



*Parent Handbook
Policies and Procedures*

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Topics with an asterisk (*) have been modified for at least the 2020-2021 school year due to the COVID-19 pandemic. Modifications will be communicated to families separate from this Handbook.

SCHOOL HISTORY AND PURPOSE

Crossroads Baptist Pre-School and Kindergarten was established as an extension and ministry of the Crossroads Baptist Church in 2002. Crossroads Christian School began to expand to a K-12th school in 2019.

The school exists to assist your family in training your children intellectually, physically, spiritually, and socially toward maturity and responsible independence (Luke 2:52). We view our school as an adjunct to the home and church—not a substitute.

Although we attempt to keep a warm, spiritual atmosphere of traditional, Christian values, we are an educational institution. Our ultimate purpose is to assist the family in producing well-rounded children who are excited about themselves, what they are doing, and are equipped with a biblical worldview that will guide them in their adult responsibilities.

The school consists of Child Development, Kindergarten, Elementary, Junior, and Senior High levels (3 years of age through the twelfth grade).

Crossroads Christian School admits students of any race, color, national, and ethnic origin to all the rights, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, and athletic and any other school administered programs.

Crossroads Christian School is dedicated to helping each child fulfill his/her maximum growth potential physically, socially, cognitively and spiritually. Our program is designed to provide each child with an excellent academic education. We feel that each child is a gift and an individual, so our teaching staff will work to help each child to progress at their own rate.

SCHOOL OBJECTIVES

Spiritual Objective

Each student will understand how to have a biblical relationship with God through salvation and experience a victorious Christian life by following God in submission and obedience to His will as revealed in the Bible.

Communication Objective

Each student will be able to communicate, express, and present himself or herself effectively in the areas of speaking, writing, technical skills, and listening.

Character Objective

Each student will demonstrate quality character traits in the areas of manners, respect, conduct, honesty, patriotism, and appearance.

Study Skills Objective

Each student will possess good study skills in the areas of listening, organization, following directions, completing assignments, and classroom time management.

The following expectations will be required:

- written presentations will begin in K5
- long range assignments will begin in the 3rd grade
- parent's signature on assignments through the 3rd grade
- complete independent effort (no parental assistance except for guidance) on assignments after the 4th grade

WHAT WE BELIEVE

Crossroads Church was founded in 2001 with the vision of creating a church that people would love to attend and one that will continually impact the next generation for Christ. Though our methods have evolved over the years, the mission has always been to lead people to be fully committed followers of Christ. Our beliefs are founded and grounded in the Word of God, it is what and how we teach from our Sunday Services right down to our weekly Life Groups.

The following is a summary of our core beliefs. For a complete copy of our beliefs and Church Constitution please contact info@todaysjourney.org.

- We believe the Holy Bible was written by men supernaturally inspired by God.
- We believe there is one, and only one, living and true God.
- We believe the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature.

- We believe Satan was once holy, and enjoyed heavenly honors; but he fell and after him a host of angels.
- We believe in the Genesis account of creation, and that it is to be accepted literally, and not allegorically or figuratively.
- We believe man was created in innocence, but by voluntary transgression fell from his sinless and happy state.
- We believe Jesus Christ was born of the Holy Spirit, in a miraculous manner of Mary, a virgin.
- We believe that the salvation of sinners is by grace through Jesus Christ, the Son of God.
- We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus.
- We believe that Christ rose bodily the third day.

The command to give the Gospel to the world is clear and unmistakable and this Commission was given to the churches.

ADMISSION/ENROLLMENT REQUIREMENTS

1. Completed application on file.
2. Parent interview with administrator – K-5th grades
3. Parent and student interview with administrator – 6th-12th grades
4. Records from previous school(s).
5. Payment of Enrollment Fee and Book and Material Fee.
6. Payment of present month's tuition if enrolling after the official start of the school year.

CRITERIA FOR NEW ADMISSIONS

1. Students who have been expelled from their previous school(s) or who have withdrawn to avoid such actions will be permitted to enroll on a probationary basis.
2. Students who have been expelled or asked to withdraw from Crossroads Christian School may only be considered for re-enrollment upon acceptable completion of the restoration program as described in the discipline section.
3. Students who have a history from their previous school(s) of discipline involving aggressive behavior, drug related offenses, weapons violations, immorality, or significant absenteeism/excessive tardiness will not be permitted to enroll.
4. Any students who are enrolled under false pretense or contribute to the case for enrollment by either providing false information or withholding significant information will surrender their opportunity to enroll or to remain enrolled.
5. An exception in the enrollment policy for one is not meant as an exception in the enrollment policy for anyone else.

ADMISSION PROCEDURES

RETURNING STUDENTS

Students who are presently enrolled at CCS will be given a chance to re-enroll each year before new students are accepted.

Remember, attendance at CCS is a privilege, not a right. Students must be in good standing with the school, and parents must demonstrate support for the school in order to have the privilege of re-enrolling at CCS. Current families that do not meet the previously mentioned criteria will be notified before the re-enrollment period begins and may be given an opportunity to re-enroll on a probationary basis which will be discussed in a meeting with the school administration and the family. The re-enrollment period is held each year during the first two weeks of February.

NEW STUDENTS

After re-enrollment, there will be a one-week enrollment period for Crossroads Baptist Church members to enroll, assuming there are vacancies.

Immediately following the one-week enrollment period for CBC members, enrollment opportunities will be open to the public, all things being equal, in order of the date of receipt of application.

WAITING LISTS will be considered as follows:

1. Families with additional children enrolled
2. Crossroads Baptist Church members
3. All others on a first come basis

AGE REQUIREMENTS

Students must be 2 years & 9 months in order to be eligible for the K3 class.

Students must be 4 by September 30th in order to be eligible for the K4 class.

Students must be 5 by September 30th in order to be eligible for the K5 class.

Children must be toilet trained, unless there is a physical impairment.

Students entering 1st grade must be six on or before September 30th.

COMPLETING THE ENROLLMENT PROCESS

New students are not enrolled in CCS until all of the following have been completed:

1. Completed application and enrollment fee paid.
2. Submission of previous years standardized test scores, last report card, and brief description of curriculum from previous school*
3. Receipt of completed recommendation from previous school for students entering grades 4-12.
4. Submission of birth certificate and up-to-date immunization record.
5. Parent (all grades) and student (grades 7-12) interview with CCS administrator.
6. Payment of Book and Supply Fee (Also, first month's tuition for students enrolling during the school year.

*New students entering grades 1-3 may be asked to take a placement exam.

All students are accepted on probation for a period of six weeks. Students in grades 7-12 will be accepted on the following basis only:

1. Re-enrolling students who meet above criteria
2. New moves who meet above criteria
3. Church members who meet above criteria
4. Circumstances that substantiate a desire for a Christian education and is approved by the administration

PAYMENT POLICIES

TUITION POLICIES

Tuition will be billed on a 10-month schedule. For monthly accounts, tuition is due on the 1st of each month beginning on August 1st and ending on May 1st.

For yearly accounts, tuition is due in full by August 1st. This type of account will receive a 5% discount for the year's tuition if paid in full by this date.

ADDITIONAL FEES

Registration fees are due at the time of registering your child for school.

Book Fees are due upon request, generally by October 1st, in order to receive your child's school workbooks in time for the beginning of the school year. Course fees may also apply.

LATE FEES

If payment has not been received by the 5th of the month on all monthly accounts, a \$15 late fee will be assessed on each account for each delinquent payment. If the account remains delinquent, a \$10 per week fee will be added. We reserve the right to review and terminate delinquent accounts within a reasonable period of time.

RETURNED CHECKS

If a check is returned to CCS from the bank, a \$25.00 fee will be assessed on the account.

ADDITIONAL PAYMENT INFORMATION

- In case of withdrawal from school, the full month's tuition must be paid if the student attends up to or after the 15th of the month. Withdrawal prior to the 15th will result in prorated tuition based on the days attended. No deductions will be made for absences.
- Report cards will be held if a student's account is not current at the end of the grading period (includes child care and all fees in excess of \$50). If using an online school management system, the account access will be turned off until the account is brought current.
- Applications for re-enrollment will only be accepted if the parent accounts are current. This includes tuition, child care, and other fees—not exceeding \$100. Re-enrollment fees are non-refundable.
- In order to practice or tryout for athletic teams for the next school year, the student must be re-enrolled for that year.
- Athletic Participation Fees must be paid prior to the first game of the season. Any child with an outstanding Athletic Fee will not be allowed to receive his/her game jersey.
- Tuition may be paid by bank draft, check, or cash. Make checks payable to CCS. Always get a receipt for cash. There is no charge for automatic bank draft. Contact the Business Office for assistance.

GENERAL INFORMATION

AFFILIATIONS AND ACCREDITATION

We are an ACSI Member, and we will seek accreditation once the school application is approved.

ARRIVAL AND DISMISSAL*

All students will be transported by private vehicles to school. Morning arrival will consist of dropping students off at the entrance. Parents may walk their child to the classroom for the first week of school but after that time the students 1st-12th will be expected to come into the building on their own or with an older student; K3-K5 parents may continue to walk their child to and from class.

At dismissal time, Elementary (1st-5th) will wait in line for their ride, parents will form a car line around the building on the property and not in the street. Middle and High Schoolers will be dismissed and allowed to walk to their parents/ride's vehicle. K3-K5 parents may park and come into the building to pick up their child.

Any person who comes to the school to pick up a student will be asked for a photo I.D. No person will be allowed to pick up a child unless they are named on your child's enrollment forms as an individual who is allowed to pick up your child. If you are unable to pick up your child and the individuals on the enrollment form are not able to pick up your child from school, please submit a dated, written note/email to your child's teacher detailing who will be picking up your child for that specific day. Again, this person will be asked for an I.D. before your child will be released to them. This is for the safety of all of our students.

CLASS PARTIES

Kindergarten and Elementary classes have class parties during the holidays of Christmas and Easter and at the end of the year. They are to be simple and organized by the teacher and the classroom coordinator. Parents are welcome to participate; however, please do not bring any food containing nuts when providing snacks.

PARTY INVITATIONS

CCS asks that parents and students not hand out party invitations during school hours. Parents, please see your child's teacher for a list of approved contact information if you would like to mail invitations to your child's classmates.

COMMUNICABLE DISEASES

CCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A

teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal. See reportable disease handout in the office.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, CCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. CCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

AFTER SCHOOL CARE*

Our after school care facilities are available to our students in grades K3-12th for a reasonable rate. If interested, please call the child development office and make arrangements. The fees for the after school care service should be handled through the child development office.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. The students are to maintain the same behavior and dress that are required at school. However, there are some field trips that require "hands on" participation. Appropriate dress for these activities will be explained on the student's permission slip. Parents are welcome to serve as chaperones, but we ask that the same standards and dress required of students be kept. All chaperones must have a valid background check on file. Field trips are for the class members, not siblings. Please do not sign out children from other classes to go on these trips.

FIRE DRILLS/EMERGENCY EVACUATION

The Fire Department requires that we have fire drills for the safety of all who are in our building. Fire drills will be conducted according to the regulations set forth by the Pelham Fire Department. Teachers are required to make sure that all of their students exit the building in an orderly manner. Attendance will be taken to assure all students/staff have exited the building safely. If necessary, parents/guardians will be called to pick up their child. In the event that there is a need to evacuate the property staff members will walk children to the parking lot at the medical building and wait for further instructions.

LOST AND FOUND

Please see to it that your child's items are marked. Lost and found articles will be placed in the Lost & Found. Students are to check the Lost & Found before asking the office. Any article not claimed will be given to charity.

Students are cautioned not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property.

LUNCH

Students may bring lunch from home; microwaves will be available for warming up (not cooking) lunches.

MEDICINE

Students are not to bring medicine to school. This includes over the counter drugs such as allergy medicine, acetaminophen (Tylenol), and ibuprofen (Advil/Motrin). The school office will not administer any medicine to students not having prior approval from the parents. Parents can give permission to the school office to administer medicine by completing the Authorization for Administration Medicine Form. Parents can find these forms in the CCS office. Please note that a portion of the Authorization for Administration of Prescription Medicine must be completed by your child's physician.

PARENT-TEACHER CONFERENCES*

All parents are welcomed in the school. However, when a visit is necessary, the parent must check in at the school office and obtain a visitor's pass. NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM. Teachers are happy to arrange for such conferences at scheduled times; however, they should not be detained either before or after school unless a meeting has been scheduled for that time.

There are two Parent-Teacher Conference Days scheduled during the school year. See the school calendar for dates.*

PHONES

School phones are for business purposes. Students receiving phone calls at school will only be contacted if it is an emergency. Students may not have cell phones with them at school. They will place them in the office in the designated Phone Parking and may pick them up after the final bell of the day.

RECORDS

Records requests and other documents needed from the school office will be processed and mailed within twenty-four hours of the written request. Student records will be kept locked in the office for security.

SCHOOL CLOSING

On occasion, school may have to be closed due to inclement weather conditions or some other unusual factor. When this happens, please listen for school closing on the local TV stations, check Facebook and you will receive an email. We also have an Emergency Text system that parents may sign up to receive notices of emergencies or cancellations/delays. We will **generally** follow the Pelham School district.

SCHOOL HOURS*

Students who have not been picked by 3:15 pm will be placed in after school care and parents will be charged the "drop-in" rate for this service. See school office for details.

| | |
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| K3-K4 (Half Day) | 8:30 am–11:30 am |
| K3-K4 Enrichment Program | 11:30 am–2:45 pm |

| | |
|---|-----------------|
| K5 | 8:30 am–2:45 pm |
| Elementary School (1 st – 5 th) | 8:30 am–2:45 pm |
| Middle & High School (6 th -12 th) | 8:30 am–3:00 pm |

School Office Hours

| | |
|--------------|---|
| School Year: | 8:00 am–3:15 pm |
| Summer: | 9:00 am–12:00 pm Tues-Thurs or by appointment |

SICKROOM

Students who are sent to the sickroom during school hours will be checked to determine whether or not they may remain at school. Students must have a pass from a teacher before being admitted into the sickroom. If a child is running fever, vomiting, or has an injury that we are not equipped to handle, the parents will be called to come and pick the child up from school. Due to limited sickroom space, we ask that you pick the child up within 20 minutes. If someone has not arrived within 20 minutes of the first phone call, you will be called again to make sure arrangements have been made for the child to leave school.

If a child leaves school (or is absent) because of illness, please be aware that he/she is not to return to school until his/her fever, nausea, or vomiting has been gone for a full 48 hours without medication.*

SIGNING OUT

Please reserve signing your children out for sickness or emergencies only. Students will be allowed to be signed out only by the individuals on their release permission form. A student may sign out for doctor's appointments with a note and phone call from one of his or her parents. CCS requires parents to sign students out in person for reasons other than emergencies and appointments. Also, remember that students in grades 7-12 must be in class for 40 minutes to be counted present for that class. Otherwise, it will count toward the ten allowed absences. Please keep the class schedule in mind when signing your children out of school.

The last thirty minutes of the elementary school day is a very busy time for students and teachers as they are wrapping up their school day. CCS asks that parents please refrain from signing students out of school during this time. Doing so can cause problems for others.

SNACKS/BIRTHDAY TREATS

We ask that parents please be aware of student food allergies and medical conditions when bringing a special snack or birthday treat to school. Before bringing any food item to the classroom, parents must check with the teacher concerning food allergies and special medical conditions students may have. As a rule of thumb, **DO NOT BRING FOOD WITH NUTS!** We strongly suggest bringing food items that are healthy such as fruit, popcorn, or sugar free items. For birthdays, parents may want to consider stickers, pencils, or something students could use in the classroom rather than a sweet treat.

SOLVING PROBLEMS

At some time during a school year, a problem may arise with your child. Usually this problem can be solved with a simple phone call. We suggest that you follow this procedure in handling any problem that should surface:

- First, call the teacher or person directly involved.
- If the problem is not solved, then call the administrator.

We feel that this is the scriptural method of solving any difficulties. Of course, it is never appropriate to discuss any problem with other parents.

VALUABLES

Valuables are the responsibility of the student. These include electronic devices such as tablets, cell phones, and calculators. Do not leave valuables unattended at school at any time.

VISITORS

Visitors are welcomed at Crossroads Christian School. We ask that visitors come by the school office and sign in and receive a pass to be on the premises and conform to the dress and conduct standards of CCS. Student visitors must acquire permission from the school office one day prior to visit, and he/she must be a prospective student. Visitors are not allowed in the classrooms during instructional time unless prior permission from the administration has been granted.

WITHDRAWAL AND DISMISSAL

Withdrawals from school must be made through the school office. The full month's tuition must be paid if the student attends up to or after the 15th of the month. Withdrawal prior to the 15th will result in prorated tuition based on the days attended. Records will not be released until a withdrawal form has been completed, all textbooks are turned in, fees have been paid, and accounts have been paid.

PHYSICAL/EMOTIONAL/SEXUAL ABUSE POLICY

New Hampshire State Law, RSA 169-C, the Child Protection Act, states that any person who has reason to suspect that a child under the age of 18 has been abused or neglected must make a report to the Division for Children, Youth, and Families (DCYF). Teachers must immediately report the suspected abuse, to the division for children, youth and families at 1-800-894-5533 then notify the School Administrator that a report was made to DCYF. Child abuse may be physical, emotional, or sexual abuse. Child neglect can take many forms.

Physical Abuse may result in harm to a child caused intentionally or by non-accidental means. Examples may include: bruises, welts, human bite marks, bald spots, burns, cigarette burns, immersion burns, fractures, lacerations, or abrasions.

Emotional Abuse is psychological injury to a child indicated by excessive belittling, berating, name-calling, and emotional difficulty when the parent does not secure needed psychological treatment for a child.

Sexual Abuse is improper sexual conduct with a child or any form of exploitation with a child. This may include sexual victimization among children, pornography, or incest.

Neglect is the failure to provide a child with basic needs of food, clothing, shelter, hygiene, medical attention, control, supervision, or education as required by law. Examples may include: abandonment, and parental drug and alcohol abuse.

If there is any suspicion that a child is being abused and/or neglected in any of these ways, we are required by law to report these concerns immediately to DCYF Central Intake Unit.

RSA 169-C: 30 require that an oral report be made immediately and permits DCYF to request a written report within 48 hours.

RSA 169-C: 38 require DCYF to report cases of sexual abuse or severe physical abuse to Law Enforcement.

We are committed to work with the DCYF and Law Enforcement officials on these cases.

Sexual Misconduct Prevention Policy at CCS is in place to ensure the overall safety of all children. No child shall be alone in a classroom, bathroom etc. with any adult behind closed doors. Classroom doors will be left open any time a child is alone with a staff member. When a child needs assistance in the bathroom, the bathroom door will also remain open while a staff member is with the child. Children will be under direct supervision of either a staff member or an approved substitute teacher. Under no circumstance will a non-staff member (i.e. a community or parent volunteer) be left alone with children enrolled in our program.

STUDENT BEHAVIOR AND DISCIPLINE PHILOSOPHY

STANDARDS OF CONDUCT

Crossroads Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues through life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from worldly activities. CCS must, therefore, provide an environment conducive to the spiritual growth and development of young people. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All student activities and conduct must be subordinated to Biblical standards. A sense of the need for spiritual growth in our students has led CCS to adopt the following standards which are conducive to the environment that will promote the spiritual welfare of all students.

CCS, therefore, expects each student:

- to refrain from participating in worldly activities such as swearing or indecent language, visible body piercing or tattoos, smoking, possession or use of alcoholic beverages, drugs, or tobacco, involvement in the occult, gambling, and stealing
- to refrain from participating in pornography, premarital sex, and homosexuality. In as much as CCS is a ministry of Crossroads Church, this policy is based upon and consistent with the Constitution and By-Laws of Crossroads Church. It states: "We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God rejects any attempt to alter one's gender by surgery or appearance. We believe that the only legitimate marriage is the joining of one man and one woman." (Gen. 2:24; 19:5, 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 7:2; I Cor. 5:1; 6:9; 7:10; Gal. 3:28; Eph 5:22-23; Col. 3:18; I Thess. 4:1-8; I Tim. 2:8- 15; 3:4-5, 12; Heb. 13:4)
- to refrain from harassment, fighting, violence, racial comments or actions, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form, promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang related items, or any divisive activism
- to maintain Christian standards in courtesy, kindness, honesty, morality, and dress

Students are expected to abide by these standards throughout their enrollment, whether at home, school, or elsewhere, and regardless if school is in session. Students found to be out of compliance or harmony with CCS Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or not guilty. Any student who is adjudicated guilty will be transferred out of CCS.

CCS has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all of our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards.

Although CCS institutional policies may differ from personal family rules, we expect our students and their families to willingly comply with school rules and to encourage one another to do the same. Rules generally are established for two reasons: either based directly or indirectly on a command or principle of Scripture, or simply for the sake of orderliness and consideration for one another while functioning within a large school family.

DISCIPLINE POLICY

The goal of Crossroads Christian School is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which the administration feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you."

The Discipline Policy for CCS will first consist of the student's teacher speaking to him/her about misconduct in the classroom/playground. If, after speaking to the child the misconduct continues, the student will be asked to sit out of an activity for an appropriate amount of time in order to think about what the teacher has spoken to him/her about and attempt resolution. If after that time the problem still exists, the student will be taken to the School Administrator who will then speak to the child about the misconduct in order to correct the problem. If necessary, the student's parents/guardians will be called in to discuss the problem with the School Administrator and Teacher. Under no circumstances will corporal punishment be used. All parents will sign an understanding of the expulsion policy at time of registration.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student-teacher conference, one-hour detention after school, or parent-teacher conference. Students can be assigned work detail as well as be suspended or expelled for excessive accumulations of detentions or for failure to report to detention.

Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, student engagement in activities such as lying, stealing, disrespect, cursing, cheating, vandalism, gang-related activities or symbols, or immoral lifestyles including sexual behavior may be grounds for expulsion. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable.

CCS has adopted a “zero tolerance” policy toward bullying, violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students’ lockers, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The administrative committee will make decisions regarding suspensions and expulsions.

A sense of the need for spiritual growth in the light of Biblical principles has led CCS to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment whether at home, school, or elsewhere. Students will not be admitted to class without a signed Standards of Conduct agreement on file at the school. Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and faculty to be of service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student’s behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of CCS, whether or not there is any definite breach of conduct, he may be requested to transfer out.

CCS is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at CCS for worldly practices or divisions so common among other institutions. Therefore, any student who promotes division or divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of CCS and may be withdrawn or refused re-enrollment at the discretion of the administration.

EXPLANATION OF DISCIPLINE CONSEQUENCES

Administrative Conference

The student will be suspended out of school effective at the end of the day on which the violation occurred and will continue until a parent accompanies the student back to school. Reinstatement will consist of a conference with an administrator. If the conference is held before any extra-curricular activity or class the next day, the student will not suffer any loss of participation/credit. NOTE: Phone calls or letters will not be accepted.

Out of School Suspension (OSS)

Parents must understand that OSS is intended to be a disciplinary action, not a day of vacation. The student will receive a list of assignments that must be completed before he or she returns

to school. The student will be responsible for making up any test, quiz, or project that was missed due to the suspension. Students having served three days of Out of School Suspensions will have to appear before an Administrative Committee before returning to class.

Probation

Strict behavioral guidelines will be issued to the student by the administration, and any deviation from this may lead to expulsion from school.

Parent Conference

Parents will be notified on a disciplinary slip to call the appropriate administrator. It is the parent's responsibility to call by the end of the following school day.

Administrative Committee Hearing

The committee will be composed of CCS administrators. The committee may be called to hear and rule on matters that deal with the possibility of expelling students.

Attendance at CCS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of CCS.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program; either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

When a child is having problems in the classroom

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of disruptive behaviors that might lead to expulsion
- The director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation

- Recommendation of evaluation by local school district child team

Schedule of Expulsion

- The parent/guardian will be informed regarding length of the expulsion policy
- The parent/guardian will be informed about the expected behavior changes required in order for the child or parent to return to the school
- The parent will be advised verbally and in writing about the child's/parent's behavior warranting an expulsion. This is meant to be a period of time so that the parent/guardian or child can work on the behavior or come to an agreement with the school

Parental action for child's expulsion

- Failure to pay/habitual lateness in payment
- Failure to complete required forms including the child's immunization records
- Verbal abuse to staff
- Parent threatens physical or intimidating actions toward staff members

Child's actions for expulsion

- Failure of a child to adjust after a reasonable amount of time
- Uncontrolled tantrums/angry outbursts

Child's immediate grounds for expulsion

- Ongoing physical abuse to staff or other children
- Knowingly touching another child in an inappropriate manner

A child will not be expelled if a child's parents:

- Made a complaint to The Department of Education regarding a school's alleged violation of the licensing requirements
- Reported abuse or neglect occurring at the school
- Questions the school regarding policies and procedures
- Without giving the parent sufficient time to make other child care arrangements

EXPECTATIONS

BULLYING, HARASSMENT, AND INTIMIDATION

Bullying, harassment and intimidation will not be tolerated at Crossroads Christian School. Students who bully, harass or intimidate are subject to discipline, including but not limited to detention, demerits, expulsion and referral to the appropriate authorities where they may risk arrest and/or prosecution. As Christians, there should be no question about our attitude on these issues. Christians are admonished to be “kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you” (Eph. 4:32).

Bullying, harassment and intimidation are evidenced by repeated physical, verbal or emotional abuse towards a victim that produces fear, harm or damage. Harassment may include but is not limited to sexual or racial abuse.

Bullying, harassment and intimidation may take various forms: verbal (name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate [violent, sexual, malicious, etc.] notes, pictures, cyberbullying or messaging); physical (pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim’s property, locking a person in a room, making rude gestures, initiating or forcing inappropriate touching, etc.); psychological (acts that instill a sense of fear or anxiety, etc.); or any act that insults or demeans a person in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Students or parents should report suspected acts of bullying to an appropriate school official. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to the school administrator. Upon report of alleged bullying, harassment or intimidation, the administrator or designated investigator will conduct a thorough investigation, respond with appropriate measures and take appropriate disciplinary action consistent with the school’s policy and procedure for discipline. If the acts of bullying rise to the level of criminal offense, the violating student(s) will be referred to the proper authorities and risk arrest and/or prosecution.

CHEATING

Cheating shall be defined as:

- Having another student’s homework, test, quiz or workbook, or allowing a student to copy or have access to the same without permission from the subject teacher.
- Altering or filling in answers during the grading process to make an item correct whether it is the student’s own paper or someone else’s paper.
- Obtaining test or quiz questions and/or answers in advance through unauthorized means.
- Giving answers during a quiz or test either orally or by intentionally allowing another student to copy them.
- Receiving answers during a quiz or test in any way. This may include having open textbooks or notes during the test even if the student claims to be unaware.

- Plagiarism—submitting as yours, a work that in actuality was either fully or substantially produced by another source including individuals, Internet, books or any verbal or printed word. When a student uses the works of others in writing, he must credit the source according to the instructions of the teacher.

Consequences of cheating

Student may receive a grade of zero on the test, quiz, or homework assignment.

Student may possibly receive suspension.

Multiple offenses of cheating may result in further disciplinary action up to and including expulsion.

CLASSROOM DEPORTMENT

Appropriate class deportment helps foster academic success and shows consideration for others. Students are expected to be attentive in class. Activities which do not pertain to class are inappropriate - talking, reading, studying other materials, accessing the internet, texting, writing letters, sleeping or using a cell phone.

DAILY EXPECTATIONS

- Be on time
- Be where you are supposed to be
- Be honest
- Respect others and their property
- Do your own work
- Have a good attitude
- Respect authority wherever you are
- Use wholesome, encouraging speech
- Couples are not to:
 - Loiter in the hallways or by lockers.
 - Have any physical contact such as holding hands, etc.
 - Sit in cars together before and after school in the school parking lot.
- All music for any school event must be approved by the administration. (This includes rock/country paraphernalia on book bags, lockers, clothes, etc. Also, there is to be no loud music in the parking lot.)

DRESS

Philosophy: At Crossroads Christian School, we strive for modesty, neatness, and wholesomeness in our dress code. We feel that the way a person dresses influences performance and self-concept. Our dress code reflects the high standards that we have for our students, and we believe that the benefits will be far reaching into their future. It is for these reasons that we refer to our dress code as "Dress for Success."

Support: It is imperative that we have full parental support in the compliance and enforcement of our dress code. Remember, you have chosen a Crossroads Christian School education for

your child, and our dress code is a very big part of what we are trying to produce. Your support of administrative decisions regarding clothing in question is required.

“Dress for Success” Dress Code: (required for grades K5-12)

- All clothing must be loose fitting with modest coverage, without frayed hems, cuts, or holes
- No headwear is to be worn in the buildings (bandanas, hats, etc.)
- Boys must be clean shaven (no facial hair) at all times
- No flip-flops
- Visible body piercing and tattoos are not allowed. The administration will determine unacceptable piercings. Tattoos are not permitted other than wash off tattoos. Students getting permanent tattoos after they are enrolled at CCS may be asked to transfer.
- The school dress code is to be followed during school hours, deemed as 7:30 am until 3:15 pm. Students are not required to wear school dress while attending after school functions; however, apparel must be modest and appropriate. Administration reserves the right to make judgments on dress code issues that are not addressed specifically herein.

ELECTRONIC DEVICES

Cell phones must be turned off during class time and kept in the office. Tablets, computing devices, and other electronics are also to be shut down and not be out during class time unless otherwise instructed by the teacher.

- Electronic devices are not to be out during class unless otherwise instructed by the teacher.
- Electronic devices are not to be used in the hallways during class changes or during lunch periods.
- Electronic devices other than approved calculators are not to be used during test or quizzes.
- Electronic devices being used in class must be placed flat on the student desk.
- Using phones and other devices for other purposes such as playing games, social media, and recording classes will be confiscated and returned using the following guidelines. For emergencies, students may use the phone in the office lobby.
- During tests or quizzes, teachers will collect all electronic devices including SMART watches and will return them after the assignment is completed.
- CCS will not be responsible for broken, lost, or uncharged electronic devices.

Violations of the Electronic Devices Policy will be handled as a disciplinary issue.

INTERNET POLICY

Crossroads Christian School provides students access to the internet in the computer lab and library. In order to assure its computer equipment and technology is used by students for appropriate purposes, CCS exercises its right to monitor and oversee communications, network and email use. CCS prohibits any attempts to disable the internet filter.

Acceptable Use

- The internet is to be used for academic research and as a means of obtaining needed information. The internet offers access to information that may be inappropriate, and CCS

makes every effort to block such information. This does not, however, preclude students from attempting to access inappropriate information on their own, which, of course, is unacceptable.

- The computer lab is to be used for school-related activities.
- Generally, there should be one student to a single computer unless approved by the teacher.

Unacceptable Use

- Computer/internet games
- Accessing, possessing, or downloading inappropriate or objectionable material
- Sending, soliciting, or intentionally viewing sexually-oriented messages or images.
- Writing, soliciting, sending, possessing, printing, saving, or forwarding offensive or harassing statements to others.
- Installing or using unauthorized applications, software, or hardware on CCS computer systems.
- Accessing another's files or using another's password.

Violation of these guidelines may lead to disciplinary action as deemed appropriate by the administration of CCS, which could include loss of computer privileges to expulsion.

PLAYGROUND RULES (if applicable)

1. No climbing up or standing on the slide.
2. No double swinging (two swings together or two in a swing).
3. No jumping out of swings or standing in swings.
4. No hanging off or climbing the sides of the equipment.
5. No pushing or pulling others off the equipment or out of the swings.
6. No throwing any sticks, stones, etc.
7. No toys should be brought from home.
8. No fighting or rough horse playing. No pulling on others' clothes.
9. No standing on top of the bars.
10. When the teacher blows the whistle—look and listen.
11. Be courteous to others.

These are the basic guidelines to follow. The recess teacher will use her judgment as to what's allowed, keeping safety of the students in mind.

OFF-CAMPUS BEHAVIOR UNRELATED TO SCHOOL FUNCTIONS

Students (and their parents) should remember that what they do away from Crossroads Christian School makes an impact on what others think about our Lord Jesus Christ. It is not the intention of the school to monitor student conduct off campus unrelated to school functions. Parents are responsible for the training and discipline of their children during activities away from school property. CCS exists to help the parent in this responsibility. However, in order for

CCS to be effective in this role, the parent must support the beliefs and policies outlined in this handbook.

Therefore, if the school obtains knowledge of any unlawful act involving tobacco, alcohol, drug abuse or promiscuity, the following actions will take place:

1. Phone call to parents
2. Meeting with student and parents
3. Counseling for the student will be made available, or in situations that could lead to addiction, attendance at an Addiction Program will be recommended
4. In the case of repeated accusations or serious offenses, an administrative hearing will be held.
5. The administration reserves the right to suspend or expel a student for his/her actions away from school if such actions reflect unfavorably upon the school and its mission.

RESTORATION PROCEDURE

In the event that a student is expelled from CCS or is withdrawn from CCS to avoid expulsion, he or she must wait one full school year before making application to return. In order to be considered for enrollment, the student must follow the procedures for enrollment that are listed previously in the handbook and provide the following information: a written explanation, from the student, stating why he or she should be considered and a letter of recommendation from the student's pastor or youth pastor will need to be submitted. However, please note that this does not guarantee the student's enrollment in CCS.

SOCIAL MEDIA

CCS expects students and parents to use social media and blogs responsibly, following biblical principles and maintaining content that promotes a consistent, positive Christian testimony. Language should not violate Scriptural commands regarding abusive, slanderous, complaining, profane, blasphemous, or tale-bearing speech; and content should be biblical and not promote a lifestyle contrary to principles taught in Scripture and at CCS.

A student (parent) is responsible for all content both he/she and others post on his/her site as if it were spoken or displayed at school.

ABSENTEEISM

Students are allowed ten absences during the school year (for semester courses, the allowed number of absences is five). These absences include notes from parents. In addition, students are allowed ten absences documented by doctor's excuses. More than ten absences, other than those documented by a doctor's excuse or death in the immediate family, may result in a student's failure to be promoted. It is the student's responsibility to keep up with his or her own number of absences.

- A student (K5-5th grade) must be present at least three hours to be counted present for the day.
- A student (6th-12th grade) must be present at least forty minutes in each period to be counted present for that period.

- Students are responsible for all make-up work and must make these arrangements with their teacher(s).
- Students in grades 6-12 without a written excuse from a parent/guardian or doctor will not be allowed to make up missed assignments (quizzes, tests, projects, etc.). Make-up work must be completed promptly within three days of the absence. If a student is present for any part of the school day or just misses the day of the test or quiz, he/she is responsible for taking all tests and quizzes assigned that day as soon as he/she returns to school. Assignments not made up will receive a grade of zero.
 - Students in grades 6-12 may make up their assignments during seventh period or after school.
 - Elementary students and their teachers work together to make sure the assigned work, quizzes, and tests are made up promptly.
- Students are required to attend school for at least 1/2 of the day in order to participate in after-school activities. Absentees may not attend a school function without the principal's permission. If a student needs to be absent for any reason other than sickness, doctor's appointment, or death in the family, this absence may be excused with the principal's permission.

TARDINESS

At CCS, we are seeking to instill punctuality in all of our students because it is a trait that they must adhere to for the rest of their lives. One individual's tardiness can disrupt countless students as well as the teachers who are attempting to conduct class. Parents are encouraged to assist in making sure that students are prompt in arriving to school.

Kindergarten K3-K5: Classes begin at 8:30am each morning. Every fifth tardy will be converted to a daily absence.

Elementary (Grades 1-5): Classes will begin at 8:30am. Every fifth tardy will be converted to a daily absence.

Secondary (Grades 6-12): Classes begin for students in grades 6-12 at 8:30 each morning.

Tardiness will be addressed as outlined below:

- Tardies to school will be reset at the beginning of each quarter.
- Students arriving after 8:50 will be counted absent for first period.
- Tardy to class periods:
 - Students in grades 7-12 have 5 minutes between each class.
 - Tardies are cumulative rather than each scheduled period independent of the other.
 - Tardies to periods 2–7 will be reset each semester.

Consequences for Unapproved Tardiness

1st Offense: Written Warning

2nd Offense: Parent Signature

3rd + Offenses: Detention Hall

ACADEMIC INFORMATION

ACADEMIC AWARDS

An Honor Roll, Principal's List and President's List is compiled after each nine weeks grading period and is determined by the following qualifications:

President's List: yearly average of 90% or above

Principal's List: final average of 95% or above in each subject

Honor Roll: final average of 80% or above in each subject

Academic awards will be based on grade calculations made during the first week of May of the current school year. Note: Penmanship, conduct, art, and music are not considered for these awards.

CLASS RANKING

Class rankings are based on students' cumulative, weighted GPA in accordance with the grading scales as calculated by the school management software.

CURRICULUM AND PROMOTION

Elementary students must pass 3/4 of all subjects taken in order to be promoted to the next grade. This must include math, language, and reading. Students in grades 6-8 must pass English, math, science, history, and Bible to be promoted. Students in grades 9-10 must pass every subject to be sure that they can remain in their normal college preparatory schedule. If a student fails any subject, it must be made up in summer school. Administrative approval is necessary for any deviation from this policy due to possible scheduling conflicts, which may occur. Any student retained for the first time may return to CCS pending an opening in that grade. It is the responsibility of the student to remain in the promotional process in order to allow openings for the students that are moving up from the grade below. If there are not any openings, a student who is being retained will be placed on the waiting list.

Any student retained for the second year, regardless of the reason, may not return to CCS unless there are unusual circumstances approved by the school. We feel that it is important to keep the ages of the students no more than one year apart.

The curriculum for K3-12 primarily consists of Abeka, which is recognized as one of the leading Christian curricula among Christian schools.

Please see the office for a Scope and Sequence for all grades and subjects.

DROP/ADD

Students are allowed to choose certain classes as electives. There will be a two-week period at the beginning of the school year when students will be allowed to drop and add these electives with the approval of the administration. After this two-week period, classes will not be dropped or added. No changes may be made at semester break.

DUAL ENROLLMENT

Crossroads Christian School will seek Dual Enrollment Opportunities from area colleges or online methods.

EXEMPTIONS

Students in grades 9-12 making a "90" average for the year in any given subject will be eligible to exempt their final examination in that subject. Exemption is not based on semester grades, unless the subject is taken for only one semester. Students may not exempt mid-term exams for any reason.

FACULTY

All teachers profess to be born again Christians who are dedicated to teaching. We seek to have teachers of the highest spiritual and academic quality and feel that they have been called to this ministry.

GRADE REPORTS

The purpose of reporting is to give parents and students an indication of the progress or lack of progress-which is being made. Each student's ability, attitude, and application are taken into account in grading.

Types of Reporting

- K3-5th grade papers are sent home every Thursday.
- Progress reports are sent home every 4-1/2 weeks between report cards. All students must have them signed and returned.
- Report cards are sent home every nine weeks. All students must have them signed and returned.
- School Management System Online is updated on a daily basis. Please give teachers three days to have test scores entered into the computer.
 - Parents are encouraged to ask for conferences any time they feel it is necessary. The teachers welcome such opportunities.
 - Report cards will not be issued to any student whose account is not current.

GRADING SYSTEM

100% is our goal and anything below 60% is a failing grade. We will not be using the traditional A-F Scale but work with percentages. This will show the improvement of the students progress easier than the "bands" that are present in the A-F scale.

GRADING SCALES (For High School)

| Numerical Grade | Grade Point Average |
|------------------------|----------------------------|
| 100-95 | 4.00 |
| 94-93 | 3.66 |
| 92-91 | 3.33 |
| 90-87 | 3.00 |
| 86-85 | 2.66 |
| 84-83 | 2.33 |
| 82-77 | 2.00 |
| 76-75 | 1.66 |
| 74-73 | 1.33 |
| 72-69 | 1.00 |
| 68-67 | 0.67 |
| 66-0 | 0.00 |

GRADUATION REQUIREMENTS

In order to receive a diploma from Crossroads Christian School, a student must attend CCS for the year immediately preceding graduation and have earned at least 24 units consisting of:

For a General Education Diploma:

- Four credits of Bible
- Four credits of English
- Two credits of Mathematics
- One credit of Physical Sciences
- One credit of Biological Sciences
- One credit of US and NH History and Government
- One credit of Basic Business and Economic Education
- One credit of Physical Education
- One credit of Health Education
- One credit of Arts Education
- One credit of Computer Education
- Seven units of Electives
- 50 Hours of Community Service

For an Honors Diploma:

- Four credits of English
- Four credits of Bible
- Three credits of Mathematics
- Four credits of Science
- Four credits of History, to include NH History and Government
- One credit of Business and Economics
- Four credits of Physical Education
- Two credits of Computer Education

- Four credits of Fine Arts
- 100 Hours of Community Service
- One Missions Trip

When all academic courses have not been passed, the student may participate in the graduation ceremony but will not receive a diploma until all requirements have been met. A student with less than 23 units may not participate in the graduation ceremony.

Valedictorian and Salutatorian Requirements

- Students must be enrolled at CCS for two consecutive years prior to graduation.
- Students must have a GPA of 3.67 or above on all academic courses from grades 9-12.
- Grade calculations for these awards will be made during the first week of May of the current school year.

HOMEWORK/TESTS

All students are required to use a lesson planner to record assignments. CCS teachers will instruct students on how to complete and keep up with assignments.

No written homework will be assigned in grades K-5.

It is vital for the student to complete all assignments (homework, seatwork, etc.). Teachers may require a student to stay after school and complete assignments if the student develops a pattern of not finishing assignments.

SUMMER SCHOOL

Required subjects failed must be made up in summer school at an accredited school approved by the administration. CCS will conduct its own summer school for required elementary subjects and any secondary subject provided that there are enough students to warrant a class and provided that there is an available teacher. Summer school at Crossroads Christian is for CCS students only.

TESTING PROGRAM

All students in grades 1-12 are given Achievement tests to measure their achievement and/or ability. The following are the tests that we administer to each grade:

| | |
|----------------|-----------------------------|
| 1-8 | Stanford 10 or IOWA |
| 1, 4, 8, 11 | OLSAT (school ability test) |
| 9 | PSAT 8/9 |
| 10 | PSAT 10 |
| 11 (Fall) | PSAT |
| 11 (Spring) | SAT and/or ACT |
| 12 (as needed) | SAT and/or ACT |

Test results will be sent home with the students.

CLOSING STATEMENT

Attendance at CCS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of CCS. The administration reserves the right to determine appropriate and acceptable actions, behavior, conduct, and dress. This may or may not deem the necessity of adding or deleting elements of this handbook. This handbook serves as a guide and is in no way an all-inclusive statement.