



# **Crossroads Christian School**

**Parent/Learner  
Handbook**

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# School-Wide Mission Statement

**Crossroads Church and School exists to create a passionate commitment to Christ, His Cause, and His Community.**

## **VISION STATEMENT**

We will inspire our learners' success in the rapidly changing 21st century through the word of God, empower lifelong potential for learning through God's vision, engage in our passion to live out God's Word as we serve locally & globally, and be a model for Christian-educational innovation.

## **VISION FOR ACHIEVEMENT**

- **Inspire** a "God-first" learner-centered environment focused on the integration of faith with real-world connectivity and meaning of content understanding through interdisciplinary, challenge/problem/project-based curriculum.
- **Empower** a safe relationship-based environment of learners who are collaborative, respectful, self-managed, culturally inclusive and activated in their emotional intelligence and faith.
- **Engage** learners to discover and deepen their faith as they display Christ through daily social interactions
- **Innovate** as we grow in knowledge and the ability through the implementation of 21st century skills within a fully collaborative learning environment.

# Core Values

## **PASSIONATE COMMITMENT TO CHRIST, HIS CAUSE, AND HIS COMMUNITY:**

- Responding personally to Jesus Christ as Savior and Lord
- Representing Christian character through godly living, healthy relationships, and Christian ministry
- Sharing our faith as followers of Christ
- Integrating faith and learning through curricular and co-curricular programs
- Demonstrating faith in action through chapels, service projects, and mission trips

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

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

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

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

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

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

### **EDUCATING CHILDREN:**

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

### **LEADING FAMILIES:**

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

## **Statement of Faith**

Crossroads Christian School views itself as an indispensable part of the three major forces in the life of each child: the home, the school and the church. Crossroads Christian School was founded and functions upon the fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statement of faith and practice are held by CCS:

1. We believe in God the Father, God the Son, God the Holy Spirit and that they are distinct persons with distinct roles, but one God. And that One God is the Creator of the universe. **(Deuteronomy 6:4-5; Ephesians 4:6; John 17:21)**
2. We believe the Bible is the divinely inspired Word of God in its entirety and that it does not contradict itself. It is our guide. **(2 Timothy 3:16-17; 1 Peter 1:20, 21)**
3. We believe Jesus Christ is the Messiah, the Savior, the Son of God who was born of a virgin, lived a sinless life, died on a cross, and was raised from the grave. He will return as our victorious Lord. **(1 Timothy 2:5, 6; Hebrews 1:8)**
4. We believe our salvation comes only through Jesus Christ and cannot be earned. It is a gift of God. **(Ephesians 2:8-9)**
5. We believe the church, as the body of Christ, is the extension of Jesus Christ's character, attitude, behavior, and mission in our world today. **(1 Corinthians 12:13; Ephesians 2:11-21; Matthew 16:8, Acts 2:38)**
6. We believe faith in Jesus requires repentance, confession of that faith before witnesses, and obedience to His Word. Baptism by immersion demonstrates our faith and obedience while it depicts our union with Christ in His death, burial, and resurrection. **(Romans 6:4; 2 Peter 3:9)**
7. We believe man was created in the image of God and that He gives gifts to both men and women through the Holy Spirit for the benefit of the church's ministry. **(Genesis 1:26, 27; Romans 3:10, 23)**
8. We believe everyone who accepts Christ has the indwelling presence of the Holy Spirit who acts as a Comforter, Guide, and Advocate. **(John 16:7-15; Romans 8:16; Ephesians 4:7; 1 Corinthians 12:7)**
9. We believe humility in prayer is the foundation for all we do, and that celebrating communion together weekly is beneficial for all Christians. **(1 Corinthians 11:23, 24)**
10. We believe marriage has been established by God. This church defines marriage as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as legitimate marriage by the church only to the extent that it is consistent with the definition of marriage found in these Articles. **(Genesis 2:7, 18, 21-24; 1 Timothy 3:2, 12; Ephesians 5:22-31; 1 Corinthians 6:9; Hebrews 13:4)**
11. We believe that God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image of God. **(Gen 1:26-27.)** Rejection of one's biological sex is a rejection of the image of God within that person.

## **INSTRUCTIONAL PROGRAM**

In an environment that is anchored in God's Word as the foundation of truth and knowledge seeking, it is our desire to see each learner strengthen his or her relationship with Jesus Christ. The Bible - God's Word - is carefully and purposefully integrated into all curriculum, as well as being a dynamic course of study by itself.

A higher standard of academics not only has the integration of biblical social values, but facilitates learners to have a sound mastery of self-discipline, communication, and collaboration tools to be effective in the collegiate and corporate workplace. The goal of Crossroads Christian School is to prepare and produce learners who are able to utilize their schooling experience in exploring faith, class content, and workplace skills to positively impact their individual futures and whole communities.

## **LIVING CURRICULUM**

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

## **ACCREDITATION/CERTIFICATION**

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

## **SCHOOL COLORS**

Our school colors are red, silver, and black.

## **SCHOOL MASCOT**

Warriors

# ESLRS - Expected School-Wide Learning Results

## CHRIST-CENTERED LEARNERS

- Pray daily to God for direction and read His Word daily as a source of truth
- Worship God through vocal and instrumental music
- Experience artistic expression through a variety of creative opportunities in the fine and performing arts
- Develop and maintain physically fit bodies because the body is the temple of the Holy Spirit
- Participate in athletics with a Christ-like character

## CAPABLE COMMUNICATORS AND COLLABORATORS:

- Share with others their personal relationship with God
- Exhibit an increasing ability to articulate and defend their faith
- Read, write, speak and listen effectively and critically
- Gather, organize and effectively communicate pertinent information
- Use technology as an information resource consistent with biblical philosophy and values
- Develop communication strategies using technology to enhance communications

## COMPASSIONATE SERVANT LEADERS

- Have accepted or been challenged to accept Jesus Christ as their personal Savior
- Discovers God-given abilities while leading in selfless service
- Demonstrates Christian morals, ethics and integrity through positive, productive citizenship
- Understands the biblical definition of leadership as acts of service to others, driven by love
- Contributes to the community as active and informed citizens

## CONFIDENT SELF-DIRECTED LEARNERS

- Take personal responsibility in the learning process
- Establish, pursue and accomplish realistic and challenging personal goals
- Work diligently to be a good steward of time and resources
- Achieve competence in core subject areas as well as other coursework
- Use technology to enhance and facilitate learning
- View learning as a life-long process

# Hours of Operation

## OFFICE HOURS

During the school year, the CCS office business hours are Monday through Friday from 8:00AM- 3:30PM. For the elementary and middle school campuses, the office is open from 6:00am - 6:00pm for Extended Daycare.

## SCHOOL HOURS

TK:	8:00 AM to 3:15 PM
Kindergarten:	8:00 AM to 2:30 PM
1st-5th Grades:	8:00 AM to 2:45 PM
6th-8th Grades:	8:00 AM to 3:00 PM
9th-12th Grades:	8:00 AM to 3:00 PM

## K-8 MODIFIED DAY (EVERY WEDNESDAY) DISMISSAL TIMES

* TK & Kindergarten:	12:15 PM
* 1st- 5th Grades:	12:30 PM
* 6th- 8th Grades:	12:45 PM
9th - 12 Grades:	12:05 PM - for Modified Days
9th - 12 Grades:	12:20 PM- for Finals

*\*On modified days, lunches will only be served to learners in daycare.*

# Elementary-Middle School Daycare Information

For the TK-8th grade campuses, daycare is available on school days from 2:00pm until 6:00pm. All learners attending daycare are required to have a “Daycare Contract” on file. Current daycare rates can be found on the Crossroads Christian School website in the Admissions drop down.

## AFTER SCHOOL DAYCARE

After school care charges begin 15 minutes after learners are dismissed from class (depending on learners’ grade dismissal time.) Any learners not picked up 15 minutes after their dismissal time will be placed into daycare and appropriate fees will be charged. Parents and/or guardians must come into the office to sign their child(ren) out.

## LATE PICK-UP

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

# Admissions

Crossroads Christian School is open to anyone interested in securing a Christian education, from preschool through high school, the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Crossroads Christian School rules and Statement of Faith. Attendance at CCS is a privilege and not a right. Any learner who does not conform to the school’s standards of conduct and/or who is unwilling to adjust to our code of conduct must forfeit this privilege.

*Note: There may be additional items CCS desires to have the learner and their parent agree to, beyond the rules and Statement of Faith.*

We believe the Bible mandates that the primary responsibility of each learner’s education rests with the parents, and we view the school’s role as one of partnership with the parents in this endeavor. To establish and maintain a successful partnership, it is essential that parents agree with the philosophies and intentions of the school. If, at any point during the school year, you as the parent find that you disagree with the philosophy standards or administration of the school, by practicing the Matthew 18 principle, (“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained a brother. But if he will not hear you, take with you one or two more”) you should make every effort to work with the administration for a solution. If a harmonious solution cannot be reached; the learner may be asked to leave the school.

All learners must desire to attend Crossroads Christian School and agree to honestly and wholeheartedly apply themselves to “study to show (themselves) approved unto God” (2 Timothy 2:15 KJV). They agree to conform to the current rules, discipline and dress codes, and Statement of Faith and agree to be courteous and respectful to their peers, staff, faculty, and other daily associates. Crossroads Christian School admits learners of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to learners at the school. Crossroads Christian School does not discriminate based on race, color and national and/or ethnic origin, age, sex or disability in the administration of its educational policies, admissions policies, athletic, and other school-administered programs.

*Note: There may be additional items CCS desires to have the learner and their parent agree to, beyond the rules, discipline & dress codes, and Statement of Faith.*

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

## **APPLICATION PROCESS**

- Refer to the CCS website to schedule a tour
  - A tour is strongly recommended for ALL new incoming families
- Apply Online: [www.crossroadsschool.org](http://www.crossroadsschool.org)

The potential applicant **MUST** submit the following items online:

- The application for admission completed and signed by parents
- All other forms included in the original admissions packet
  - Birth Certificate
  - Immunization Record
  - Learner's most recent report card or transcript
  - School reference
  - Teacher reference
  - Any other pertinent documents (IEP, 504, etc.)
  - \$70 non-refundable application/testing fee

## **AFTER THE SUBMISSIONS**

- After the online application is reviewed and approved, the school office will schedule an interview for the prospective learner and parents with the administrator.
- Applicants for grades K-12 are required to take a placement assessment performed at Crossroads Christian School, administered by school personnel. You will be contacted by an administrator to schedule assessment. (Will be reinstated for 23/24.)
- Once approval is given, parents will receive an email with a link to complete online enrollment. A non-refundable Enrollment Fee is due at the completion of online enrollment.

## **APEAL OF AN ADMISSIONS DECISION**

A parent/guardian may appeal an administrative decision-refusing acceptance of a learner for enrollment into Crossroads Christian School.

Steps:

1. The parent/guardian begins the appeal process by submitting a request in writing and returning it to the appropriate administrator for the learner's grade level.
2. The Administrator will contact the CCS Executive Administration Team with the parent request.
3. The Administrator and the CCS Executive Administration Team will meet to review the application and Placement Assessment results when considering enrollment refusal.
4. The CCS Executive Administration Team will contact the parent/guardian to set up a telephone or in person conference.
5. The final resolution of the appeal is at the discretion of the CCS Executive Team.

# **Financial Policy**

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

## **FINANCIAL ASSISTANCE REQUEST**

Parents requesting financial assistance will be provided a link to FACTS that includes instructions, as well as, an application that needs to be completed. FACTS is an independent third-party organization that creates an expected family contribution.

- The Family Accounts Manager will forward the application and Facts recommendation to the Executive Administrative Team for final decision and notification to the family.

## **METHOD OF PAYMENTS**

Electronic Funds Transfer (EFT) or Automatic Credit/Debit Card - Payers will have monies deducted through FACTS on the 1st, 15th, or split 1st and 15th of each month from June - May. Each year your method of payment will need to be verified per program (i.e. tuition and daycare) and for incidental invoices (i.e. sports, after school classes, etc.).



## **TRANSACTION FEE**

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

## **CANCELLATION/CHANGE POLICY**

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

## **RETURNED CHECKS**

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

## **EFT/ACH REJECTIONS**

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

## **DELINQUENT ACCOUNTS**

Tuition payments are due on the 15th of each month. Payments received after the due date will be subject to a late fee of \$40.00. Crossroads Christian School reserves the right to suspend any or all of its privileges and services to learners who have not met their financial obligations. Such services include, but are not limited to, the release of a learner's report card and participation in extracurricular activities (e.g. dances, class trips, sports or club activities). No official school records or transcripts will be released for any learner until all financial obligations are completed.

## **SUSPENDED ACCOUNTS**

An account becomes suspended because of more than 2 returned checks/EFTS's, or after an account has become 30 days' delinquent and no payment arrangements have been made with the Family Account Manager. Once an account has been suspended, the following procedures will occur:

- Payment arrangements must be made and agreed upon for the learner to remain at CCS
- If payer defaults on any portion of the payment arrangements: 1) the arrangement becomes null and void; 2) the past due balance in full becomes due and payable immediately; 3) you will receive notification of your 30 day past due status; 4) upon that notification, you will have 15 days to make your account current. If account is not made current, your child will not be able to attend CCS.
- If no payment arrangements have been made, CCS reserves the right to withdraw the learner(s) from school.
- Delinquent accounts can and may be sent to an independent, third-party debt-collection agency at any time.

## **WITHDRAWALS**

Learners withdrawing during the school year are required to give a two-week notice and must complete the Notification of Withdrawal Form located on the CCS website or a physical copy can be obtained from the office. Charges will continue to incur until paperwork is completed. Termination of enrollment may result in a tuition refund, determined by the withdrawal date.

## **REFUND POLICIES**

Upon termination of enrollment, a tuition refund may apply. Learners withdrawing during the school year must give a 2-week notice and complete the Learner withdrawal form located on the CCS website. Charges will continue to incur until paperwork is completed. Termination of enrollment may result in a tuition refund, determined by withdrawal date. The withdrawal date determines the amount of tuition refund based on the following schedule.

- Prior to August 1 - 100% refund Tuition paid.
- After August 1 - prorated based on month of withdrawal
- February 28 or later - No refund
- The prorated refund amount will be determined by the actual number of school days enrolled versus total tuition billed. There is a fourteen (14) business day waiting period for all refunds.
- No refunds will be considered for Application/Testing, Registration Fees or international learners.

# Additional Expenses

## ELEMENTARY-MIDDLE SCHOOL ADDITIONAL EXPENSES

### Educational Supplies:

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

- A supply list for each grade is posted on the CCS website on the “Resources” drop down prior to the start of school.
- Middle School elective classes may require a materials fee.
- Learners will pay the replacement cost of lost materials.
- If materials are damaged, the amount of the damage will be determined by Crossroads and a fee will be assessed accordingly, including devices.
- All charges not paid by the end of each year will be billed to the learner’s account.

### Uniforms:

- Parents must purchase school uniforms for daily wear. Uniforms may be purchased from C4Effects. There is a link on the CCS website. See Dress Code section for requirements.

### Educational Excursions/Field Trips:

Educational experiences incur fees in for 4th-8th grade. (Parents are financially responsible for experiences.)

Annual trips include:

- 4th Grade - Sacramento
- 6th Grade - Rawhide Ranch
- 7th Grade - Science Camp at Catalina Island
- 8th Grade - East Coast Historical Tour

Facilitators will provide information for trips. Parents may be asked to contribute on an as needed basis for some field trips.

### Sports:

- Learners participating in after-school sports activities will be assessed fees for coaches, uniforms, middle school facility rentals, awards, and sports banquets.

### After School Activities:

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

## HIGH SCHOOL ADDITIONAL EXPENSES

### Educational Supplies:

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

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

### Athletics:

- Learners participating in after-school sports activities are required to pay a sport registration fee that helps to offset costs including league fees, pay for coaches, athletic uniforms, off-campus athletic facility rental, awards, and sports banquets.

### Billing Questions

Please direct all billing questions to the Family Account Manager at [studentbilling@crossroadsschool.org](mailto:studentbilling@crossroadsschool.org) or by contacting FACTS directly at **866.441.4637**.

# Academic Policies and Procedures

**GRADING SCALE** | The grading system is as follows:

	<b>NON WTD*</b>	<b>WTD*</b>		<b>NON WTD*</b>	<b>WTD*</b>
<b>A+</b> 96.5%+	4.0	5.0	<b>C+</b> 76.5%+	2.33	3.33
<b>A</b> 92.5%+	4.0	5.0	<b>C</b> 72.5%+	2.0	3.0
<b>A-</b> 89.5%+	3.67	4.67	<b>C-</b> 69.5%+	1.67	2.67
<b>B+</b> 86.5%+	3.33	4.33	<b>D+</b> 66.5%+	1.33	2.33
<b>B</b> 82.5%+	3.0	4.0	<b>D</b> 62.5%+	1.0	2.0
<b>B-</b> 79.5%+	2.67	3.67	<b>D-</b> 59.5%+	.067	1.67
			<b>F</b> < 59 %		

\* WTD: Weighted

- Letter grades are not given in Kindergarten. A system for mastering skills and concepts is used to measure achievement and is defined on the report card.

### SEMESTER GRADES & REPORT CARDS

- CCS operates on the semester system.
- Semester Report Cards are issued electronically through email in January and June.
- Progress information may be viewed throughout the semester by logging into Canvas where each facilitator regularly updates learner progress.

### PROGRESS REPORTS

A learner’s academic progress can be followed by using the Learning Management System, Canvas, which can be found on the website ([www.crossroadsschool.org](http://www.crossroadsschool.org)). Information regarding current grades and attendance status can be found here and is updated every Monday. Posting up-to-date grades to Canvas is a part of the schools’ official communication policy regarding learner academic progress. It is highly encouraged to check these reports on a weekly basis. If the learner is working below a “C” level in any class, a parent should call the facilitator/administrator to discuss the situation or request a conference. With help from the facilitators and parents, learners must act to improve their grades by the end of the quarter/semester.

**CUMULATIVE RECORDS (CML FILE)**

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

**INSTRUCTIONAL MINUTES**

**Elementary Instructional Minutes**

Kindergarten through 5th Grade learners receive instruction throughout the school day. Elementary Facilitators decide on the Instructional Minute Model that best fits their learners’ needs at the beginning of the school year and develop their daily class schedules around the model that they choose. Both Instruction Minute Models include intervention/extension time so that all learners receive the support that they need on a daily basis.

The CCES Instructional Minute Models are:

Elementary Instructional Minutes- Intervention Block
Bible - 40 minutes + integration in all content areas
Intervention Block - 45 minutes
English Language Arts and Reading (ELAR) - 90 minutes
Math - 60 minutes
Science - 40 minutes
Social Studies - 40 minutes

Elementary Instructional Minutes - Intervention Embedded
Bible - 40 minutes + integration in all content areas
English Language Arts and Reading (ELAR) - 120 minutes
Math - 75 minutes
Science - 40 minutes
Social Studies - 40 minutes

**HIGH SCHOOL HONORS/CONCURRENT COURSE GPA BUMP ELIGIBILITY**

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

## HOPE INTERNATIONAL UNIVERSITY EARLY COLLEGE PROGRAM

CCHS has partnered with Hope International University to provide learners with the opportunity of completing college level courses while in high school.

Qualifications:

- Learners overall GPA 3.0/B or above in previous semester coursework
- Cannot be on Academic Probation within the past semester
- Completed Application Process by posted deadlines
- All financial obligations to the school are paid in full
- There is a 31 unit maximum allowed by HIU.

## INTERNATIONAL LEARNER SPECIFIC

- International Learner Academic Accommodations for ESL (see end of handbook)
- CCHS Translation Permission and Guidelines (see end of handbook)
- CCHS Guardian Change and Homestays (see end of handbook)

## ACADEMIC DISHONESTY

Academic Dishonesty is largely defined as falsely presenting another's ideas or words as your own. Learners are prohibited from engaging in these activities in accordance with best academic practices to ensure the highest educational standards.

Academic Dishonesty includes:

- Plagiarism is the representation of words, thoughts, or ideas of another as one's own in any academic work.
- Directly copying or paraphrasing from a source without reference
- Failing to properly credit the work of another using established formatting guidelines (MLA, APA, Chicago)
- Using artwork or pictures without proper citation
- Cheating is an attempt to undermine the integrity of any assessment.
- Attempting to use or access answers during a closed assessment
- Requesting, insisting on using, or submitting another learner's work
- Sharing individual work with others that could potentially be submitted as their own
- While taking online closed assessments using the Canvas LMS System, users are not permitted to access any other windows or screens on their computer. The system will log such activity and the assessment will be declared invalid.
- Learners are not permitted to log into other learner's Canvas LMS accounts. Learners are encouraged to keep individual usernames and passwords confidential and to not share this information with others.
- Altering or falsifying grades
- Recycling previously submitted work (another individual's or your own) for another assignment
- The use of Artificial Intelligence (AI) to produce writing that is then submitted as learner work.
- Accessing cellphones for any purpose during a closed assessment.

The following consequences for Academic Dishonesty will apply to all learners. Multiple offenses will be taken into account; including those documented in previous school levels (CCES, CCMS, CCHS).

1. Zero on the assignment and counseling with the Dean of Academics and Administration
2. Zero on the assignment and suspension
3. Zero on the assignment and recommendation to administration for dismissal

## ACADEMIC AWARDS & RECOGNITION

### High School Awards

Executive Academic Honor Award	4.0+ GPA
Academic Honor Award	3.5-3.9 GPA

In addition to Honor Roll awards, other awards include:

- Day of Champions Academic Awards
- Athletic Awards
- Fine Arts Awards
- Film Festival
- Senior Apprentice

### **Learner of the Unit**

Each Unit, K - 8th grade facilitators choose one outstanding learner to receive Christian Character Awards based on Unit Theme. These awards are distributed during Chapel.

### **Additional Awards**

Learners may be recognized for additional academic and activity awards throughout the year, including:

- AR (Accelerated Reader) Awards
- Athletic Awards
- Academic Recognition

### **CCHS TWO DIPLOMA TRACK SYSTEM**

Crossroads Christian High School maintains a holistic philosophy of education, preparing learners not only academically for any college or university they would like to pursue, but socially, spiritually, and professionally as well. In keeping with this philosophy, CCHS offers a dual track system for earning a high school diploma. The first track, on which all incoming CCHS Freshmen begin, is the University of California College Preparatory Diploma Track. The second option, offered as a choice for sophomore through senior year, is the Standard Diploma Track.

Both the UC College Preparatory track and the standard track meet the minimum requirements established by the state of California for earning a high school diploma as well as meet the minimum requirements for application and entrance into any college or university. All freshmen begin on the UC College Preparatory Track. After freshman year, preceding each academic year that follows, learners have the option to continue on the UC College Preparatory Track, or to shift to the Standard Diploma Track. A shift to the Standard Diploma Track is subject to administrative approval, and is irrevocable once completed.

The comparison between the two tracks are detailed as follows:

#### **UC COLLEGE PREPARATORY DIPLOMA TRACK**

- This is the default track for all learners at CCHS, and the required track for all freshmen.
- Meets all requirements and recommendations for entrance into the University of California system, as well as all California State Universities. All courses require a grade of C- (70%) or higher to pass. If a learner receives below a C- grade, that course will need to be remediated prior to returning to CCHS the following academic school year.
- All required courses detailed on the CCHS 4-year plan are required to be completed.

#### **STANDARD DIPLOMA TRACK** (by application only; not available to freshmen)

- Meets all requirements for entrance into the University of California system, as well as all California State Universities.
- All courses require a grade of D- (60%) or higher to pass.
- Beginning junior year, learners are given opportunities to apply for removal from certain optional courses (noted in the 4-year plan), and to substitute other academic or professional pursuits in their place. Examples include, but are not limited to, work study programs, employment opportunities, and online courses offered by outside colleges and universities.
- Learners on the Standard Diploma Track are not precluded from participating in HIU Concurrent Courses or CCHS Honors Courses - all courses are potentially available to learners on both diploma tracks.

### **SELECTION OF HIGH SCHOOL VALEDICTORIAN AND SALUTATORIAN**

The final selection of the CCHS Graduate eligible to be selected as the Class Valedictorian and Class Salutatorian of that graduating year will be determined by the CCHS Executive Administrative Team (Lead Administrators, Academic Dean, Dean of Men, and Dean of Women). The following will be the criteria that the committee will use to select the awards: GPA, Course Rigor, CCHS Extra Curricular Activities, and general contribution to the CCHS learning environment and school culture.

### **Definitions at CCHS:**

Valedictorian

- The CCHS Learner having the highest academic and extra-curricular achievements of their graduating class, and who delivers the Valedictorian at graduation.

Salutatorian

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

Gold & Red/Silver Cord requirements for Graduation

- Gold Honor Cords will be awarded for academic achievement of a weighted cumulative GPA of 3.5 or above.
- Red/Silver Cords will be awarded for those learners that have attended Crossroads Christian School since Kindergarten.

## **Curriculum Development, Instruction, Assessment, and Intervention Department**

### **ALL SCHOOL**

Crossroads Christian School's Curriculum Development, Instruction, Assessment, and Intervention Department offers support to our facilitators and learners in the specified areas. The purpose of the department is to evaluate curriculum to ensure that it effectively meets the needs of all learners; ensure that instructional practices are aligned campus-wide by providing facilitators with ongoing professional development opportunities that will equip them with the tools necessary to drive student success; evaluate curriculum alignment, delivery of instruction, and student progress, and address identified areas of need using research-based practices.

### **CURRICULUM DEVELOPMENT**

CCS uses a standard-based curriculum K-12th grade. Facilitators are trained in using the curriculum as a resource to ensure they master the grade level standards needed to move successfully on to the following grade. As a Collaborative 21st Century school, project based learning and collaborative activities are embedded into the curriculum to ensure the learners develop into capable communicators, confident, self-directed learners. A Biblical worldview is integrated into all content areas through the use of our Christian Character Unit themes, scripture, collaboration, and the development of servant leaders.

### **INSTRUCTION**

All our facilitators at CCS are highly qualified and possess or are in progress of obtaining either a credential and/or masters degree. They participate in an intensive training week prior to the start of the school year, weekly professional development/training/workshops, and weekly grade level planning and meetings.

### **ASSESSMENT**

CCS uses a wide variety of assessments to monitor and analyse learner progress and mastery. Please see the section titled "Testing Policies and Procedures" for more information.

### **INTERVENTION**

CCS uses the Response to Intervention model to address the needs of learners that have Individualized Educational Plans (IEPs); Section 504 Accommodation Plans; and learners that require additional support academically, but have not been identified as needing one of the previously mentioned plans. Within this model, learners receive their accommodations in the classroom. They are provided by the Facilitator during the school day and are embedded within the general education content area blocks and/or an intervention block during the day.

# Academic Probation

Any learner who receives a grade of 'D' or 'F' in any class and/or a GPA of less than 2.2 will be placed on Academic Probation.

- Learners receiving a D or F at the end of the quarter term will meet with an administrator to discuss the importance of raising grades and receive an Academic Action Plan with recommended steps for improvement.
- At least two weeks prior to Semester Final Exams, learners and parents will be notified by electronic communication if their GPA is under a 2.2 or if receiving a D or F.
- Any learner who receives a grade of 'D' or 'F' in any class and/or a GPA of less than 2.2 at the end of a semester term will be placed on Academic Probation for the next semester term.
- The learner will be issued an Academic Probation Contract for parents/guardians to sign & return.
- Any athlete and/or learner participating in extra-curricular activities of the school who receives a grade of 'F' in any class and/or a GPA of less than 2.2 will have limited participation.
  - **CCHS ONLY:** Allows an athlete to petition, to the Athletic Director, their participation in a single sport season with a grade of 'F' in any class and/or a GPA of less than 2.2 only one time in their four years in high school.
- The learner will have one quarter term to improve the GPA and/or grade, following close parent-facilitator-advisor-administrator monitoring.
- Administration will determine if the learner has made progress. If the situation improves at the quarter, the learner will be removed from Academic Probation.
- If the situation does not improve, the learner will be referred to the CCS Executive Administration Council and be considered for further intervention.
  - **CCHS ONLY:** Following Semester Final Exams, the Academic Probation learner and parents will be notified of the grade results and whether the learner can return to CCHS for the following academic semester.

# Testing Policies and Procedures

## PROGRESS MONITORING AND ASSESSMENTS

Crossroads Christian School uses a variety of progress monitoring tools to assess learners' academic progress and evaluate the effectiveness of instruction. Our Facilitating Team uses student achievement data from both formative and summative assessments to drive instruction and make informed decisions on instructional practices.

## STANDARDIZED TESTING

### Kindergarten -12th Grade:

The IOWA Assessments from Riverside Insights is the Standardized Test of choice for CCS K-12. This test will be utilized in the Spring of the academic school year and will be given during school hours. The IOWA assessment covers Learners' skills in Reading, Language, Written Expression and Conventions, Mathematics, Science, Social Studies, and higher order thinking skills. It also provides national and local score comparisons to guide best practices in the instructional program. This standardized test is used nationally by private and public schools alike. Results will be shared with families in alignment with end of 2nd semester grades.

### Kindergarten - 5th Grade:

## BENCHMARK ASSESSMENTS

CCS holds Benchmark Assessments 3 times a year. These assessments will allow the CCS Team to monitor Learner progress, address potential learning gaps, and gather information that can be used to improve student performance on assessments that are summative in nature. These assessments are based on grade-level standards and learning goals. Benchmark assessment data is reviewed and academic support plans are put in place for learners who may require additional support.



### **Beginning, Middle, and End of Year Assessments:**

These assessments are given at key points during the year. They address end of the year standards and show learners' mastery of standards. After beginning and middle of the year assessments, the facilitators meet with the Curriculum Development, Instruction, Assessment, and Intervention team to analyze data and plan instruction.

## **Attendance**

**The school determines when an absence is deemed unexcused. It is not the prerogative of a parent to excuse an absence. Prearranged absences are not excused unless permitted by the school administration. Unexcused absences may have academic consequences.**

Crossroads Christian School believes that regular school attendance is a necessary part of the learning process and a vital component of the development of each learner. The valuable classroom/lab experience is composed of participation in class activities and direct instruction conducted by the facilitators. We ask that we partner together to train our learners to understand the value of attending school regularly. Learners that are frequently absent may find their grades adversely affected.

### **LATE ARRIVAL POLICIES**

TK-5th Grade starts at 8:00 AM. Learners that arrive after 8:00 AM are considered tardy.

6th-8th Grade starts at 8:00 AM. Learners that arrive after 8:00 AM are considered tardy.

High School starts at 8:00 AM. Learners that arrive after 8:00 AM are considered tardy.

### **TK - 5th Grade:**

All Kindergarten - 5th Grade learners arriving after 8:00am must be walked to the office by a parent or guardian and signed in on the official roster. Parents are not permitted to walk their children to class after 8:00 AM, as class has already begun.

### **6th Grade - 8th Grade:**

Learners are also considered tardy if they arrive to any class period after the bell has rung.

### **High School:**

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

### **ATTENDANCE CONSEQUENCES K-12**

- 5 tardies = parent notification home
- 7 tardies = parent notification home and disciplinary action
- 10 tardies = parent conference, attendance contract signed, disciplinary action, and possible academic consequences
- 5 absences = parent notification home
- 7 absences = parent notification home regarding possible future disciplinary consequences
- 10 absences = parent conference and attendance contract signed, possible academic consequences
- Parent letters are issued by administration. Continued absences/tardies and/or violation of the Attendance Contract will result in further disciplinary action up to and including dismissal and/or loss of re-enrollment.
- Learners must attend school a minimum of half of their academic class periods to participate in after school-sanctioned events, sports practices and games that day. Learners must be present by 8:00 AM and cannot be checked out until 11:30 AM. A learner must be in attendance at least one-half of the instructional day to be counted present; otherwise the learner is counted absent.

## EARLY CHECKOUT POLICY

### TK - 8th Grade

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

- Dental/Doctor Appointments: We ask that you make medical and dental appointments after school hours. Please call the appropriate school office and notify the facilitator via note/email the morning of an appointment if your learner needs to leave early that day.

### High School

An authorized adult and or parent/legal guardian must personally sign out learners. If a learner drives, a parent/legal guardian can call and give permission for a learner to leave school prior to the completion of the school day. **We are a closed campus.** This means that no learner is to leave the school grounds during the regular school day for any reason unless the following procedures are observed:

- Dental/Doctor Appointments: We ask that you make medical and dental appointments after school hours. Please call the appropriate school office and notify the facilitator via note/email the morning of an appointment if your learner needs to leave early that day.
- Off Campus Lunch: 11th and 12th grade learners are permitted to leave campus during the designated lunch time if they qualify academically, and parents sign an off-campus lunch waiver. Refer to official off-campus lunch policies in the Lunch Policies and Food Services section.

# Absence Policies

## KINDERGARTEN - 8TH GRADE ABSENCE POLICY

CCS documents all absences. If your learner is absent you must notify the school in writing within three (3) days at [attendance@crossroadsschool.org](mailto:attendance@crossroadsschool.org).

All correspondence must include the following:

- Learner's name/ grade
- Date of absence(s)
- Reason for absence
- Facilitator's name

All missed assignments accrued during excused absences must be completed and returned to your learner's facilitator promptly. Learners have the same amount of days absent to complete and return their assignments. (For example: If a learner is absent for two (2) days, they will have two (2) days to complete and return their assignments.) Projects and major assignments that were assigned prior to the absence are due on the day of the original due date. Please check Canvas for a classroom overview.

If your learner is absent, you may request for textbooks and assignments to be left in the designated pick-up area by contacting your learner(s)'s facilitator(s). Please allow up to 24 hours.

Learners that have excessive absences may be referred to the CCS Executive Team.

Excessive absences are defined as:

- A learner who has been absent for any reason on 10 percent or more of the school days the learner has been enrolled.
- A learner that is tardy 8 or more times in a semester.
- A learner that has been absent 8 or more days in the semester for unexcused absences.
- A learner that has been absent 10 or more days in the semester for excused absences.

## HIGH SCHOOL ABSENCE POLICY

Failure of a learner to attend school will be considered an absence. Each absence will be considered either excused or unexcused. The maximum number of allowable absences per semester is five (5) days from any one content block unless the Administrative Team grants a waiver. A waiver is granted in instances of reasonable accommodation of a disability documented by medical evidence or for rare or extreme circumstances as determined by the administration.

Attendance is recorded daily. Any learner who is absent more than five blocks (5) may lose credit in that course. Learners will receive additional independent project material at the direction of the facilitator to compensate for missed class time.

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

### **MAKE-UP WORK**

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

### **TK - 12TH GRADE**

#### **Excused Absences**

An excused absence is an absence with the knowledge and consent of parents and school staff due to a personal illness, serious illness in the family, death in the family, school- approved trips, medical or dental appointments, and court appearances. Notification from a parent is required via email:

**attendance@crossroadsschool.org**

#### **Unexcused Absences**

An absence for any reason other than those listed above will be considered "unexcused" regardless of parent knowledge and consent.

Missed work due to an unexcused absence will receive a '0'.

## **Lunch Policies and Food Services**

### **KINDERGARTEN - 10TH GRADES:**

Learners must stay on campus during lunch periods unless their parent, guardian, or authorized adult signs them out through the school office.

### **TK-8TH FOOD SERVICES:**

Food delivery is not allowed. Students may not accept food from parents in the parking lot.

### **11TH - 12TH GRADES OFF CAMPUS LUNCH PRIVILEGE:**

*The governing board of Crossroads Christian School has decided to permit the pupils in grades 11 and 12 enrolled by Crossroads Christian High School to leave the school grounds during the lunch period subject to the following conditions: Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.*

11th & 12th grade learners may leave campus during lunch period provided they have met the requirements of the CCHS off campus Lunch Policy and pay a \$10 fee.

- Learner's parent/guardian **MUST** sign a "Request for off-campus Lunch" form to be placed on file in the HS office.
- Off-campus lunch privilege may be revoked immediately following an after-lunch tardy or truancy.
- Learners with an off-campus lunch privilege are expected to maintain acceptable behavior according to the policies outlined in this handbook. Any unacceptable behavior **WILL** result in an immediate loss of the off-campus lunch privilege.

- Learners MUST sign out in the office when they leave for lunch and sign back in when they return.
- Parents, and the CCHS Administrative Team, may choose to revoke the off-campus lunch privilege at any time. CCHS will provide food from off campus vendors for learners to purchase. We also provide a snack bar, “Global Eats” before school, break, lunch, and prior to Block 4.

## CCS Dress Code Basic Principles

The CCS dress code has been established to develop learner attitudes and behaviors that honor our Lord Jesus Christ and promote spiritual growth.

*All things are legitimate [permissible - and we are free to do anything we please], but not all things are helpful (expedient, profitable and wholesome). All things are legitimate, but not all things are constructive [to character] and edifying [to spiritual life]. Let no one then seek his own good and advantage and profit, but [rather let him seek welfare of his neighbor]. 1 Corinthians 10:23-24 (Amplified Bible)*

The word “edify” translates to “the act of building” and is used figuratively in the New Testament to refer to the promotion of spiritual growth. As believers, it is our Biblical responsibility to conduct ourselves in word and deed (including dress) in a manner that glorifies God and promotes personal and corporate spiritual growth. Therefore, we require that everyone at Crossroads Christian School maintain an appearance, which conforms to the following guidelines and basic principles:

- **Godliness** (1 Timothy 4:12) *Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith, and in purity.*
- **Modesty** (1 Timothy 2:9) *Also want the women to dress modestly, with decency and propriety, adorning themselves, not with elaborate hairstyles or gold or pearls or expensive clothes.*
- **Cleanliness**
- **Practicality**
- **Safety**
- **Neatness**

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

Please consider what the logos and slogans on your clothing represent before wearing them. Companies will be scrutinized based on the company's Internet site for modesty, sexual content, violence, and anything against the Christian values our school is trying to uphold.

### ALL SCHOOL - ACCESSORIES

- Ears are the only acceptable body piercings that may be visible on campus or any school related activities. Nose stud piercings are acceptable for **CCHS ONLY**. Plugs and gauges are NOT acceptable.
- Tattoos may not be visible on campus or any school related activities.
- CCS hats are permitted provided they are removed once inside the classroom. Hoods may not be worn covering the head or face. Again, hats and beanies may be worn provided the message, or logo, is not vulgar or suggestive.

- Chains of any kind attached or unattached to clothing are not permitted. Wallet chains are allowed in High School.
- Spikes, rivets, or skull depictions on any articles of clothing, jewelry, or accessories are not permitted.
- Blankets may not be worn as outerwear.
- No swimming suits including board shorts may be worn.
- Accessories may not reference alcohol, tobacco, drugs, gangs, cults, or any logos that do not promote the vision or mission of Crossroads Christian Church and School.
- Accessories may not promote any message, saying, or slogan that is contrary to the purpose, values, and standards of Crossroads Christian Church and School.

### **ALL SCHOOL - CLOTHING**

- Clothing is to be neat and in good taste.
- Undergarments may not be exposed or visible through clothing.
- Clothing must conceal cleavage, sides, back, and midriff.
- Learners must wear camisoles or tank tops beneath clothes that may be sheer, low cut, or short in length.
- Clothing may not refer to alcohol, tobacco, drugs, or gangs.
- Clothing may not be baggy, excessively over-sized, or sloppy in appearance.
- Clothing may not be immodest, revealing, or excessively tight.
- Tube tops and halter-tops are NOT permitted at school.
- Clothing may NOT have any holes or rips.
- Plastic, vinyl, or leather clothing is NOT permitted. (Leather jackets are permitted).
- Printed messages on the back of shorts or pants are not permitted.
- Sleeveless shirts are acceptable provided undergarments, cleavage, sides, back, shoulders and midriff are not exposed, and shirts are not excessively loose or tight; however, spaghetti strap tank tops, off the shoulder blouses, and razorbacks are not permitted without including an outer garment.
- Pajamas, bedtime apparel, and blankets are not permitted at school.
- Clothing may not promote any message, saying, or slogan that is contrary to the purpose, values, and standards of Crossroads Christian Church and School.

### **ELEMENTARY/MIDDLE SCHOOL DRESS CODE SPECIFICS**

- All learners are issued a T-shirt as part of the Spirit Wear. Only CCS/Crossroads Church Logo Sweatshirts are acceptable.
- CCS sweatshirts may only be worn.
- All uniform style pants, shorts, and skirts must be in navy, khaki, black or red based plaid (girls only). NOT PERMITTED: Large cargo pants, knit pants without pockets, leggings are not uniform pants.
- Sweaters must be CCS. They may be worn in class however; a uniform shirt must be worn underneath.
- Shorts need to be no shorter than the hand when extended.
- CCS logo polo shirts (short or long sleeves) must be red, navy, gray, black or white in color. CCS logo blouses and oxford shirts must be white in color. All uniform shirts must be purchased at C4 Effects our preferred provider.
- Uniforms may not be altered or added to in any way and should not distract/detract from the overall look of the school uniform.
- 6th-8th grade learners are required to wear Crossroads Christian School P.E. uniforms. Uniforms - shorts, shirts - may be purchased through CCS Apparel (C4 Effects). Learners will be required to have athletic shoes.
- CCS sweat suits, solid color sweatpants, and/or sweatshirt (navy, gray, black) may be purchased to go over a learner's PE uniform if the weather is cool. No yoga pants or leggings are allowed.
- 6th - 8thGrade PE clothes are to be worn only in PE class.

### **Jeans & Spirit Shirt Day:**

- CCS Friday Spirit T-shirts or any CCS Spirit shirt or Crossroads Church Shirt from previous years
- A CCS spirit shirt may be worn with any uniform bottom or solid color bottoms. Bottoms may be capri length (girls), shorts or skirts and must be within the guidelines of our daily attire.

### **Special Dress Day/Spirit Days:**

- Specific dates for non-uniform dress days are pre-determined by administration and announced in classroom letters and weekly email communications.

- Students who are on sports teams may wear their CCS team shirt with jeans on game days.
- Basic dress code still applies on special dress days regarding appropriateness (modesty), condition (safety), length, fit & cleanliness.

#### **Dress Code:**

- Uniform pants and shorts must be appropriately proportioned. They must not be form fitting or excessively baggy.
- Clothing must be complete, seams must be sewn, rips and tears must be patched.
- Outerwear jackets & coats may not be worn in the classroom/lab.
- Shoes (any color) must be worn at all times and must have both a closed heel and toe. Sandals/ flip-flops are not safe for learners. **Crocs are not permitted** while on campus or on school-sponsored events.
- CCS hats/caps/beanies are allowed outside, but are not to be worn backwards, to the side, or in the classroom/lab and/or Chapel. Logos, symbols or slogans that are not edifying are not permitted.
- Hair should be neat, clean, and out of the eyes. Extreme hairstyles are not permitted and will be determined by the administration. Kindergarten-5th are not permitted to have bleached, streaked or colored hair. Middle School learners may have streaks and highlights that are within the range of natural hair colors. (no pink, blue, green, purple, red, etc.)
- Extreme fashions, which call undue attention to the individual or any part of the anatomy in an unwholesome way, are not acceptable.
- No visible tattoos - real or temporary.

#### **HIGH SCHOOL DRESS CODE SPECIFICS**

##### **High School – Shorts/Leggings/Sweats/Shoes**

- Ear & nose piercings are the only acceptable body piercings that may be visible on campus or any school related activities. Plugs and gauges are NOT acceptable. For nose piercings, a small stud is the only option.
- Dress code should not draw undue attention and disrupt the learning environment.
- Shorts can not be covered by oversized sweaters.
- Shorts must have a minimum of a 5” inseam, fit properly, and be modest in appearance as determined by the administration. This is about where the thumb rests when your hands are at your side. This also applies to hole or rip locations on shorts and pants. Shorts may not be cut-off or have excessive frayed edges. Spandex shorts are not permitted.
- Leggings and/or yoga pants are permitted under longer outer garments/clothing.
- Sweats and athletic apparel may be worn in good taste. Purchasing of CCHS Apparel and Athletic wear is available from Global Eats.
- Open-toed shoes are permissible provided you are working within a safe environment; bedroom or any types of slippers are not permitted.
- Athletics requires athletic shoes and socks.
- These policies remain for all school related events.

##### **High School - Hairstyles**

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

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

##### **Dress Code Violations K-12**

- 1st and 2nd violation - learner will receive a warning and may be asked to change into loner clothes for

the day. A parent/guardian will be emailed about their learner's dress code violation. If CCS does not have loaner clothes to change into, parents/guardians will be called to bring appropriate attire.

- 3rd violation - detention + loaner clothes.
- 4th violation - \$20 fine assessed in FACTs.
- 5th violation - Learner and family will be referred to CCS disciplinary committee for action up to and including dismissal.
- Loaner clothes must be washed and returned the next day.

## Device Policy

Electronic Device Contracts are given out to Middle School and High School Learners. A copy of these contracts can be found in the handbook appendix at the back.

Privacy shields on devices will not be allowed for school purposes.

EE-MS: Devices may not be used during school hours without permission from the facilitator. Devices may be used before or after school as a privilege. With current technology, devices can also be used for text messaging, web browsing, and sending visual images. Therefore, to avoid interrupting class, to avoid any possibility of cheating, and to uphold personal privacy, devices may NOT be seen or heard during school hours. Middle School Learners will be required to place their cell phones in the "cell phone pockets" of their advising/homeroom class during school hours. Cell phones should be turned off.

- On the first offense, confiscation of the device to be picked up by the learner from an administrator at the end of the day. Parent notification home.
- On the second offense, confiscation of the device to be picked up by the parent at the end of the day. Learner will serve detention.
- A third offense will result in loss of device privileges while at school.
- Repeated offenses will be referred to the CCES and CCMS discipline policy as it shows a sign of defiance.
- Smart Watches and personal devices are included in the device policy for CCS.

A learner may ask permission to use their cell phone during class should a circumstance arise where he/she feels the need to do so. Learners are cautioned about sending and/or receiving inappropriate messages or photos. Such incidents may result in disciplinary action deemed appropriate by the Administration. When appropriate, law enforcement agencies may be involved.

### Technology Usage

Learners are never permitted to use facilitators or staff devices, nor are they permitted access to grade books or attendance. Violations of these restrictions may result in loss of device privileges, suspension, or expulsion from school. Learners are also cautioned about posting information on Internet sites (such as Facebook, YouTube, Instagram and Twitter, etc.) when such postings negatively impact the educational setting or identify Crossroads Christian School – including its learners or its staff – in a negative fashion. Disciplinary action will result in appropriate action by CCS Executive Team and/or Executive Disciplinary Committee. The use of technology in the classroom is encouraged at CCS, except when the instructor deems that it does not enhance the learning objective. The facilitator will ask for "lids down" when they do not want learners on their computers during instruction. The school accepts no liability for loss or damage of personal electronic devices (Laptops, Kindle, Nook, Tablets, iPads, cell phones, etc.)

In all cases of inappropriate use of technology, law enforcement agencies may be involved, and legal penalties imposed.

### Technology Use For High School Learners

It is the goal of our 21st century, collaborative learning environment to help high school learners grow in

their accountability with using technological devices appropriately. The Facilitators will determine the time and extent to how these tools can be used within the classroom.

Cellphones are not permitted during instructional or closed assessment times and violations can be disciplined under the school's Academic Dishonesty Policy.

Headphones are not also permitted during instructional or assessment times unless given permission from a Facilitator. One headphone may be used during collaborative team working periods.

Consequences:

1st offense: The learner will receive a verbal warning from a staff member.

2nd offense: The device will be confiscated and given to the office to be picked up at the end of the day.

3rd offense: The device will receive a 5-day device suspension with no academic penalty. Administration will meet with the learner and parents will be notified.

### **Telephone Usage**

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

### **Picture Policy**

The online registration provides an opportunity for parents to give permission for their learner to be photographed by signing and dating the following statement: "PHOTO PERMISSION: We have no objection to our learner being included in any photographs taken at Crossroads Christian Schools, which might be used for purposes of interpreting the school program. These photos may be used in monthly newsletter, the school website, in presentations, or on printed materials. No monetary compensation will be made for photographic usage. It is understood that any such photography will be done only by permission and under the supervision of administration."

If any learner does not have permission to be photographed, CCS staff may NOT post photos to any school publication excluding the school yearbook.

### **Parent Communication Plan**

Email your facilitator/facilitative team to set up a meeting. Facilitative team email groups are listed in each school level's Learning Model.

To ensure best communication practices, all communication will be conducted via email – not through Canvas.

### **Parent Email/Text Communication**

Parents will be informed of the latest developments and announcements relative to the school on our website and weekly emails will be sent out. Much effort will be spent communicating important information to you, so please ensure your most current contact information is on file and updated in ParentsWeb/FACTS.

### **CCS Website**

Everything parents need to know about CCS can be found on the website: CrossroadsSchool.org. Please log on often for up-to-date information.



# Standard of Conduct

## THE PROCEDURES BY WHICH LEARNERS CAN BE SUSPENDED OR EXPELLED.

One of the unique purposes of CCS is to help prepare our learners for effective service for Christ in whatever path they choose. CCS desires for each learner to have a personal relationship with God.

When a learner's behavior or attitude conflicts with the standards of the school, every effort will be made to encourage the learner to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the facilitator and/or administrator.

### Minor Infraction

- Continued in-class offenses or disruption to the learning environment
- Defiance and/or disrespect toward authority
- Leaving classroom without permission
- Telling inappropriate jokes or stories
- Inappropriate gestures
- Continued failure follow classroom/playground rules
- Unsafe rough play
- Violating the Internet Acceptable Use Policy
- Foul, offensive language, or swearing
- Academic Dishonesty
- Excessive Tardies
- Dress Code Violations

### Consequences will result in one or more of the following:

- Parent/Learner conference with Administration
- Parent/Guardian notification
- RTI Behavior Intervention Plan
- Detention (Snack/Lunch)

### Major Infraction

- Multiple instances of minor infractions
- Violation of federal, state, or municipal laws
- Activities that threaten the safety of the learner or classmates
- Fighting/assault
- Stealing
- Purposeful destruction of school property
- Purposeful destruction of a second party's property
- Name-calling (profanity, ethnic/racial slurs, derogatory statements)
- Bringing fireworks, matches, or other flammable materials to campus
- Possessing, selling or furnishing any firearms, knife, box cutters, razor blades, pepper spray, explosive or other dangerous objects
- Sexual harassment of individuals
- Use or possession of illegal drugs, alcoholic beverages, pornography, or any form of tobacco
- Vaping
- Threats to do physical harm to oneself
- Bullying, harassment, or a pattern of aggressive behaviors towards other learners
- Posting or exchanging harassing messages, threats, social cruelty, other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies that disrupt the learning environment of Crossroads Christian School (taken from the Bullying Section)
- Truancy

### Consequences will result in one or more of the following:

- Parent/Learner conference with Administration
- Suspension from school (on campus/off campus)
- Early dismissal/parent pick up
- Restitution for damages

- Other agency referral
- Expulsion with appeal to the CCS Executive Team
- Expulsion without appeal

**Methods of maintaining learner discipline at CCS include the following:**

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

If after a reasonable amount of time, the facilitator feels that there is a continuing problem in behavior or attitude, he or she will refer the learner to the Administration for further disciplinary action. For certain serious infractions to school standards and/or misbehavior, such as disrespect to administration, facilitators, learners fighting, learners will be referred immediately to **CCS Executive Team**.

**EXPLANATION OF CONSEQUENCES:**

**Suspension:**

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

**Matthew 18 Principle**

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

Matthew 18:15-16 states:

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

Experience has shown repeatedly that following this simple, yet straightforward, Biblical principle to resolve conflicts is not only the best way to resolve problems in a positive way, but can also preserve and improve personal relationships between everyone involved. Adhering to this godly guideline also reduces greatly the spread of rumors and misinformation, which is often hurtful and leads to the tearing down of individuals and the good name of the school.

**PROBATION**

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

During probation, the learner will meet with the administration on a regular basis to discuss progress. Definite, individualized benchmarks will be established for each learner in the following areas:

- Spiritual growth
- Academic progress
- Attitude
- Citizenship

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the learner. It should be a positive experience for everyone involved. However, if the learner fails to respond positively to these efforts, and adequate progress is not shown, the learner may be asked to withdraw from the school.

**Reasons for Probation are:**

- Academic
  - Insufficient academic progress
  - Failure of the parents to get specific recommended professional help
- Attitude
  - A rebellious spirit that is unchanged after much effort by the administration/facilitators
  - A continued negative attitude and bad influence upon the other learners
- Disciplinary
  - Continued deliberate disobedience
  - Committing a serious breach of conduct in school or outside of school that has an adverse effect upon the school's testimony
  - Failure of the parents to comply with the disciplinary procedures of the school

**Probation Period:**

- The length of the probationary period will be determined by administration
- Learners' activities may be limited
- All positions of trust and responsibility must be relinquished during this time

**ACADEMIC DISMISSAL OR BEHAVIORAL EXPULSION**

Dismissal or Expulsion will be recommended to the **CCS Executive Disciplinary Committee** if it becomes apparent that the learner will not be able to meet the requirements of the school, or that the learner's behavior is preventing classroom instruction. Academic Dismissal and some Behavioral Expulsions may have the opportunity to Appeal the Dismissal/Expulsion before **the CCS Disciplinary Committee**. Dismissal/Expulsion may also be recommended for violation of Category 3 rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When dismissal/expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The dismissal/expulsion date may be immediate. A learner may be dismissed/expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. A dismissal/expulsion will NOT be considered for readmission until the following academic year.

## School Rules

The following school rules have been established to maintain and promote the safest and most effective environment for learning. These school rules will be enforced always and are in addition to facilitator expectations, which may vary. It is the learner's responsibility to follow the rules of the school, treat others as they would want to be treated, and do nothing to interfere with the learning, safety, and well-being of other individuals.

- All learners are to be respectful and obedient to administration, facilitators, and staff always.
- All classroom and eLab assignments are to be completed and turned in as assigned.
- Learners are to be good examples of Christian young people both on and off campus. Learners are to show respect for the rights and feelings of others. Fighting, cheating, using bad language, etc., are not examples of Christian conduct.
- Learners are to be courteous and respectful to others and to personal and school property.
- Learners are not allowed to leave campus during the school day except with parent permission and office approval.
- No inappropriate roughhousing, touching, or Public Display of Affection (PDA).
- Bullying is taken very seriously at CCS and will not be tolerated. A learner who is bullying another learner and refuses to stop may be subject to expulsion.

## **BULLYING HARASSMENT POLICY**

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

- Bullying is defined as the harassment of anyone, intimidation, a hazing or initiation activity, ridicule, extortion, or any other verbal, written, electronic communication, or physical conduct, repeated over time, that causes or threatens to cause bodily harm or emotional suffering, creates a hostile learning environment, or disrupts the normal operation of a school, classroom/lab, or school related activity.
- Bullying includes cyber bullying, which involves the use of electronic communications to post harassing messages, threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies.
- Learners who engage in bullying (including cyber bullying) on campus, traveling to or from school, at school activities, or in a manner otherwise related to school attendance, shall be subject to school disciplinary procedures. A learner shall be subject to school disciplinary action for off-campus expressions (including via electronic means), when such expressions are obscene, libelous or slanderous, or when such expression poses a threat to the safety of anyone, staff or school property, or disrupts the educational program.

## **SEXUAL HARASSMENT POLICY**

Crossroads Christian School, a ministry of Crossroads Christian Church, in compliance with the California Education Code, has developed for distribution a policy regarding sexual harassment. CCS is committed to a work and educational environment in which all individuals are treated with respect and dignity. Each learner has the right to learn in a professional, caring atmosphere that promotes equal educational opportunity, and is free from discriminatory practices. Therefore, CCS strongly condemns, opposes, and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any learner who violates this policy will be subject to discipline, up to, and including expulsion.

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

If parents or staff members become aware of comments or behaviors on the part of staff or other learners that could be considered sexual harassment, the parents or staff members are requested to bring their concerns to Administration. After talking with the Administration, the written complaint may be filed with the CCS Executive Team. A confidential investigation of the matter will be conducted. The intent of the procedure is to ensure prompt recourse, fairness and equity to the family alleging sexual harassment, to the learner, and to the witness. The investigation will be conducted by the Administration. The family will be notified as to the determination of the investigation.

If it is found that unlawful harassment has occurred, effective remedial action commensurate with the severity of the offense will be taken. CCS will not retaliate against the person or the learner making the complaint and will not knowingly permit retaliation by any CCS employee or other learner or family member.

## **OBLIGATION OF ALL EMPLOYEES**

Employees shall report to the administration any conduct on the part of other employees or non-employees, such as representatives or service vendors, who sexually harass any learner enrolled at CCS. If there is harassment of learners within a classroom/lab setting, facilitators shall take the necessary steps in disciplining the learners involved. Facilitators shall notify administration of the incident in writing, giving detailed and specific account of the incident. This written statement may be used in the investigation and allegation. No employee of CCS shall take action to discourage a victim of harassment from reporting such an instance.

# Curricular Activities

## CHAPEL

Chapel is an important part of life at Crossroads Christian School. It is an opportunity for learners to hear outstanding speakers and participate in worship. Learners are required to attend Chapel and are expected to come desiring God to minister to them. Many of our learners have come to a deeper commitment to Christ during Chapel. They should come expectantly – looking for God to use the time to help them grow.

- Family members are always welcome to our Chapels.
- Each learner will demonstrate proper courtesy and Christian hospitality to all guest speakers by listening carefully and behaving properly. Their attitude toward the speaker should be respectful and attentive.
- At no time will studying or doing eLabs be allowed during Chapel.
- There is to be no unnecessary talking, distracting others, or disturbances.
- Learners should be encouraged to use the restroom before or after Chapel
- Learners are given the wonderful opportunity to engage in praise and worship during Chapel. Learners are encouraged to be active participants.
- Learners will be given the opportunity to accept Jesus as Lord and Savior during a time of invitation. Learners wishing to make this important decision are encouraged to share this decision with parents/guardians.

## CHRISTIAN SERVICE & OUTREACH

An important part of the ministry of CCS is developing a servant's heart. Here are some examples of outreaches the elementary/middle school campuses have participated in:

- Classroom/lab visits to nursing/convalescent homes, senior citizens
- Food drives
- Operation Christmas Child
- Christmas Toy Drive
- Boldly Bless Campaign
- Military/Veterans Outreach

CCHS participates in annual mission trips. Every Learner is required to attend a mission trip every year of high school. All freshmen are required to attend the local trip, and sophomores - seniors have the option to select their trip. It is the desire of CCS for learners to be intentional and prayerful about the trip he/she believes the Lord is calling them to.

These trips take place second semester in the spring before spring break. In the past, trips have included:

- Local - serving Corona, Los Angeles, Orange County areas
- State - San Francisco
- National - New York
- International - Mexico, Kenya, Israel

## Elementary/Middle School Party Policy

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

Often times, parents wish to send home personal party invitations for their child through the classroom or hand them out on campus. Please be respectful of the following policy regarding personal party invitations: party invitations may be sent home through a learner's classroom/lab or distributed on campus if ALL of the learners in the classroom are invited to the party, or if the learner is a boy, all of the boy learners in the classroom are invited, and if the learner is a girl, all of the girl learners in the classroom are invited. We would like to spare any hurt feelings and appreciate your cooperation. Unless it is a school-sponsored event, school emails MUST NOT be used to promote parties, advertisements, or businesses.

# Educational Experiences & Field Trips

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

School sponsored trips are established for the specific grade and class levels. Therefore, it is the policy of CCS to limit field trip participation only to the learners of the class. Please be advised that ***siblings are not allowed to attend school sponsored field trips.*** School sponsored educational field trips are not organized to facilitate a “family day out,” but to enrich the learner’s understanding of a specific subject of study.

Unless 18 years old, Learners will not be permitted to attend a field trip or off-campus school sponsored event without parents or guardians signing the field trip specific authorization form.

## General Drop-off/Pick-up Information

For the safety of the learners and all persons on the CCS campus, please follow these procedures always.

- Drive slowly on CCS property.
- Watch for pedestrians.
- When dropping off or picking up learners, park in appropriate spaces, including marked spaces for specific ministries.
- Please do not drop off learners while parked in the handicap parking, unless you have a permit.
- Do not park and LEAVE any vehicle along the red curb at any time.
- To maintain safety, learners will NOT be released to parents/guardians who are under the influence of controlled substances.
- When school is over, all learners are required to leave the CCHS and CCS campuses.
- Once athletic practice and sporting events are over, all athletes are to leave the campus or remain in the designated pick-up area.

### ELEMENTARY-MIDDLE SCHOOL DROP-OFF/PICK-UP SPECIFICS

#### Before School

Drop off in the Circle Zone:

- Learners may be dropped off between 7:30-8:00am in the Jacie Booher Circle. **Learners on campus before 7:30am will be signed in to daycare.**
- **Do not park in the circle in front of the school. This is for drop off and pick up only.**
- Follow the flow of traffic through the parking lot to the drop-off zone.
- Children should be ready (backpacks packed up and zipped, prayers said, hugs given, etc.) prior to entering the drop-off zone.
- Stop and let learners out of the vehicle on the curbside only then pull back into the center lane when your child(ren) have safely and entirely exited the vehicle and when clear to proceed. This will allow for a smooth flow of traffic.
- Stay with the flow of traffic – do not pull up from the back & cut in line.

#### Park and Walk

- Parents/guardians may also park and walk their child on campus.
- DO NOT park in handicapped spaces or parking spaces marked with Reserved signs.
- **DO NOT drop learners off in the parking lot and allow them to cross through traffic unescorted by an adult...regardless of age or grade.**

#### After School

TK-Kindergarten Pick-Up:

- TK & Kindergarten learners are dismissed at 2:30pm. Parents with older CCS learners may opt to have their TK or Kindergarten learner stay for sibling pick-up..
- A parent, guardian or authorized person must park and pick up their Kindergarten learner from their classroom during this time.
- Any TK or Kindergarten learner not picked up by 2:45pm will be taken to daycare.

- After school care charges begin 15 minutes after the last group of learners are dismissed from class. Any learners not picked up 15 minutes after their dismissal time will be placed into daycare and appropriate fees will be charged. Parents and/or guardians must come into the office to sign their learner(s) out.
- TK daycare is provided until 3:15pm at no charge. Learners after 3:15pm will be charged.

### **1st - 8th Grades Pick-Up**

- Please do not pull into the circle until 2:20pm.
- 1st- 5th grade learners are dismissed at 2:45pm. Parents with older CCS learners may opt to have their younger learners stay for sibling pick-up.
- 6th- 8th grade learners are dismissed at 3:00pm.
- Their facilitator will escort learners to the pick-up area.
- A parent, guardian, or authorized person may pick up a learner from their facilitator during this time.
- Vehicles picking up learners will pull into the lane closest to the building on the right.
- Once a car pulls into Jacie Booher Circle, please do not leave the car unattended.
- After school care charges begin 15 minutes after the last group of learners are dismissed from class. Any learners not picked up 15 minutes after their dismissal time will be placed into daycare and appropriate fees will be charged. Parents and/or guardians must come into the office to sign their learner(s) out.

### **Walking Passes**

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

### **CCHS Learner Parking Rules**

All learners that have a California State Driver's License are considered drivers and MUST park in the parking lot across from The Plex.

- All vehicles should follow the flow of traffic designated by the signs and painted lines.
- The parking lot is off-limits during school time, and learners should not enter it without permission. Lunches and athletic gear should not be stored in the learners' vehicle.
- Learners are not permitted to loiter in the parking lot.
- Vehicle stereos must be played softly.
- Learners are not to cruise the parking lot or drive in an unsafe manner.
- Learners will not be permitted to drive between campuses during school hours for going to class, meetings, or athletic practices.

## **On Campus Visitors/Volunteers**

**For details on CCS's Visitor/Volunteer Policy during COVID-19, please visit [CrossroadsSchool.org/reopening](https://crossroadschool.org/reopening)**

### **DRIVER POLICY**

Our school greatly depends on the involvement of parents for transportation and chaperoning field trips and other off-site events and appreciate the time spent to support your child's school and its activities.

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

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

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

- The driver must be at least 21 years old.
- The driver must have and provide proof of a valid California Driver's License.
- The driver must have and provide proof of insurance as required by California State law for motor vehicles.
- The driver must submit a completed Driver Application annually.
- The driver must adhere to the designated driving speeds and DMV driving laws always.
- The driver must have a required seat belt for each passenger in the vehicle, and is responsible to be sure that each person wears his/her seatbelt properly.
- The driver must adhere to DMV car seat requirements when driving young children.
- If there is a change in your insurance or driver's license status, you must notify the school office immediately.

### **DRIVER AND CHAPERONE INSTRUCTIONS**

The following are guidelines that we ask all drivers and chaperones to follow:

- If you own or have access to a cell phone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, notify the school office immediately. Please do not use a cell phone while driving, unless an emergency arises.
- It is important for volunteers to realize that they are acting as Christian role models for our learners. Please be an example by demonstrating maturity in actions, attitudes, and dress.
- Only learners enrolled in the activity may attend the event. Guests or siblings may not attend a field trip or school event unless the trip is announced as a special family event and other siblings are specifically invited. Many of our field trip destination institutions, especially commercial businesses, will not allow smaller children to accompany the field trip. Please do not plan for someone else to meet you at the field trip or event site with siblings. We believe that it is nearly impossible for a mother of a small child to give that child the proper attention while vigilantly supervising a group of learners. The first responsibility of each volunteer is to learners being supervised. Thank you for understanding our priorities.
- Chaperones are responsible for the behavior of those learners in their care. In private vehicles, the driver is responsible for the learners' behavior. In school-owned or rented vehicles, the facilitator is responsible, with the help of volunteers. If you are experiencing difficulties, please report the problem immediately to the facilitator, administrator or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- If you have a problem with any learner, take him/her to the facilitator.
- Know exactly how many learners are in your group and count, count, count all day! Keep roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Learners are to return with the same person and vehicle that transported them for the event. Only an administrator or facilitator can make exceptions to this. Usually, exceptions are reserved for emergency situations only.
- Please do not purchase food items for learners unless first checking with the facilitator or person in charge and checking emergency forms for food allergies.
- If you have questions about any aspect of the field trip, expectation of drivers or chaperones, or expectation of learner behavior, please ask for assistance from a facilitator, administrator, or person in charge.

### **ADDITIONAL CHAPERONE DRIVING INSTRUCTIONS**

The facilitator will make vehicle assignments for learners. Facilitators sometimes have special reasons that they may not be free to explain for assigning specific seating arrangements. You will be provided with a list of names of the learners being transported in your vehicle.

- Copies of the permission slips and emergency forms for all learners will be with the leader.
- If you have a first aid kit, please bring it with you in your vehicle.
- Seatbelts **MUST** be worn always. It is for this reason that learners may only be transported in the cabs of pickup or other types of trucks. Note that only one learner is permitted per working seatbelt. It is the responsibility of the driver to be sure that each learner wears his/her seatbelt properly.



- Please be sure you understand the route to be taken. The leader will provide a map and/or directions. Please stick to the assigned route to and from the field trip. Do not take a “better” way, run personal errands or stop for snacks unless it is part of the facilitator’s plan.
- Please call the school office right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the facilitator is not readily available, please call the school office for instruction.
- Learners should not eat or drink in your vehicle without your permission. If any learner does not cooperate, please inform the leader.
- You may only play rated “G” movies/DVD’s in your vehicle.
- Please use discretion when choosing music to play in your vehicle when transporting learners. We suggest that you play Christian, classical or instrumental music to be sensitive to all the learners.

## Emergency Plan

The action taken during any type of emergency depends a great deal on the specifics of the incident. CCS may evacuate, lock-down, or initiate a shelter-in-place response, according to the nature of the threat. The main objective is the protection of the learners and staff members.

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

In the event of an actual crisis, parents/guardians should report to the school command post where they will receive instructions on where to pick up their child. Learners will not be released until learner accounting is complete, so please do not attempt to take your child without proper authorization from CCS staff. Your child will only be released to the individuals designated on your child’s emergency card. For this reason, it is imperative that you keep your child’s emergency information accurate and up-to-date. The individual picking up your child should be prepared to provide our staff with photo identification.

### EMERGENCY FORMS

To properly care for your learner and notify parents/guardians when a learner needs to go home, requires that all parents submit emergency forms with their home phone, work phone, cell phone, an emergency contacts. CCS requires that each learner have an emergency form in our RenWeb system. If your learner is injured or ill, and we do not have an updated emergency form, we may have to call 911 for treatment at the parent’s expense. Please include at least two or three local numbers of people who could care for your learner if you are not available. The information on the emergency forms must be kept up-to-date throughout the school year.

### COURT ORDERS AND NON-CUSTODIAL PARENT VISITATION

CCS abides by all court orders provided by the parents. The parents must ensure CCS has the most recent and complete court order at all times. Limitations on pick up, participation at all school events, and similar matters will be enforced as written in the court order.

Visitation by non-custodial parents during school hours is not permitted. This disrupts the learning process and visitation arrangements should be made with the custodial parent in line with the court order outside of school hours.

As described in the Parent Expectation and Cooperation portion of the handbook, CCS believes that a positive and constructive working relationship between the school and a student’s parents/guardians is essential to the accomplishment of the school’s educational mission. CCS reserves the right to dismiss a family if the school concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise interferes with CCS’s accomplishment of its educational purposes. It is also expected that the parents/guardians cooperate with all rules established in this handbook. This policy applies to custodial parents, non-custodial parents, and shared custodial parents.

## PARENT EXPECTATION AND COOPERATION

CCS believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. CCS reserves the right to dismiss a family if the school concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise interferes with CCS's accomplishment of its educational purposes. It is also expected that the parents/guardians cooperate with all rules established and decisions made by school administration.

When working alongside the school, the proper chain of communication when problems or concerns arise is to first speak with the classroom facilitator. If a problem or concern has not been effectively or completely handled, then seek to speak with the Director. If the matter continues to persist, then speak with the Executive Director.

## EMERGENCY KITS

CCS has a comprehensive disaster plan. This plan will provide for the safety and welfare of each child in the event of a major disaster, such as an earthquake, lockdown, or fire. An important area of our plan deals with providing food and water should learners be required to remain at school for an extended period.

## CHANGE OF ADDRESS/PHONE/EMAIL

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

# Health Standards

*The procedures that the school will follow to ensure the health and safety of learners and staff.*

To be certain that sick learners are in caring environments where their needs can be met, and to minimize the spread of illness, CCS staff members will expect you to keep your learner home when certain conditions exist. Often sick learners require one-to-one attention and we are unable to provide that kind of attention in our school office for long periods of time. The following are guidelines as to when your learner should be kept home or will be sent home:

- If your learner registers a temperature higher than normal (normal usually being 98.6), we will consider this to be a fever that is likely to be contagious.
- When there is vomiting or diarrhea. Note: Learner must be free from these symptoms for **24 hours** before returning to school.
- Rash of unknown cause. If a doctor or health department staff member can identify the rash as not being contagious, we will admit the child providing the rash is not making the learner sick and excessively uncomfortable.
- Suspected conjunctivitis (pink eye). Symptoms include red, itchy eyes, with crusts that form on the eyelid.
- Contagious conditions such as untreated ringworm, head lice, impetigo, etc.
- If your learner has significant symptoms of respiratory illness (thick colored mucus from the eyes or nose, serious cough, wheezing chest, red runny eyes or crusty eyes, sore throat, or earache) we will expect you to keep your learner home.
- Any suspected fracture unless the parent requests the learner can stay at school. (Obvious displaced fractures must be sent home).
- Head injury with any brief loss of consciousness, severe headache, or visual disturbances (otherwise 911 will be called).
- Cuts or gashes that appear to require medical attention or visible bleeding that cannot be controlled within 5 minutes.
- For infections requiring a doctor's prescription, please keep your learner home 24 hours after beginning an antibiotic.

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

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

If the parent and emergency contacts are unable to be reached and it is a non-911 situation, school administrators will determine the appropriate action. Please be sure the learner's emergency form has names and current phone numbers of persons who have agreed to pick up your learner if you cannot. Please list any cell phone numbers available for parents and emergency contacts. It is very frustrating for both the learner and the office staff when a learner is not feeling well, or there is an emergency, and employees are unable to contact an adult.

To ensure your learner's health and safety, it is important for us to be made aware of any health conditions the learner may have. Please note ANY health problems in the appropriate space on the emergency form. This information is not only necessary for us to address learners' health and safety, it is also necessary for any emergency personnel who may be called in to care for your learner. Learners' health information is confidential and will only be shared with staff on a need-to-know basis. Contact the school office immediately if your learner contracts a communicable disease, such as, but not limited to:

- COVID-19
- Strep Throat
- Scarlet Fever
- Chicken Pox
- Impetigo
- Ringworm
- Scabies
- Fifth Disease
- Hand, Foot, Mouth Disease
- Pink Eye
- Head Lice\*

Please bring a doctor's release when the learner returns to school. The school follows District Public Health regulations as to when a child may return to school after a communicable disease. All persons, including volunteers, who are in regular contact with the learner shall be in good health and free from communicable disease.

*\*Learners returning to school after being treated for head lice must be examined in the health room prior to returning to class. The learner must be free of all lice and "nits" before being readmitted to school.*

## Immunization

All learners MUST have their immunizations up-to-date and on file in the school office to attend CCS. The only exceptions being that parents were otherwise advised by a physician. Written medical exemptions by the physician must then be on file in the school office.

Parents/guardians should be aware that California State Law has changed the process for obtaining a medical waiver, exempting the learner from complying with California's immunization requirements. The new law is effective January 1, 2021. Medical providers will be required to file the waiver directly with the department created by the State of California. Parents/guardians will still be required to provide the waiver documentation to the school.

The new law permits the State to revoke medical waivers. In the event the State revokes a medical waiver, the learner must commence an immunization schedule within 30 days or the learner is not permitted to remain in attendance at school, unless an appeal of the revocation is timely filed with the State.

In the event of a revocation the parent/guardian must provide documentary proof of either the initiation of the appeal process or that the learner is commencing an immunization schedule consistent with State law. All medical immunization waivers that are on file with the school prior to January 1, 2021 are effective to grandfather in the learner for the duration of their “grade span” (Birth to Preschool; Kindergarten through 6th grade; 7th grade through 12th grade) unless a shorter time is indicated in the waiver. However, even immunization waivers on file with the school prior to January 1, 2021 can be revoked by the State in the event the issuing doctor faces disciplinary proceedings as outlined in newly enacted law.

Parents/guardians can learn more by reading Health and Safety Code Sections 120370, 120372, and 120375, which comprise the majority of the new requirements, as well as refer to [www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/laws-exemptions.aspx](http://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/laws-exemptions.aspx)

## Emergency Health Procedures

Although we do not have a certified nurse on staff, our staff has been certified in First Aid and CPR. When a learner has been injured, we evaluate the situation on a case-by-case basis. For minor injuries, scrapes, bruises, etc., CCS will provide First Aid (ice packs, topical ointments, Band-Aids, etc.) as appropriate. For more serious injuries, the parent or guardian will be notified and an Accident Report completed. For more serious injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will be immediately notified, and if warranted by circumstances, emergency medical personnel will be called. An Accident Report will also be completed.

## Administration of Medication Policy

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

No learner shall be given prescription medication during school hours except with written prescription from a licensed physician/healthcare provider who has the responsibility for the medical management of the learner. All such requests must be signed by the parent/guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each new school year.

All medication (prescription and over-the-counter) including aspirin, cough drops, etc., **MUST** be stored and dispensed in the CCS office. All medication **MUST** be provided in the container in which it was purchased. If it is a prescribed medication, it must be in the original container with the prescription label attached, and must be prescribed to the learner to whom it will be administered. School personnel cannot give medication brought to school in a plastic bag, plasticware, or any other repackaging. Out-of-date medication will not be given. An adult must bring the medication to the school along with the completed authorization form. **Learners are not allowed to have medication in their possession at school.** This practice provides for the safety of all learners on campus. The only exception to this policy is if the learner’s well-being is in jeopardy and the medication, such as an inhaler for asthma, is carried on his/her person. The appropriate release forms can be obtained from the school office and must include a statement from the physician that the learner’s well-being is in jeopardy unless he/she carries the medication.

### RESPONSIBILITY OF THE PARENT/GUARDIAN AND PHYSICIAN

#### Parent/Guardian:

- Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
- Parents or guardians will assume full responsibility for the supply and transportation of all medications to and from school.
- Parents or guardians may pick up unused medications from the appropriate school office during and at the close of the school year. Medication remaining after the last day of school will be discarded.
- A request for administering prescribed medication must be completed by the parent/guardian and filed with the appropriate school office.

**Physician:**

The container must be clearly labeled by the physician or pharmacy with the following information:

- Learner's name
- Physician's name
- Name of medication
- Dosage, schedule and dose form
- Date of expiration of medication

Each medication is to be in a separate pharmacy container prescribed for the learner by a physician.

**RESPONSIBILITY OF SCHOOL PERSONNEL**

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

## Search and Seizure

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

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

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

## Fundraising Policy

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

Fundraisers are divided into these categories: Academics, Athletics, Fine Arts, Direct Ask, and Gift in Kind.

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

**Fundraising** requires approval from the Executive Administrator. Once approved the fundraiser is then placed on the fundraising calendar and added to the school's general calendar.

# International Learner Academic Accommodations

## WHO QUALIFIES FOR ACCOMMODATIONS?

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

## WHAT ACCOMMODATIONS ARE PROVIDED?

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

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

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

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

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

Chinese – YouDaoDict



Vietnamese – Dict Box



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

# CCHS International Learner Translation Guidelines

## WHO CAN USE A TRANSLATOR?

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

## WHICH TRANSLATORS CAN I USE?

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

### Chinese – YouDaoDict



### Vietnamese – Dict Box



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

## HOW CAN I USE THE TRANSLATOR?

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

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

*\*Translator use is not permitted during vocabulary assessments*

## CCS English-Only Policy

The English-Only Policy states that all International Learners at Crossroads Christian School must refrain from speaking any language other than English during school hours, school events and extracurricular activities. Learners will only be permitted to speak their native language during their daily lunch break. The English-Only Policy helps to ensure that no International Learners are hindered in their efforts to learn and become fluent in English, as well as to allow them to excel academically and socially. Crossroads Christian School believes that the full English-immersion atmosphere will aid learners in better adapting to the school culture, as well as preparing them to be well-rounded in their ventures into higher education. By neglecting to speak English at all times, he/she is not contributing to the process, but costing the process. International Learners who are classified under International Status must abide by the following disciplinary matrix:

1. Written warning (1st disciplinary infraction)
2. 2 Disciplinary Infractions
3. Administrative Meeting
  - Suspension
  - Expulsion

International Learners who are classified under Local Status must abide by the following disciplinary matrix:

1. Written warning
2. 3 Disciplinary Infraction
3. Administrative Meeting
  - Reversion to International Fees
  - Option to voluntarily withdraw from CCS

*If/when Crossroads Christian School makes the decision to revert to international tuition fees, the parent/guardian will have the option to withdraw from CCS. Learner will receive full reimbursement pro rata. If the learner's parent/guardian chooses to remain enrolled at CCS, they will be required to pay a full tuition rate of \$22,000.*

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

Upon agreement and admission, each International Learner and their parent/guardian will be required to sign below in agreement to all regulations stated above. The warnings and disciplinary infractions will be reported to and recorded by the Director of International Learners. Disciplinary actions, as well as the decision to revert to international tuition fees are left to the discretion of the Crossroads Christian School Staff.

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

**Signature of Learner:** \_\_\_\_\_

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

**Director of Internationals:** \_\_\_\_\_



## **CCHS International Learner Guardian Change Policy**

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

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

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

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



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