

CROSSINGS



**Lower School/Pre School
Student Handbook
2009-2010**

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MISSION STATEMENT

The mission of Crossings Christian School (CCS) is to partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life.

SCHOOL SCRIPTURE

"Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave – just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."

Matthew 20:26-28

THE CCS KNIGHT

The CCS mascot, the Knight, symbolizes important virtues. Loyalty, courtesy, and bravery embody what it means to be a Christ-centered servant leader. Above all, the Crossings Knight must be loyal to Christ. We embrace the talents and abilities given to us and use them to glorify Him. This is done by putting forth our best effort and maintaining our integrity no matter what circumstance we find ourselves in.

EDUCATIONAL AND MINISTRY PHILOSOPHY

"The entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him and to train him in godly living, so that he can fulfill God's total purpose for his life personally and vocationally."

Dr. H. Gene Garrick

CCS is a Christian college preparatory school. CCS desires to assist families, representing the diversity of the surrounding community, in developing students who reach their God-given potential. Our Christian purposes for education are directly related to Christian purposes for living. The Christian lives for God and His glory. By providing a safe, nurturing environment, loving but firm discipline, strong academics, and moral standards, the purposes for Christian education can begin to be met.

One purpose is to learn about God and the truth of His Word. This is primarily accomplished through Bible curriculum and the integration of scriptures into every curricular area. A second purpose would be to lead students to salvation through faith in Jesus Christ and encourage them to respond further by committing themselves fully to God and the truth contained in the Scriptures. Finally, students are taught to take this truth and be doers of the word, thus meeting another purpose of Christian education, responding to God and His truth. By teaching students the importance of obedience to God's instructions for righteous living, they are moved from acquisition of knowledge to application of knowledge. A Christian education would also train students to impact others with the knowledge of God and His truth through communication, service, evangelism, discipleship, and then finally, impacting others through career choices that lead to God-honoring work in their vocations.

CCS accomplishes the purposes of Christian education through a combination of strong Bible-based curriculum as well as strong traditional and classical curriculum. CCS adheres to the Core Knowledge Sequence, a sequence of content designed to help children establish strong foundations of knowledge, grade by grade. Goals for academic excellence are set in math,

language arts, social studies, science, foreign language, physical education, music, art, and the fine arts. However, all content areas are infused with a biblical perspective given by Christian teachers.

CCS employs teachers who are committed to Christ and the purposes of Christian education. It is the people who make the program Christian. Teachers and staff model Christian character and conduct as well as love of learning. CCS teachers are charged with being instructors of God's truth, strong educators in their content areas, and nurturers of children. They view teaching as a calling from God and a ministry to the family in the incredible task of educating the child. This awesome responsibility can only be fulfilled with the continual help of the Holy Spirit.

CROSSINGS CHRISTIAN SCHOOL – A MINISTRY OF CROSSINGS COMMUNITY CHURCH

CCS was established in 2000 as a ministry of Crossings Community Church (CCC) and structured as a separate 501(c)(3) in 2002. This financial and legal boundary is beneficial for the long-term health of both the school and church. The separation of finances serves the purpose of not obligating CCC members, who may not have school age children, to fund the school through their tithe. Also, it prevents school patrons who do not attend CCC from contributing to the church's operating budget either through school tuition or through general giving to the school.

However, these boundaries in no way imply an absence of support from the church. CCC supports the school in a variety of ways, from use of the church facilities, to logistical support for programs, generous lease agreements, etc.

STATEMENT OF FAITH

Crossings Christian School is a ministry of Crossings Community Church, which is a non-denominational, evangelical, Bible-teaching church that follows the great Wesleyan traditions in a contemporary environment. We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. CCS is unbending in its dedication to provide the very best educational environment for students entrusted to its care. Its administration, faculty, support staff, and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age. This we believe:

1. The Bible is the perfect, inerrant, and inspired Word of God.
2. God exists eternally in three persons: Father, Son, and Holy Spirit.
3. Jesus Christ is God's eternal Son. Born of a virgin, He took the form of man; through His sinless life He taught men how to live. He was crucified as a sacrifice for our sins. He rose from the dead, according to the Scriptures, and returned to heaven to prepare a place for us. He will come again to receive believers into the presence of God.
4. Men and women were created in God's image, were tempted by Satan and rebelled against God. Through repentance and personal faith in Christ, we are forgiven of our sins, reborn in a new relationship with God and placed into the body of Christ.

VALUES

CCS values the following:

1. The Authority of Scripture
2. Academic Excellence
3. God-honoring Relationships
4. Spiritual Development

SCHOOL/PARENT PARTNERSHIP

CCS has a specific spiritual purpose based upon biblical guidelines (Deuteronomy 6:1-9, Ephesians 6:1-4). CCS seeks to be discerning in the area of Christian belief and practice. The Board of Directors and administration are not concerned with denominational preference or affiliation, but are concerned with the personal profession and practice of biblical Christian faith among those who make up the school family. Therefore, it is required that at least one parent be consistently involved in a Bible believing church. CCS defines a Christian as a person who by faith has received Jesus Christ as personal Savior and rightful Lord (Ephesians 2:8-9, Romans 10:9-10). It is required that at least one parent be in agreement with our Statement of Faith and Parent Covenant.

Parent Covenant: The Board of Directors and administration of CCS require at least one parent of each student to join other CCS parents, pledging to uphold this covenant in order to glorify God through families, teachers, and students that embody His grace.

"I/We as parent/parents understand, agree, and will commit to the following:

1. To guide our children through a biblical worldview, recognizing CCS as a supportive partner. (Deuteronomy 6:5-7; Colossians 2:8; Matthew 22:37)
2. To pray earnestly for CCS, its families, faculty, staff, and administration. (James 5:16)
3. To serve the school in whatever capacity my time, talents, and gifts will allow, as a result of my growing personal faith in Jesus Christ. (Mark 10:43-45)
4. To live our calling to a higher standard of conduct as evidenced in our thoughts, our words, and our behavior both in school and to the outside community, because as a Christian community CCS bears witness to the character of the Lord Jesus Christ. (Ephesians 4:1) As Christ followers, we do not engage in a lifestyle of adultery, homosexual activity, alcohol abuse, the illegal use/sale of drugs or any other illegal act.
5. To preserve unity in the body, by seeking to resolve any conflict within the CCS community by addressing the matter appropriately with the person or persons directly involved. (Matthew 18:15-17)
6. To look for the good in our children's behavior and to praise them and their parents for demonstrating Christ-like character. (1 Corinthians 13:4-7)
7. To communicate lovingly to other parents when we have valid concerns about their child's behavior, so that each of us as parents may guide our child to grow in Christ-like character. (Colossians 3:12-17)
8. To attend school-related meetings designed to foster a community of CCS parents who are more equipped to work with the school and one another; to educate our children, and to be more unified in our ability to encourage one another in this high calling." (Hebrews 10:25)

PRESCHOOL ARRIVAL AND DISMISSAL 14600 N. Portland

Parents must make sure their child is on time every day. All classes start promptly at 8:45 a.m. If a child is late, they will miss an important part of their school day.

Preschool 3 years: 8:45–11:30 a.m. (Tuesday, Thursday)

Preschool 4/5 years: 8:45-11:30 a.m. (Tuesday, Wednesday, Thursday)

The following procedures will be in place to ensure the safety of CCS students:

1. Parents will form a carpool line in the circle drive area in front of the southeast entrance. Authorized personnel and/or volunteers will assist the child from the car and walk them to their classrooms. Students may be dropped off between 8:35 a.m.

and 8:45 a.m. The same procedure is used for dismissal at 11:30 a.m. for preschool and at 3:15 p.m. for extended day. If the carpool duty staff has already returned to the building, parents will need to park in the parking lot and go to the classroom (to drop off their child) or to the CCS office (to pick up their child). Cars should not be parked in the circle drive.

2. All parents dropping off students in the morning or picking them up in the afternoon will need to allow adequate time for traffic.
3. Once a student arrives on school property he/she may not leave until the appropriate dismissal time unless otherwise approved by an administrator.
4. Students departing from school early should provide the school with a written explanation noting the expected time of departure. Only a parent or authorized adult may sign the student out of school early. Please sign the sheet located at our reception area.

PRESCHOOL AND LOWER SCHOOL ARRIVAL AND DISMISSAL 14400 N. Portland

Parents must make sure their child is on time every day. All classes start promptly at the stated time. If a child is late, they will miss an important part of their school day.

Half-Day Preschool: 8:45 a.m. – 11:30 p.m.

Full Day Preschool: 8:45 a.m. – 3:15 p.m.

Lower School: 8:30 a.m. – 3:30 p.m.

Before School Care: 7:45 a.m. – 8:30 a.m.

After School Care: 3:30 p.m. – 5:30 p.m.

Carpool: See Carpool Map on CCS Website

ATTENDANCE POLICY

Absences: The following procedures apply to absences:

1. Teachers will maintain an accurate record of attendance and tardiness. The record will appear on report cards.
2. Please call the office to inform us if a student is ill. Homework assignments can be obtained from a classmate in most cases.
3. If a child is absent due to family vacations or several days of illness, the child will be able to complete their missed assignments upon their return to class. They will be given the same number of days they missed to complete assignments at home. The student will be responsible to return the completed assignments to their teacher.

Any student with excessive absences, 18 or more in a year, may be required to repeat the grade unless approved by the administration.

Planned Absences: Regular attendance at school is critical to the educational process. Periodically, however, parents must take students out of school for special situations. These situations are identified as planned absences.

In order for an absence to qualify as a planned absence, the following guidelines must be met:

- Parents must fill out and submit the approved CCS planned absence form located in the front office at least 5 days prior to the absence.
- Approval must be granted in writing by administration.
- Parents and students must assume responsibility for obtaining all assignments from teachers upon returning.
- Students will be given the same number of days they missed to complete and return assignments.

Tardies: K – Fifth students are expected in their classrooms by 8:35 a.m. In order to be on time, students should be dropped off no later than 8:30 a.m. Students who are habitually late will not be allowed to make up the work that has been missed after the third tardy. When a child is late, he/she misses a very important part of the day. In the event of excessive tardies, an administrator will contact parents. A “grace” period may be called in the event of abnormal traffic conditions or inclement weather.

Homebound Students: In the event a student's health necessitates a homebound situation, CCS will provide lessons for no longer than 20 school days. Parents should contact their child's principal and teacher to make arrangements to pick up lessons and materials at the beginning of each week, while dropping off completed lessons for the previous week. Every effort should be made by the parents and student to stay current with the class. At the end of four weeks, if the student is still unable to return to school, CCS may release the family from the remainder of the student's enrollment contract for the year.

CHAPEL

Students will attend chapel once each week. The flag salute, “Pledge to the Bible”, singing, prayer and a Bible message will be offered each week.

CLASSROOM VISITS

Visitors are welcome in the classrooms. However, it is important that disruptions to the classroom instruction be minimal. Therefore, the administration asks that parents who wish to visit classes do so within the following guidelines:

1. The teacher must be contacted in advance to schedule the visit.
2. At the time of the visit, parents must sign in and out at the reception desk where a visitor's badge will be provided.

CCS COMMUNICATION WITH PARENTS

Classroom Newsletter: Grades Kindergarten – Fifth will send home a weekly classroom newsletter containing information on specifics to be accomplished during the week in each subject. Preschool will send a bi-weekly classroom newsletter.

“CCS Weekly Update”: Each Tuesday, the “CCS Weekly Update” will be sent home to the entire school community in backpacks and via email. This will contain important school-wide information and a monthly calendar. All information must be sent to the principal's assistant by 12:00 Monday on a MS Word document. This requires anticipation of future events and activities.

Letter from the Headmaster, Principal, and Preschool Director: A letter from the headmaster, principal, and preschool director will be sent home (monthly). This will also be available for viewing on the webpage.

Take Home Folder: All students will use a designated “take home” folder for papers, permission slips, notes, homework assignments, and all communication between home and school. Backpacks and take home folders are to be used for CCS school related material only. Announcements from parents, advertisements, etc. are not to be included in take home folders or backpacks.

Student Planners: All 2nd-5th grade students will use student planners as an organization tool. The planner is included in the cost of pre-packaged school supplies, but must be purchased

through the school by those who do not use this option. Order forms will be available in classrooms on the night of Parent Orientation. Replacement planners may be purchased through the front office throughout the year as needed.

COMMUNICATION WITH FACULTY/STAFF

The CCS faculty and staff welcome constructive communication from parents. The following guidelines will help to direct communication in the most productive way.

1. If a parent has a quick question about schoolwork or class procedures, they may jot a note to the teacher and have their child deliver it. The teacher will respond with a note or phone call.
2. Questions may be sent via e-mail to the teacher's school e-mail address.
3. If a parent desires a phone conversation, they may send a note with their child or call the school office. An attempt will be made to return calls within 24 hours. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.
4. As a courtesy, parents should not call teachers or staff at home except in a genuine emergency.
5. If a conference in person would be best, a request should be made in a written note or phone call to the teacher or administrator so that a mutually acceptable time may be scheduled. "Drop-in" conferences before or after school are usually not workable. Teachers and administrators schedule their use of time carefully and have supervisory duties that are particularly heavy at the beginning and end of the school day.
6. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

CURRICULUM AND INSTRUCTION

Core Knowledge: CCS adheres to the Core Knowledge Sequence, a sequence of content designed to help children establish strong foundations of knowledge, grade by grade. Core Knowledge is:

1. **Solid:** Many people say that knowledge is changing so fast that what students learn today will soon be outdated. While current events and technology are constantly changing, there is nevertheless a body of lasting knowledge that should form the core of a Preschool-Grade 8 curriculum. Such solid knowledge includes, for example, the basic principles of constitutional government, important events of world history, essential elements of mathematics and of oral and written expression, widely acknowledged masterpieces of art and music, and stories and poems passed down from generation to generation.
2. **Sequenced:** Knowledge builds on knowledge. Children learn new knowledge by building on what they already know. Only a school system that clearly defines the knowledge and skills required to participate in each successive grade can be excellent and fair for all students. For this reason, the Core Knowledge Sequence provides a clear outline of content to be learned grade by grade. This sequential building of knowledge not only helps ensure that children enter each new grade ready to learn, but also helps prevent the many repetitions and gaps that characterize much current schooling (repeated units, for example, on pioneer days or the rain forest, but little or no attention to the Bill of Rights, or to adding fractions with unlike denominators).

3. **Specific:** A typical state or district curriculum says, "Students will demonstrate knowledge of people, events, ideas, and movements that contributed to the development of the United States. "But which people and events? What ideas and movements? In contrast, the Core Knowledge Sequence is distinguished by its specificity. By clearly specifying important knowledge in language arts, history and geography, math, science, and the fine arts, the Core Knowledge Sequence presents a practical answer to the question, "What do our children need to know?"
4. **Shared:** Literacy depends on shared knowledge. To be literate means, in part, to be familiar with a broad range of knowledge taken for granted by speakers and writers. For example, when sportscasters refer to an upset victory as "David knocking off Goliath," or when reporters refer to a "threatened presidential veto," they are assuming that their audience shares certain knowledge. One goal of the Core Knowledge Foundation is to provide all children, regardless of background, with the shared knowledge they need to be included in our national literate culture.

Parents may purchase the series What Your Kindergartner through 8th Grader Needs to Know by E.D. Hirsch to reinforce classroom content at home. A word of caution – CCS does not necessarily adhere to every worldview and philosophy espoused in these books. Teachers pull the best content from the books and bring in other content additionally, as well as continually integrating biblical thought into all concepts addressed in the sequence. Therefore parents are encouraged to thoughtfully filter all content through the lens of the biblical truth.

Art: In addition to arts and crafts in the classroom, CCS offers art classes where creativity, technique, and introduction to arts education are addressed as well as art activities that will connect art and thematic curriculum.

Music: In addition to music in the classroom, CCS offers music classes where singing, music, and movement are included to enhance Bible learning and thematic curriculum.

Physical Education: Students at CCS participate in a physical education class to enhance and develop gross motor skills as well as to enhance and connect to thematic units. Classes include creative movement, fun and stimulating games, and exercises to encourage all students to fitness and involvement. When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parental requests for exemption (sore throat, cold, nausea, etc.) can only be honored for two days without a doctor's notice.

Foreign Language: Third-Fifth Grade students receive Latin instruction to provide a thorough knowledge of the English language. Decoding skills for Latin based vocabulary are needed to excel on standardized university placement tests. Research indicates that students who study Latin perform better in school and on college entrance exams.

Homework: Homework must have a distinct purpose and not just be given as "busy work". The primary purpose for homework is to develop responsibility and accountability. Homework reinforces the classroom instruction and requires discipline, both of time and energy. Although unfinished class work is not considered homework, those students who have not completed the daily assignments are expected to do that, in addition to the assigned homework. CCS is committed to age appropriate assignments and time requirements when giving homework. Homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. Homework will not be assigned on Wednesday nights.

Third-Fifth Grade Late Work: If homework or an assignment is not turned in during the appropriate class period, it is late. The penalties for late work are as follows:

- 1 day late 10 points off
- 2 days late 20 points off
- 3 days late Zero

Academic Warning: If, at the end of a nine-week's grading period, a student receives a grade of 60% or below in one or more core classes (Math, Language Arts, Science, and Social Studies) the student will be placed on Academic Warning. At that time, the teacher will schedule a conference with the parents and the principal to devise a short-term academic success plan. At the end of the nine-week period, the student's short-term academic success plan and records will be evaluated. If the student fails to meet the expectations lined out in the short-term academic success plan by the time of the review, the student will be placed on Academic Probation.

Academic Probation: Probation is reserved for those students whose continued academic struggle warrants specific attention. At the end of the grading period in which the student has been placed on Academic Warning, the short-term academic success plan and the student's records will be reviewed by the teacher and principal to ascertain what efforts the student has made to improve his or her grades. If the student fails to meet expectations lined out in the academic success plan, he/she will be dismissed from school.

Please note: Any student who again has poor grades after being on Academic Probation faces possible academic dismissal from the school at the end of the school year. Every effort will be made to work with families to avoid this action, if possible.

Internet Usage: Internet usage is important in today's technology driven economy and society. However, with this tool comes great responsibility, given the potential dangers associated with the Internet. Therefore CCS students will be trained in the appropriate use of the Internet and must sign an appropriate use agreement.

While the school provides a firewall for student and faculty safety, the school will remain vigilante in protecting children. Therefore, students will not be allowed to "surf" the internet or access websites without the direct supervision of a teacher. All computer screens will be visible to adults.

DISCIPLINE

CCS will provide an atmosphere of order that is essential in allowing a student to strive toward a Spirit-controlled, Christ-like life. The environment determines an atmosphere of order. Individual freedom is defined and determined by interrelationship with others. The parameters of that freedom are established by how it interferes with, or inhibits another's activity. Because every child is created in the image of God, there is inherent worth in the child. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability.

Classroom Behavior: Teachers are responsible for establishing uniform classroom procedures and discuss school-wide rules with students at the beginning of the school year. When disobedience is repeated or there is a serious problem, the teacher is to contact the parents and work together to establish a plan. If the disobedience continues, the student will be sent to the administration. The Board of Directors and administration believe parents bear the primary responsibility for teaching their children right behavior and attitudes, and the faculty and administration will depend heavily on parents to help if there is a behavior problem. The teacher

is responsible for order and discipline in the classroom and in the halls. All discipline will be administered with love and respect.

Acceptable means of behavior correction in the classroom include:

1. Non-verbal redirection of attention (meaningful eye contact or touch)
2. Verbal warning
3. Loss of privilege
4. Time Out/ Removal/Change student's seat
5. Private conference with the student
6. Conference with the parent

Unacceptable means of correction:

1. Raising of teacher's voice
2. Sarcasm, or other verbal abuse
3. Talking about the student
4. "Put downs" or humiliation of any kind

Behavior in Halls, Rest Rooms, etc: Students are expected to behave in an orderly, quiet manner, showing the utmost respect for their fellow students and teachers at all times. Students in the hallways should be quiet, keep their hands to themselves and should never run. Students are to be instructed on proper restroom behavior. Hands are to be washed before leaving the restroom. Discipline in these areas is considered to be the responsibility of the teacher. Misbehavior, destruction of property, loud noises, etc. should be dealt with immediately, regardless of the student's class.

DISCIPLINARY OFFENSES

"Class D" Disciplinary Offenses (the least serious offenses):

1. Failure to follow established classroom rules/procedures
2. Uniform violation
3. Disruptive behavior
4. Unexcused tardiness
5. Gum, candy, or food in class or inappropriate places on campus
6. Running in buildings
7. Littering
8. Minor mischief

"Class C" Disciplinary Offenses

1. Unexcused absences
2. Actions or attitudes which are spiritually detrimental to the school
3. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, or slander (depending on the nature of this problem, it may be handled as a Class B offense)
4. Leaving school without permission. This includes inappropriate sign out.
5. Being disrespectful to students, faculty, staff or other adults who may be on campus
6. The "casual" use of profane or abusive language or gestures
7. Excessive violation of a Class D offense (tardies, uniform violation, gum, etc.)

"Class B" Disciplinary Offenses:

1. Dishonesty
2. Cheating or premeditated intent to cheat
3. Deliberate deception
4. Lying
5. Disrespectful behavior

6. Rudeness or profanity
7. Verbal and/or physical abuse of others, acts of unkindness or cruelty, including fighting, threats to other students, or slander, verbal or written (see "Threats of Physical Violence")
8. Stealing
9. Vandalism/destruction of property
10. The use or possession of tobacco
11. Leaving school or class without permission
12. Habitual non-conformity to school rules
13. The use of school equipment for other than intended use including computer hacking

"Class A" Disciplinary Offenses:

1. Any violation which transcends the scope of the above, such as the use or possession of illicit drugs, the use or possession of alcohol, possession of weapons, and other serious violations of the law.
2. Any action by a student which seriously interferes with the school's ability to accomplish its educational and/or spiritual purposes.

All Class D offenses are handled by the teacher. Each grade level has worked to establish fair and effective guidelines for behavior. These guidelines are usually covered in detail at the beginning of the year. Teachers are free to request input and assistance from the administration at whatever level of infraction the teacher feels appropriate. Should a teacher notice an increased or problematic area of misbehavior, it is recommended that the teacher notify the parents in order to solve the problem early.

For the more serious infractions, class C, B or A, the headmaster or principal will normally be involved. Infractions of this level will almost always result in a phone call to parents so as to allow the parents, teacher and administration the opportunity to work together to reach an appropriate solution to the problem.

The administration has several options to utilize depending upon the severity of the offense. The initial level of intervention beyond the classroom will involve an official "visit to the principal's office" with the goal of listening to the student, discussing high expectations for good behavior and then, when appropriate, assessing a correction which is designed to fit the offense. In most cases, when a student visits the principal's office, a note will be sent home requiring a parent's signature.

Should a student be referred to the administration for repeat offenses the level of response would necessarily be increased. In most cases, these repeat visits will involve a phone call to the parents and a note being sent home from the administration. If the offense is serious enough or repetitive enough, the administration may impose either an in-school suspension or an out-of-school suspension.

After School Detention: Teachers or administrators may assign a student to after school detention for repeated offenses such as inappropriate or unkind words, disobediences, or other actions that warrant a consequence to help develop self control in the area of treating others with respect. Detention is served in the time out room of the front office until one hour after the dismissal of school and must be served no more than one day after it is assigned. During detention, the student will be expected to write an essay describing their offense, why it was unacceptable, how it affected the other person, and what they will do in the future to exercise self control. Any student who has detention twice in one semester will be given a day of in-school suspension on the third offense.

Suspensions: Suspensions are applied if a behavior has been sufficiently serious to warrant this measure. All Class B offenses may result in a suspension. A parent conference (telephone or office visit) will also be a mandatory part of this sanction, since the student has developed a pattern or level of disruption which requires their attention. During the in-school suspension, the student will do schoolwork in a designated time-out area during the normal school hours. During an out-of-school suspension the student will be unable to attend classes at CCS. The student will be given his/her assignments and is expected to complete them at home. Any student suspended twice in a school year is placed on Disciplinary Probation.

Disciplinary Probation: If a student is placed on Disciplinary Probation, the student's parents, the principal and headmaster will be required to conference regarding the student's conduct. A mutually agreed upon plan of action will be drawn up to provide the student with compelling motivation and assistance to change his/her behavior. Disciplinary actions are not carried from one year to the next, so that each student begins each year with a clean slate. The exception to this would be students who were suspended twice in the school year and are therefore on Disciplinary Probation. The status would carry over into the next school year for a period of eighteen weeks. (Two nine-week grading periods). This would mean that the situation was serious enough that, should the student be involved in any serious violation of school rules during the following two quarters, then dismissal may result. If the student maintains a clean record for two quarters the Disciplinary Probation status will be lifted.

Dismissals: The school may ask for the withdrawal of any student whose conduct is detrimental to its reputation and good name, or more important, to the reputation of the Lord Jesus Christ. When the principal determines that a student should be separated from CCS, he/she will present that recommendation and the supporting evidence to the headmaster in confidence. The headmaster will consider that evidence and any other evidence and testimony bearing on the issue, paying special attention to the guidelines specified in the Discipline Policy. Before reaching a final decision regarding the recommendation, the headmaster will present the case to the Executive Committee of the Board of Directors as an advisory group. Final determination in the matter of separation lies with the headmaster. The student or his/her parent may appeal that decision in writing to the Board of Directors. However, the decision of the headmaster can be reversed only if the decision, in the opinion of the Board of Directors, is arbitrary and/or capricious.

Threats of Physical Violence: The Board of Directors supports a safe and non-threatening learning environment, conducive to teaching and learning that is free from threat of physical violence. A verbal or written threat of violence against any student, faculty member or staff constitutes an exceedingly serious offense and upon investigation may result in:

1. Immediate 1-3 day suspension.
2. Probation for a time period and terms to be determined by the administration.
3. Dismissal from CCS.

All parents are encouraged to take the time to review the series of rules and go over them with their own children. Most discipline problems will be handled by the teachers, but serious problems or repeat offenders will be referred to the principal and headmaster.

FIELD TRIPS

Field trips will be taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of CCS. Field trips are fun and informative experiences for CCS students.

Permission Slips: Prior to a field trip, teachers will send home permission slips. Parents must sign and return the slip before a student will be allowed to attend the trip.

Parent Drivers: Parents who agree to transport students will be required to sign a form agreeing to follow specific guidelines regarding the safety and supervision of students who will travel in their vehicle. Parents are expected to maintain control of student behavior while in transit. Parents will only allow G-rated movies to be shown in transit and should play music that is appropriate and in keeping with biblical values. Drivers should not make unscheduled detours from the field trip agenda and are to travel directly to and from the destination - no restaurant detours are permitted.

FIRST AID AND MEDICATION

Staff and teachers are provided first aid kits equipped with band-aids and antiseptic to assist students with the cleansing of cuts and abrasions.

Illness: Sick children (temperature of 100 degrees or higher, vomiting or diarrhea) will be sent home from school. For fevers registering less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. Therefore, if the school sends a student home for one of these reasons, they should not return to school the following day. Please be considerate of the other students and school personnel by not sending a child to school with an infectious condition, fever, or persistent runny nose, green mucous, cough, or sneezing. Parents may also be asked to pick up their child if they are found to have contacted conjunctivitis ("pink eye") or head lice. In the case of head lice, the child will be readmitted to school ONLY after he/she has been treated with the proper lice-killing shampoo. In some cases, a doctor's note may be required before the student returns to school. In the event any student has a communicable disease, the parents are expected to notify the school office and to re-admit the student only after a doctor has given written permission for the child to return to school.

Medication Consent: Although it may appear convenient to send medication with a child to be taken at lunchtime, it could be extremely dangerous if another student mistook it for his/her own. To avoid any problems regarding medication, CCS adheres to national health guidelines and requires all medication to be kept in the office. Before CCS can administer any medication, a completed medication consent form from the parents or the doctor informing us of the time it is to be given and the dosage must be on file. A medication consent form is available from the office and must be returned with each medication. No medication will be dispensed without written authorization. All medication must be in its original container with specific directions. Any deviations from this procedure must have administrative approval.

Over-the-Counter Medications: It is best to time dosages of "over the counter" medications to avoid dosages at school. The school will assist families by dispensing medications (allergy medicine, cough drops, etc.) only when absolutely necessary. A measuring spoon must accompany any liquids sent to school so the exact dosage can be measured. Any medication sent to school that needs to go home after school is the sole responsibility of the child and parent. Students should return to the office before carpool in order to obtain their medication. CCS will not take responsibility to return medication to the student.

Nut-allergy guidelines: CCS has established guidelines for the handling of nut-products at school. As part of these guidelines, in an attempt to protect severely allergic students, CCS provides parents a nut-free snack list at the beginning of the academic year.

GIVING

CCS attempts to maintain affordable tuition while offering high quality academics and highly qualified teachers. Therefore, a yearly gap exists between operating expense and tuition revenue. To close that gap, CCS relies on the generous giving of parents, grandparents and friends of the school. While the school must continually work to raise additional funds, the desire is to not overburden parents with continual fundraisers. Therefore, parents are encouraged to give only according to ability and willingness. Also, the Board of Directors has established that the number of events and sales each year be limited.

Golf Tournament and Auction: The school will hold two fundraising events – a golf tournament and an auction. Only two additional “sales” fundraisers are allowed in which students and families can sell selected products. The PTF fundraising chair may also organize several ancillary opportunities such as restaurant nights, box tops, etc.

Capital Campaign: Periodic capital campaigns will be conducted to raise funds for new construction and capital improvements.

Annual Campaign: An annual campaign may be conducted to allow donors to include the school in annual and year-end giving.

Wish List: A “Wish List” will be found on the CCS webpage. Supplies and other items needed for the classrooms will be listed. Parents who are willing to donate an item may simply send the item to school with their child.

INCLEMENT WEATHER

It may be necessary to close, delay the start time or dismiss school early because of inclement weather. It is important that parents tune in to a radio or TV station and check the CCS Website when there is a question regarding inclement weather or dangerous road conditions.

LIBRARY/ MEDIA CENTER

Students will visit the school/church library at scheduled times with their teacher, media center director and/or a parent volunteer. Students in grades Kindergarten and higher will be introduced to beginning library skills and will be allowed to check out books. Due dates for their books will be arranged to coincide with their next library visit. Fines will be assessed for book damage or replacement cost of lost books and must be paid before report cards can be issued.

Media Center Donations: Parents are invited to donate books to the Media Center in their child’s name for either their birthday or at Christmas. This is an exciting way for children to feel involved at CCS by helping to grow their school library! A special bookplate with the child’s name, date, and occasion will be placed on the donated book. CCS will maintain a “wish list” of requested books, and books may be ordered through the librarian or purchased from a bookstore.

LUNCHES

Teachers are unable to refrigerate or microwave lunches. Therefore, foods should be prepared with this in mind when the child is bringing lunch from home. A drink and necessary utensils used for specific foods should be included. Make sure food items and drinks are properly sealed to avoid leakage. Label all belongings. It is requested that drinks containing carbonated soda and/or caffeine not be sent.

OFFICE PROCEDURES

Lost and found: All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost items will be kept in the Lost and Found located off the front office. These items will be displayed periodically. Unclaimed items will be donated to Goodwill.

Messages to Students during the School Day: Valuable instructional time is protected when interruptions are kept to a minimum. Parents, school volunteers, and non-school personnel entering the school for any reason must sign in and out at the reception desk and wear a visitor's badge. Since the last part of the day is especially busy in the front office, all messages are to be phoned in before 2:45.

Emergencies: It is important that the members of the staff be given the freedom to perform their duties without unnecessary interruption. They will not be able to run messages or forgotten items to students during school hours. The CCS staff will handle emergencies when they arise, but it is not feasible for the office staff to leave their area when visitors and telephone calls are coming in.

NUTRITION AND REST

Breakfast: A balanced breakfast is very important to for young learners. Good nutrition promotes good brainpower!

Snacks: Parents may be asked to provide daily healthy snacks on a rotating basis. Teachers will go over procedure at Parent Orientation. A detailed, nut-free snack list of approved snacks will be provided by each teacher.

Rest: School-aged children require adequate rest for the energy they burn each day. Eight-ten hours of sleep per night will help children have a good start to each new day.

PARENTAL INVOLVEMENT

Parental involvement at CCS is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved in various opportunities within the classroom and in support activities. God has given parents the responsibility for the education and upbringing of their children. It is the desire of our teachers to work together with parents in this endeavor. The best education can only be achieved when parents and teachers work together to support and encourage students.

Parent Volunteers: At CCS, we love our parent volunteers! For the benefit of all volunteers and students, we ask that the following guidelines be followed:

- Report to the office to sign in and out.
- Wear identification badges provided by the school while participating in volunteer activities.
- Work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
- Communicate with designated staff members to assure clear expectations, task assignments, and feedback on volunteer activity.
- Adhere to the following:

Crossings Christian School Volunteer Code of Ethics:

Dependability: A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment.

Respect for Authority: A volunteer shall respect the authority of the school and the school administration.

Confidentiality: A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.

Impartiality: A volunteer shall favor no one side or party more than another in all school situations.

Objectivity: A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

Appearance: A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

PARTIES/CELEBRATIONS

Because of the secularization of so many holidays, the following guidelines will be followed in the handling of class parties.

Halloween: Halloween will not be observed. Crossings Community Church has a Fall Festival.

Thanksgiving: Thanksgiving may be celebrated with a harvest program and Thanksgiving feast, or individual classroom celebrations.

Christmas: Christmas celebrations may be planned. Emphasis is on the birth of Christ.

Valentine's Day: Valentine's class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative, or "put down" cards are not acceptable and may not be used.

Easter: Easter will emphasize the death, burial, and resurrection of our Lord Jesus Christ.

Birthdays: Birthday students will receive special recognition and blessing during Chapel. Parents may choose to prepare and share a pictorial poster in the child's classroom or bring the child's favorite book to share in the classroom. Students may bring a birthday treat to share with students. Birthday plans should be scheduled with the child's teachers. Children with summer birthdays may celebrate their birthday any time during the school year (teacher approval of date is necessary).

Private Parties and Sleepovers: CCS needs parents' help and discretion regarding this issue. When a student invites classmates from school to a party and specifically leaves out three or four children, they are deeply hurt. Obviously, CCS can't dictate whom parents invite, but it is important that parents be aware of the impact their actions have on the school environment. Teachers will not pass out or place invitations in backpacks unless the entire class is invited. Family addresses will be provided in the CCS Directory. As well, the feelings of children are hurt when it is obvious that a group of students is leaving school together for a party that does not include everyone from a class or grade level. Again, we ask parents to give serious thought to how their actions will affect the school environment as parties are planned.

RECESS GUIDELINES

1. Tackling, tripping or rough play is not permitted. If a game becomes too rough, students will not be permitted to play it.
2. Children are not to play outside the designated areas. If a ball goes out of the area, a student is to get permission before retrieving it.

3. Good sportsmanship and courteous behavior is expected at all times.
4. Parents must provide a note of excuse in order for a student to remain inside for recess. Parental requests for exemption (sore throat, cold, nausea, etc.) can only be honored for two days without a doctor's notice.

SAFETY

The safety of every child will always be of utmost importance. There will be a receptionist who will monitor and greet all visitors. All visitors must check in at the desk, receive a visitor's badge and have administrative approval to enter the classroom area. Careful attention to carpool guidelines will ensure the safety of all children during arrival and dismissal times as well.

Safety Drills: Training sessions and practice drills will be provided for fire and tornado safety precautions. Fire drill charts are posted in each classroom. Evacuation practices will be conducted and recorded in an orderly fashion. Fire drills will be held during the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures. Lock down drills are practiced at least once per year to provide practice in the event the building must be secured.

TEXTBOOK CARE

Textbooks are chosen after prayerful consideration and evaluation and will be provided for all students. No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable. Students will pay for lost textbooks or damages done to a textbook because of abuse or misuse.

TUITION AND FEES

Unless paid in advance, tuition is payable in 10 monthly payments beginning in July and ending in April or in two semester payments due in August and January. Tuition payments are made through F.A.C.T.S., the school's tuition management company. Tuition is figured on a yearly basis and remains the same regardless of the number of days in the month, school holidays, or absences.

All tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. The signed and returned contract is a pledge to CCS that parents will pay the costs indicated allowing CCS to meet its annual budget. CCS employs staff and teachers in accordance with the number of students enrolled and must pay teacher salaries whether or not a student drops.

Withdrawals: To withdraw a student, the parent must notify the school in writing. No records will be released until all forms are completed and financial matters are cleared. To withdraw a student parents must complete student withdraw form that is available in the front office.

STUDENT PERSONAL BELONGINGS

Students are not allowed to bring personal items such as toys or pets to school unless it is a designated day for such items. They are a source of distraction and conflict between the students. Any toys taken from students will be returned to the parent at the end of the day.

Electronic games, toys, cell phones, iPods, MP3 players, or headphones will not be allowed in the lunchroom, classroom, or at carpool.

DRESS CODE

Crossings Christian School has a responsibility to keep our students focused on education and to provide the best possible environment for success. We have determined that it is in the best interest of CCS and our students to wear conservative, campus-style uniforms. Teachers and administration may use their discretion on the fine points of implementing this dress code. This policy is intended to serve as a tool to:

- create an atmosphere free from distraction
- serve to dispense with competition due to outward appearance and affluence
- de-emphasize outward appearance in favor of inner beauty and character

Uniforms: Uniforms are required for Kindergarten and higher students. Clothing is to be purchased from Parker School Uniform or The Uniform Club. Parents should model integrity to their children by complying with the CCS uniform policy. Monday through Thursday students are to wear an approved uniform of their choice. Only approved uniform sweaters or jackets may be worn during class. All other wraps and coats must be hung up upon arrival to the classroom. Jewelry is discouraged for young children for reasons of safety and distractibility.

Preschool: Dress preschoolers in comfortable clothing appropriate for an active environment. Clothing should be neat, clean, and in good repair. Keep in mind that messy activities will be implemented from time to time.

Footwear: All students are required to wear tennis shoes or rubber soled sport shoes with white, red, or black socks, tights, or leggings. Tennis or sport shoes are safest to go to P.E., recess, and all other activities, and class time does not allow for changing shoes.

Hair Code: Students hair should be well-groomed and of a natural color. For young men, hair should be above the collar and should be trimmed above the eyebrows and earlobes.

Earrings and Jewelry: Girls may wear pierced earring jewelry; no more than two earrings may be worn in each ear and must be located in the lower lobe only. Boys may not wear earrings. Other body-piercing jewelry is not allowed.

Tattoos and Markings: Students may not have exposed permanent or temporary tattoos. Students are not allowed to have permanent or temporary ink marks or writing on the skin.

Inclement Weather: Parents should be mindful of changing weather and send coats, hats, and gloves when necessary. CCS students go outside at recess, except on rainy days.

Spirit T-Shirt: The spirit t-shirt may be worn on designated Spirit days and Denim Fridays.

Denim Days: Every Friday students in Kindergarten through Fifth grade may wear any CCS Spirit Store approved t-shirt or uniform top with the denim bottom of their choice. At times throughout the year, shirts may be designed specifically for certain age groups, i.e. Lower School, Middle School, Upper School. Only students in those grade levels represented by the shirt may purchase the shirt and wear it on Fridays.

Uniform Appearance: Girls skirts must be no shorter than three inches above the knee.

***All clothing should be labeled with child's name.**

