Name _____

CROSSROADS CHRISTIAN SCHOOL
Request for Medication Administration

(To be completed and turned in to the office by parent/guardian)

Student's Name _____ Grade _____

Parent's Name _____ Daytime Phone _____

Emergency Contact Information _____

Medication to be administered _____

Dosage to be administered _____

Time or interval at which each dosage is to be administered _____

Name of physician authorizing administration _____

Address _____

Date to begin administration _____

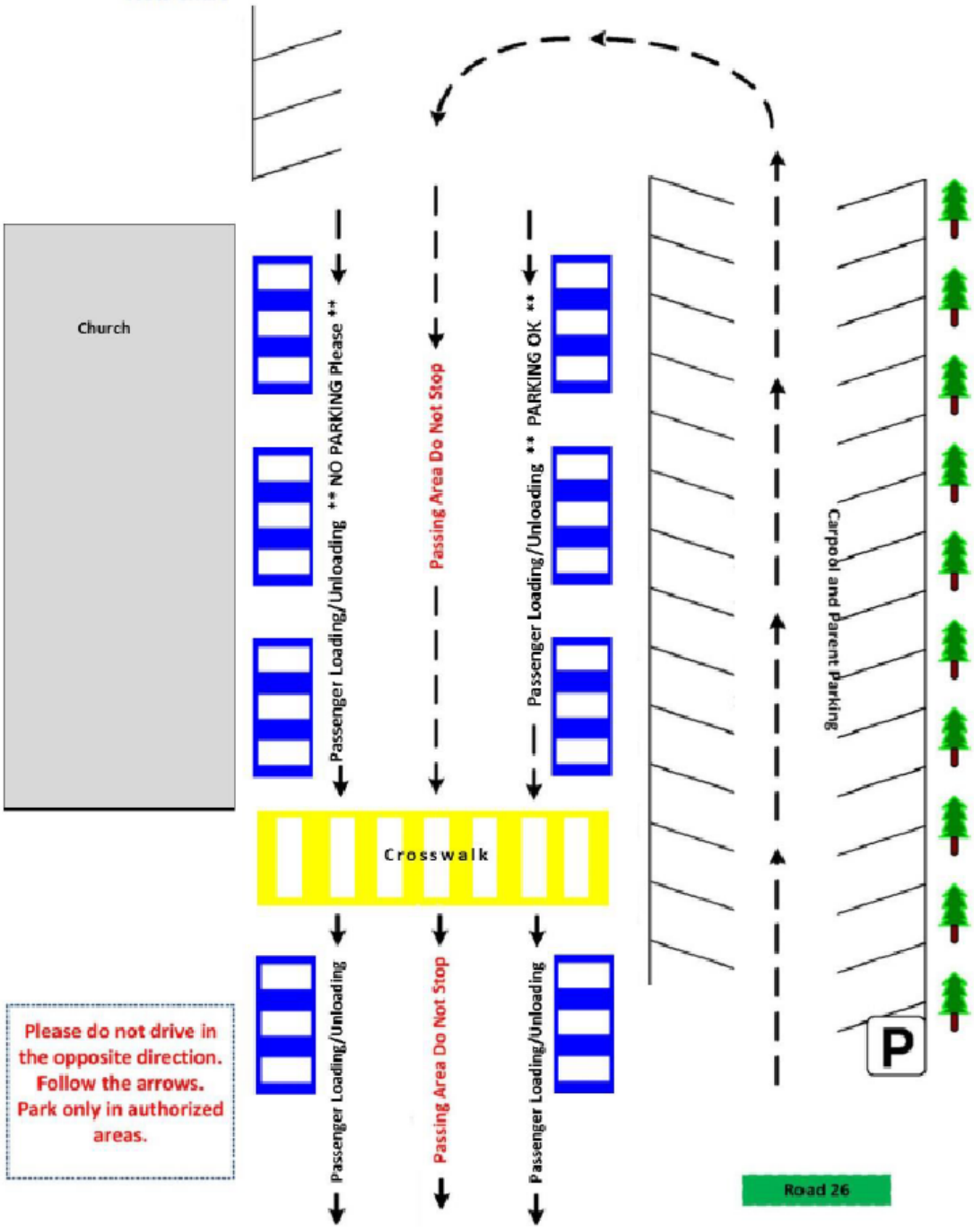
Date to cease administration _____

I request that Crossroads Christian School administer the above medication to my child in accordance with my request and the physician's statement of need. I agree to notify the school in writing of any changes in my child's condition with respect to the administration of medication or with any changes to the information provided on the form. I understand that it is my responsibility to send an appropriate supply of medication to the school in its original container. Medication provided to the school in any container other than the original will not be accepted. I understand that the school will have limited liability while administering medication to my child in accordance with a physician's statement of need. The school agrees to keep a log of medication administered to my child in school throughout the current school year.

Parent Signature _____

Date _____

Crossroads Christian School
Student Drop off and Pick-up
Flow Chart



Please do not drive in the opposite direction. Follow the arrows. Park only in authorized areas.

Crossroads Christian School Step Form

Date _____

Student Name _____

Teacher _____

- | | |
|---|--|
| <input type="checkbox"/> Step 1 -Teacher Only | Parent Notified <input type="checkbox"/> |
| <input type="checkbox"/> Step 2 -Teacher Only | <input type="checkbox"/> |
| <input type="checkbox"/> Step 3- Principal | <input type="checkbox"/> |
| <input type="checkbox"/> Step 4– Principal | <input type="checkbox"/> |
| <input type="checkbox"/> Step 5- Principal | <input type="checkbox"/> |
| <input type="checkbox"/> Step 6 - Principal | <input type="checkbox"/> |

Description of Offense

Minor

- Dress Code
- Defiance (4th-8th grade only)
- Language (profanity)
- Bullying
- Phone/Device
- Social Media
- Rough Housing
- Other (please describe) _____

Major

- Fighting
- Repeated Language (inappropriate, profanity, vulgarity)
- Inappropriate Display of affection
- Bullying
- Phone/Device
- Social Media
- Sexual Harassment
- Weapon
- Drugs/Paraphernalia
- Defiance (4th-8th grade only)
- Other (please describe) _____

Description of Incident: _____

Teacher Signature _____

Administrative Action

- Office
- Suspension
- Parent Notified
- Warning
- Other _____