



## **Parent-Student Handbook**

Revised 8-20-19



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## Statement of Faith

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We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33),  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),  
His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11),  
His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),  
His Resurrection (John 11:25, 1 Corinthians 15:4),  
His Ascension to the right hand of God (Mark 16:19),  
His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

# Philosophy of Ministry

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## ***Introduction***

We welcome you to Crosshill Christian School. Our Administration and Board have assembled a staff of teachers who are committed to the Lord Jesus Christ, who will support the Christian home, the Christian church and the Christian school. The purpose of this handbook is to give parents general guidelines for an orderly parent/school relationship. It is understood that this handbook cannot possibly address every situation or circumstance that may arise at Crosshill Christian Schools. Therefore, this handbook serves as a guide and CCS reserves the right to make decisions after careful prayer and fact gathering to make final decisions that will uphold and maintain the philosophical position of the school. After reading, please share with your child and then keep for future reference. We look forward to this school year and trust God will richly bless you and your family.

## ***Mission Statement***

The mission of Crosshill Christian School is to make disciples of Jesus Christ.

## ***Purpose Statement***

The school's purpose is to assist the family in providing Christ-centered, Bible-based education that supports the uniqueness of each student and lays the foundation for the development of moral character, the pursuit of excellence in academics, and a lifestyle of service to God and others.

## ***Worldview***

Crosshill Christian School adopts the historic, Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man being a sinner by nature and choice, however, cannot in this condition glorify or know God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of student to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially, and physically. It must present all truth as God's truth and must be integrated with God's Word. Such education is first the parents' responsibility, and second, the school should function as an extension of the home to aid the parents in giving this education. (Deuteronomy 6:4-9).

## ***History***

In February, 1992, God gave Pastor Jerry Huhn the vision to raise up a remnant of children for the glory and honor of God. Crosshill Christian School is the result of the vision and call to minister to children. We opened our doors in September, 1992 with only 23 children enrolled in grades K-6. Preschool, Middle School, and High School were later added to the ministry at CCS. Through the years, we have seen God's miraculous hand of provision in the form of facilities, furnishings, finances, and of utmost importance, a dedicated staff, gifted and called of God to minister to the children He sends to Crosshill Christian School. We have seen our students grow spiritually as they learn to know God personally and His plan and purpose for their lives. Our students have been blessed in academic achievements, sports, fine arts and various activities and competitions with the Association of Christian Schools International (ACSI). Crosshill Christian School (CCS) is an extension of the ongoing ministry of Church on the Hill (COTH) of the Assemblies of God. The School Advisory Board makes policy recommendations to the COTH Board which in turn makes all final policy decisions. For all that has been accomplished, the praise goes to our Lord Jesus Christ. Truly God has blessed us.

# Admissions

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## ***Statement of Non-Discrimination***

Crosshill Christian School reserves the right to select students on the basis of academic performance and personal qualifications. CCS does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies and athletic or other school-administered programs.

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

## ***Private School Parental Rights***

Private schools are governed by contract law and are not covered under the U.S. Constitution. Parents and their children have many protections under common law, federal and state statutes. Crosshill Christian School parents have the following rights to:

- Have their children receive an academically sound education.
- Talk with school personnel and to have requests for meetings answered in a timely manner.
- Receive fair hearings on concerns and grievances.
- Have students supervised in a safe and appropriate manner.
- Review records.
- Participate in the activities of the school.

## ***Statement on Marriage, Gender, and Sexuality***

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Crosshill Christian School.

As a Christian institution of learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

### ***Parent-School Agreement***

Thank you for taking the time to read this agreement and for your willingness to take these responsibilities seriously in order to support the following:

To maintain harmony with the Christian home, church, and school, as a parent you are asked to:

- Attend the Bible teaching church of your choice regularly, realizing that CCS is a supplement - not a substitute - for a godly home and family. Regular church attendance is Biblical (Heb. 10:25). We all need the encouragement of other believers in the body of Christ (1 Thess. 5:11).
- Support Crosshill Christian Schools' Mission, Purpose, Worldview, Statement of Faith, rules, and policies, understanding that while you may not always agree with a rule or policy per se, your support is still necessary and will be honored by God (Rom. 13:1-4; Heb. 13:17, Deut. 6). We MUST have your heart-felt support if we are to have an effective ministry with your child.
- Attend a Back-to-School Orientation meeting, as well as other parent meetings and conferences scheduled by the school.
- Make a concerted effort to attend any school activity that your student is involved in, e.g., programs, athletic competitions, etc., thereby assuring him/her of your loving support.
- Take responsibility to access "Sycamore" through our website [www.crosshillchristian.com](http://www.crosshillchristian.com) for important communications including: school calendar, announcements, homework assignments, and more.
- Support the school with your prayers, gifts and volunteer service. The cost of education at CCS exceeds tuition and, we ask that you help in whatever fundraising and other activities that benefit the school and its programs. Your prayer support of our school is absolutely essential. We are engaged in a spiritual battle, which must be fought with spiritual weapons (II Cor. 10:3-4, Eph. 6:12-20, 1 Tim. 2:1-2).
- Pay your tuition each month. If your tuition payments become over 30 days late, and you have made no attempt to pay or make arrangements with the Office Administrator, your student may not be allowed to remain in school. Your registration and tuition fees pay a portion of the normal operating expenses. Teachers' salaries cannot be met without the timely payment of tuition. Registration for an upcoming year can only be accepted if current year tuition payments are up to date.
- Support the school in all matters of discipline involving your student. Any incident involving the use or possession of alcohol, tobacco, drugs, firearms, weapons of any kind, or any instance of immoral or unseemly conduct on or off campus, which is detrimental to the reputation of the Lord or our school, is grounds for dismissal.
- When you have a problem or concern, please contact the person (teacher, aide, volunteer, etc.) most directly involved. If resolution with the person cannot be achieved, then contact with their immediate supervisor should be made. If the concern is still not resolved, you may contact the school principal.
- Refrain from taking your student out of school unnecessarily. Regular attendance is important. The faculty is willing to help students with make-up work, but you must take the initiative. Advance notice is needed whenever possible.
- Contact a Principal/Superintendent or the School Office directly to let the Administration know of your reasons for withdrawal. We appreciate your input and insight. If you are moving or financial needs arise, we appreciate knowing how we may assist you.

## **Chapel**

The weekly chapel service is the most important event of the school year as it directly reflects the mission and vision of the school. Chapel will include music and worship, Bible stories and teaching. Chapel services are held once a week on both campuses. On the south campus, Kindergarten through 12<sup>th</sup> grade will meet for chapel from 10:10-11:05 on the first Wednesday of the month. On all other Wednesdays on the south campus, Kindergarten through 6<sup>th</sup> grade will meet from 8:30-9:15 and the 7<sup>th</sup> through 12<sup>th</sup> grade will meet from 10:10-11:05. The last elementary chapel of the month is a small group chapel in which upper elementary students lead small groups of elementary students. Each Wednesday on the south campus, secondary students meet in small groups with a teacher in Flight Teams to pray and discuss the chapel teaching. We encourage parents to join us as often as they can. All students will be encouraged to participate and develop their gifts and talents for the Lord.

## **Controversial Doctrines**

Crosshill Christian School is non-denominational with a ministry of discipleship. Many churches from our community are represented in our student body. Since the student body represents different denominations, matters of controversial Christian doctrine may arise in the classroom. These issues will be handled with sensitivity and respect from denominational differences. Students will be referred to their parents and pastor for additional clarification of such issues.

## **Accreditation**

*Crosshill Christian High School is fully accredited by AdvancED and is an active member of the Association of Christian Schools International (ACSI).*

## **Admissions Procedure**

The following registration procedures must be adhered to before a child may be formally enrolled:

- Parental Support-Parents must support the school's statement of faith, philosophy and objectives and have a clear understanding that the Bible will be taught as the authoritative Word of God.
- Enrollment Application-Submit application, test fees (if applicable) and non-refundable application fee.
- School Records-Arrange for transcripts and current standardized test results to be sent directly to the school office.
- Immunization Records-All students must supply a current and up-to-date immunization record.
- Recommendations-The school will mail or give you recommendation forms to be completed by the appropriate people.
- School Visit and Interview-All prospective applicants and their families are encouraged to visit the school. Parents of applying students will be required to schedule an interview with the principal prior to enrollment. Applicants in grades 6<sup>th</sup>-12<sup>th</sup> grade are also required to interview with the principal.
- Enrollment Contract-Submit signed Contract of Enrollment.
- Testing-All new students except Preschool will be required to take an entrance test.

## **Enrollment Schedule**

Enrollment begins in February according to the following schedule (see registration packet for exact dates):

- February-returning students or siblings
- March-New students

# Discipline Policies

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## ***Philosophy***

Crosshill Christian School views discipline as an opportunity for training in righteousness resulting in Godliness (1 Timothy 4:7). The word “discipline” comes from the word “disciple”. It is our goal to assist parents to disciple their children so they may become more Christ-like. Our objective in the discipline process is to provide outer controls until inner control takes effect. Rules are required in order that proper habits are formed which will enable the student to become self-disciplined.

We believe the responsibility for discipline lies primarily with the parents, with the school teaming up with them as they fulfill their God-given obligation (Deuteronomy 6:1-2, Ephesians 6:4). It is up to the parents to ensure that the students behave properly. The school is here to support the parents in their discipline, not replace them. The school and the home must be working together in order for the training of the child to be effective. Students are subject to discipline for conduct at school, while traveling to and from school sponsored events, while at other schools, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

Discipline at Crosshill Christian School will be fair, loving, consistent and appropriate to the growth of each child. *“Discipline your son, and he will give you peace; he will bring delight to your soul.” (Proverbs 29:17)* School rules are made clear to all students in the classroom and playground. Teachers and staff members will enforce all rules in this handbook. Teachers and staff will respond to rules that are not being followed. Respect must be shown for the rights of others and their property.

## ***Discipline Process***

Because the goal of our disciplinary program is discipleship and restoration, each situation will be dealt with on an individual basis, with parent involvement when necessary. Special consideration may be given to any student who comes voluntarily to the administration and displays an attitude of openness and honesty. The most common forms of discipline at CCS are the discussions between students and staff when questions of Christian conduct arise in given situations. Consequences are not intended to be punitive but are administered to give students an opportunity to improve their behavior. The classroom teacher is the primary influence on campus and will generally be the first person to handle misbehavior as a part of the discipleship process. When a student misbehaves, the classroom teacher will discuss the misconduct with the student and communicate the conversation to the parents and may provide minor consequences as a part of the discipleship process.

When a pattern of misbehavior continues despite the teacher’s efforts, the school administration will become involved. A Student Behavior Referral will be filled out by the teacher and the student will discuss the misconduct with administration. Administration will contact parents via phone, email, or in person and parents will be required to sign the Student Behavior Referral. Minor to major consequences may be enforced as a part of the discipleship process.

For extreme misbehavior such as fighting, bringing weapons/drugs/tobacco/alcohol/pornography to school, vandalism, theft, or cheating, administration will become involved immediately.

A variety of consequences may be utilized to fit the situation including detentions, in-school suspensions, out-of-school suspensions, dismissal, or specific service projects.

### ***Detentions***

Occasionally detentions may be used as a consequence during lunch or after school. Students may not bring music, reading material, food, drink, gum, or homework. Students are required to sit straight in their chairs facing forward. Eyes are to remain open. There are no acceptable excuses for a tardy to detention. Being tardy to detention will be considered a missed detention. If extracurricular activities conflict with detention, the student must still serve the detention unless postponed by school administration.

### ***Probation***

Students may be placed on Behavioral or Academic Probation for up to 1 semester. Both may result in the loss of all extra-curricular activities until the probation is lifted. The student may participate in practices, but may not compete or travel to away competitions. Students demonstrating a pattern of no self-control may be placed on Behavioral Probation. Students earning any F, 2 D's, or a GPA below 2.0 in one quarter may be placed on Academic Probation. The administration may opt to place a student on an Academic Intervention if grades drop dramatically or a student receives any grade at mid-term or at the quarter which is below a C.

### ***Dismissal***

Attendance at Crosshill Christian School is a privilege, not a right. A student may be dismissed or expelled from school at any time that he/she is found to be behaving inconsistently with school policies, or failing to accept the school's mission and values. It is the full responsibility of the administration to determine these matters, and appeals may not be considered. The following is a list of reasons for dismissal:

- A parent will not cooperate with the administration of the school.
- A student's conduct, attitude, negative influence, or lack of effort makes it inadvisable for the student to remain at Crosshill Christian School.
- A student's disagreement with the school's philosophy of ministry.
- Continual failure to achieve academically.
- Immorality.

### ***Scoffers***

The purpose of education at CCS is to develop each student's faith in a way that not only prepares them for ministry leadership, but to also display their spiritual growth on a daily basis. To that end, students who demonstrate a scornful or scoffing attitude will not be tolerated. The following lists symptoms of such an attitude:

- Contemptuous body language
- Taunting language
- Attitudes reflecting "flaunting of sin"
- Disrespectful tone of voice
- Disruptive spirit or attitudes that "dampen" the spiritual growth in others
- Refusal to repent and reconcile
- Agitating others against each other
- When such an attitude is identified in a student, the administration, parents, and teachers will work together toward the purpose of restoring the student to a proper relationship with God and their peers. If such a process is unsuccessful, the student may be dismissed from CCS.

# General Conduct

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Crosshill Christian recognizes that Scripture does not speak directly to every social practice or circumstance, but we believe the scriptures provide us with principles so that whatever we do will bring glory to God. In establishing the following guidelines, Crosshill Christian is aware of two things:

1. Rules and regulations alone will never develop your character or cause spiritual maturity (only the work of Christ in your heart and your submission to His truth will do that).
2. We would not be able to write enough rules to cover every circumstance. Keep in mind that our goal is not to put you into a “social straight jacket,” but rather to help you make wise, constructive choices so you can experienced the joy of a Christ-centered life.

The following guidelines are an attempt to communicate CCS community standards on various matters. They in no way release you from your responsibility to remain sensitive to God and to be accountable for your own decisions and behavior. As an introduction to our guidelines, the following questions should be considered whenever making choices regarding your conduct.

1. Will this positively affect my pursuit of a Christ-like lifestyle and development of Christian character?
2. Will this positively affect my brothers and sisters in their pursuit of a Christ-like lifestyle and development of their Christian character?
3. Will this provide an opportunity for Satan to get a stronghold in any area of my life?
4. Will this uphold the integrity, values, and mission of CCS?

When it is known you are making choices inconsistent with these guidelines, members of the staff will follow up and challenge you to think through the rationale behind them. When the guidelines are blatantly disregarded, counsel may be followed by disciplinary action. It is expected that you will be cooperative and understanding when approached by staff members on these issues. The CCS staff has ultimate responsibility for determining what falls outside the discernment guidelines. “Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus” (Colossians 3:17).

As a school institution serving dozens of different churches, there is bound to be disagreement in certain areas of operations. As a non-denominational community, there are certain agreed-upon evangelical truths that need to be maintained and celebrated (see Statement of Faith). And yet there are other non-essential areas that the school must make daily decisions on where disagreement will be present. The heart of the school’s leadership is to provide unity in the essentials, and charity in the non-essentials. At times, charity might include adhering to a set of rules that are more strict than some families may prefer. At other times, charity might include allowing more freedom than some families may prefer. Many issues may seem black and white to individuals, but that rarely is the case within community. The school works hard to honor God and honor families in its attempt to create unity in the essentials, and charity in the non-essentials.

## ***Relationship Policy***

As part of preparing students for adulthood, the school’s mission of discipleship includes training students in relationships with others from the opposite gender. To borrow an analogy from YWAM (Youth with a Mission), as students are at our school, they are in our sandbox. We want them to jump in and have healthy experiences within the boundaries of the box. To that end, the school actively disciplines students to pursue the following boundaries with each other:

- The school discourages romantic relationships that become exclusive and isolated.
- The school encourages the pursuit of healthy friendships built upon respect that deepen slowly over time.
- Students should partner with parents and mentors to access and exercise wisdom in relationships.
- The school trains students in developing and practicing strong moral boundaries.
- The school trains students in how to treat others with respect.

### ***Dancing Policy***

The current culture among much of evangelical Christianity in the Pacific Northwest is one where dancing is celebrated with appropriate boundaries. Whether it be weddings or community events, families from many evangelical churches often engage in dancing within a larger event.

Within the context of charity in non-essentials, the school allows dancing as a component of certain school events. The school applies wisdom regarding boundaries for the event, including music choice and appropriate forms of dancing. Song lyrics should be consistent with a Christian worldview, and touching between students will not extend beyond locking arms as part of a swing/square dance, or appropriate contact during a conservative waltz. As is with many non-essentials, families can choose the extent of their participation.

### ***Character Trait Program***

At the heart of the discipleship mission is to worship God in a pleasing way. This requires no longer conforming to the patterns of this world, but to become transformed into the new creation we are in Christ. To this end, a unique biblical character trait will be emphasized each week in every aspect of the school for grades K-6th. The 12 virtues covered include: diligence, helpfulness, perseverance, contentment, attentiveness, honesty, kindness, patience, self-control, obedience, and forgiveness.

### ***Student Possessions***

Electronic games, fad toys, playing cards (including Pokemon cards), or toys that resemble weapons of any kind, etc. are not to be brought to school unless specifically authorized by a teacher. Students may not possess any item or substance designed or capable of causing harm to themselves or others on the school grounds or in the school building. If such an item is brought to the school and found by a school staff member the item will be taken and kept by the office until a parent picks the item up. Violations may result in school discipline depending on the circumstance. Because of safety considerations, rollerblades, skateboards or roller skates are not to be brought to school. Teachers, at their discretion, may allow certain toys at school.

### ***Cell Phones***

#### Grades K-4

- Students in these grades are not permitted to bring cell phones to school.

#### Grades 5-12

- Cell phones must be “powered down” by students during school hours (8:15-3:00) and kept in the student’s locker or in a backpack. When approved, students may listen to music through their Chromebook and utilize a calculator on their Chromebook for math. During school hours the office phone will be the communication to parents, or from parents to the school. Students may not use the classroom landline phone unless there is an emergency situation. Students may request to use the office phone during the lunch hour for urgent matters, and throughout the day for emergencies. Communication from parents will be shared to students during lunch. If a student is found to have a cell phone on his/her person – whether being used or not – it will be confiscated and given to the administration and held until the parent conferences with the school administrator.

\*Smart watches are not allowed during school hours at any grade level.

### ***Leaving School Grounds/Student Drivers***

Crosshill Christian School is a closed campus during all hours of the instructional day. Students are not permitted to leave the school grounds during the day. Permission may be granted in writing, from a parent but only for a medical appointment. A parent/guardian must check a student out through the school office when taking him/her off campus during school hours. If anyone other than the parent/legal guardian will be picking up the child, the school office needs to be informed in writing by the parent. Students will not be released to eat lunch off campus unless there are special family circumstances which have been reviewed and approved by the office.

Student drivers may only drive to and from school. No student may drive with other students in their vehicles without express consent from all parents involved. Student drivers are expected to drive in a safe and respectful manner. A student driver shall not sit with or travel alone with a student of the opposite sex unless given written permission by both sets of parents. Failure to do so will result in loss of driving and parking privileges on campus. If a student has 10 unexcused absences in a row or 15 days in a semester, Crosshill Christian School will provide attendance information to the Department of Motor Vehicles (DMV) to have the student's license pulled.

### ***Lockers***

Lockers will be issued to students in secondary grades depending on availability. It is the student's responsibility to keep their locker combinations confidential. We do not allow students to open other students' lockers. Do not write on the inside or outside of the lockers. Do not use tape on the inside of the lockers, only magnets are acceptable. When the student is not present the locker should be locked. The administration reserves the right to open lockers at any time and check the contents of the locker with a witness present. Damage to lockers caused by carelessness will result in disciplinary action and/or cost of repairs passed on to the student.

### ***Lunch***

Hot lunches are provided on a daily basis at the south campus at a cost of \$3.25 for elementary and \$3.50 for middle and high school students. Milk and juice is available for \$.50. Friday Fun Lunch is available at the Keizer campus for \$3.50. Students may also choose to bring their lunch from home. Lunches may be pre-purchased through payment to the school office. There is no off campus lunch for students, unless with a parent.

### ***Personal Appearance***

It is our desire to honor the Lord Jesus Christ and to see Him reflected in the lives of our students. Our dress code will emphasize modesty, neatness and safety. It is designed to provide boundaries that allow students to express certain amounts of individuality while contributing to a consistent community. Students should meet the appearance standards before they arrive at school. If they do not, a call may be made to the parents requesting they help amend the situation.

- Hair should be neat, clean and out of the eyes. Haircuts with designs or other extreme styles that can draw attention to oneself should be avoided. If unsure, please speak with staff/administration before committing to a new hairstyle.
- Students should avoid any deliberate attempt at transgender appearance.
- Makeup and earrings should reflect modest cultural norms according to grade level.
- Articles of clothing or jewelry that represents alcohol, tobacco products, indecent/ inappropriate slogans/phrases/gestures or those that reflect any gang, satanic or cult activities may not be worn.
- Caps with bills and hoods should not be worn during school hours.

- Shoes must be worn at all times.
- Sleeves, necklines, and armholes should be modest and provide adequate coverage for the shoulders and the back (no spaghetti straps).
- Shorts and skirts should end near the knee or below conserving modesty, unless appropriate tights are underneath.
- Undergarments should always be adequately covered.
- Holes in apparel that exposes skin typically covered by a modest outfit should be avoided.

#### 6th-12th Grade

- Leggings and tights must have an appropriate skirt or shorts over the top of them.
- Students are strongly discouraged from obtaining tattoos and body piercings. Body piercings and tattoos (18 year-olds only) must not be visible and covered at all times during the school day or school event.

The faculty and administration reserve the right to decide what appropriate dress is and which hairstyles are distracting for the rest of the CCS community. While the school has no desire to make changes during a school year, should the need for change arise, the school administration will adjust accordingly. If unsure about a hairstyle or outfit, please speak with staff/administration beforehand.

#### P.E. Clothes

All students' grades 6<sup>th</sup> – 12<sup>th</sup> are required to dress down. They must wear an appropriate T-shirt and appropriate athletic shorts, sweats, or athletic Capri's. Any student using the gym for P.E. or recess will be required to have a pair of non-skid athletic shoes. It is strongly suggested that girls wear pants/shorts and not dresses on P.E. days.

#### School-Sponsored Formal Events Attire

##### Girls

- Strapless dresses should have backs no lower than 1" below the shoulder blades.
- Undergarments should not be visible.
- See-through apparel must have clothes underneath that meet the dress code.
- Dresses should end near the knee or below conserving modesty.
- Bare midriffs and dresses with immodest slits should be avoided.
- Garments that are extremely tight, form-fitting, or low-cut should be avoided.
- Strapless dresses or dresses with spaghetti straps are not permitted at semi-formal events (graduation, etc.)

##### Boys

- Short-sleeved or long-sleeved collared shirt with full buttoned front should be worn.
- A tie is encouraged.
- Dress slacks, khakis or corduroy pants are encouraged.

Fake weapons, masks, or costumes should be avoided. Any questionable formal wear will be evaluated by the administrator(s) on duty who will determine the appropriateness of the outfit. If clothing is deemed inappropriate, the student may be asked to leave the event.

#### ***Friendships***

The development of friendships is an important part of each child's personal growth. Students will receive training on how to learn to have healthy friendships. These are guidelines:

- The development of exclusive relationships such as cliques or boys and girls “going together” are discouraged, as is the usage of terms such as “going steady,” “boyfriend/girlfriend,” “getting dumped,” “going out,” etc.
- The giving or exchanging of gifts between boys and girls is discouraged (except during specially designated class parties such as Christmas and/or Valentine’s Day).
- Students of the opposite gender should not spend time alone with one another on school grounds.
- “Note passing” is not allowed during class me.
- Physical contact or displays of affection are not permitted at school or during school-sponsored activities. This includes kissing, cross-gender hugging, and/or holding hands.
- In addition, the following behaviors hold a degree of intimacy not appropriate in the school community among same gender friendships:
  - Extended hand-holding beyond a moment of fun
  - Extended hugging beyond a greeting or short period of consolation
  - Cuddling
  - Sharing a bed
  - Kissing
  - Dancing in a sexual manner

Students who do not set appropriate boundaries according to these guidelines will receive continued training as part of the discipleship process in order to meet the expectations and understand the heart matters involved.

# Attendance Policies

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The classroom is the center of learning, and research clearly demonstrates that regular attendance is the single greatest predictor of academic success. Missing class means that a student will miss important activities, discussions, instructions, as well as the interpretations of the teacher. These aspects of learning cannot be replaced by make-up assignments. According to Oregon law, parents are responsible to see that students achieve regular attendance at an educational institution. The attendance policy of Crosshill Christian School is created to encourage fulfillment of this law. Crosshill Christian School believes a student's attendance is imperative to achieve spiritual and academic excellence.

## ***Late Arrival – Early Dismissal***

For medical or other pre-arranged appointments during school hours, please communicate the details with the school office. Students arriving late must be signed in at the school office by a parent. When leaving early, a parent must come to the school office to sign their child out. At that time the office will arrange to have the student dismissed. It is always helpful for the teacher/school to know ahead of time when situations like this arise. If someone other than a parent is to pick up a student and that person is not on the approved pick up list, the parent must contact the office by telephone or by note to authorize us to release your child to this person.

## ***Excused Absences***

In order for an absence to be excused, a phone call must be received from the parent on the day of the absence or a signed parent note returned on the day the student returns. Such explanations must clearly fit one of the following circumstances:

- Personal Illness of the student
- Medical or Dental Appointments
- Family Emergencies, such as serious illness or death in the family

If any of these requirements are not met, the absence may be unexcused. Sleeping in will not be considered excused, and a pattern of illness without a doctor's note may be examined further. Upon return, it is up to the student to arrange all work missed

## ***Make Up Work for Excused Absences***

1. All work assigned prior to the date of the excused absence must be handed in on the day the student returns from the absence.
2. All work assigned during an absence must be made up within the number of days the student was absent.
3. If a student has an excused absence for any part of the day, all work must be turned in for all classes that day or it may be deemed late.
4. Tests missed during an absence must be scheduled with the teacher.
5. All long-term projects, book reports, term papers, etc., must be turned in on or before the due date even if the student is absent on that day, unless arrangements have been made with the teacher.
6. Special arrangements must be made with administration for long-term absences due to illness.

## ***Extended & Pre-Arranged Absences***

The school strongly discourages planned extended absences during school time except in the cases of family emergencies or other unavoidable circumstances. Planned, extended absences must be pre-arranged by a parent with the office. In order for Pre-Arranged absence to be excused, a Pre-Arranged Absence Request Form must be filled out and approved by administration 3 days before the date(s) of the absence. If excused, students will follow the protocol regarding make-up work for excused absences. Students and parents should track class progress on Sycamore while they are gone and keep up as they are able. Please be aware that assignments

posted in advance represent the teacher's best estimate of work that will be given. Teachers are continually adjusting their plans based upon student understanding and progress. Students are allowed a maximum of five (5) approved pre-arranged absences per school year. The following situations may be considered for Pre-Arranged Excused Absence approval:

- School-Sponsored Functions
- Family Activities
- College/Career related visits
- Special Religious Events

Most school-sponsored functions such as athletic contests are automatically approved and do not need a Request Form submitted unless otherwise communicated by a staff member. Students with approved pre-arranged excused absences must have all of their work done and turned in before their absence (unless special consideration is given by a teacher for advanced homework). Additionally, students must make arrangements to complete all tests and quizzes before their absence unless other arrangements are made with individual teachers in advance. If a student has a pre-arranged absence for any part of the day, they must obtain work that will be missed before leaving school and turn in the next day to receive credit. It is the student's responsibility to make sure they check with their teachers before an absence.

If a student is absent for 10 or more days in any one 9 week quarter, excused or unexcused, he/she will be placed on an attendance agreement with the administration and must abide by that agreement or may be asked to retake a course. A pattern of excused or unexcused absences is of great concern and will be taken very seriously by the administration. Accommodations will be made for a long-term illness.

#### Long-Term Illness or Injury Absence Agreement

It is the school's policy that a student's parent or guardian presents a note from a doctor and also a written request for a long-term illness agreement to an administrator. If an agreement is granted the following will apply:

- No more than 22 class periods in any one course may be missed in one semester for any reason
- The student may be asked to repeat a course or to attend summer school in his/her local district to make up the course missed if the time period is beyond 22 class periods
- Extra assignments may be added to make up for time not in class
- Assignment collection will be the responsibility of the parent unless an administrator makes an exception

#### ***Unexcused Absences***

All absences that are not deemed excused by the school administration may be recorded as unexcused. Any work missed in class on the day of an unexcused absence may not be made-up, including tests, quizzes, and homework received.

#### ***Tardy Policy***

**K-6:** For security purposes, the front doors will lock at 8:15. Students who arrive at the front doors after 8:15 will need to buzz in to have access to the building. Students will need to check in at the front office and will be marked tardy. Parents of Pre-3-5th graders coming in late must be walked in by a parent and checked in at the office by the parent. Students in the Preschool and Kindergarten must have a parent or guardian walk them down to class in the mornings. Elementary students who are late to school are usually late due to a family, parental, or traffic issues. However, when an elementary student is consistently late, a parent meeting may be requested by the administration. Students tardy at the start of the day or late to school anytime must report to the school office and obtain a tardy slip before entering class

**7-12:** Secondary students bear more responsibility in assisting their parents, or in getting themselves to school on time. Secondary students also have the responsibility to get themselves from one class to the next on time. Therefore, it is appropriate that there are school-wide consequences for being late/tardy. When a student enters one of their classes after the class begins without an excused note from a staff member, the student is tardy. Students tardy at the start of the day or late to school anytime must report to the school office and obtain a tardy slip before entering class. Tardies accumulated in one quarter for all classes combined may result in the following disciplinary action:

4-6 tardies – 1 detention per infraction

>6 tardies – 1 in-school suspension per infraction

### ***Enabling Student(s)***

Please do not allow your child to stay home from school to finish projects or papers. Not only will this concession result in an unexcused absence, but it defeats one of the main purposes of the assignment, which is to teach students to be disciplined in organizing their time. If students know there is a way out, then they will be less likely to complete their work on time. By allowing this, the authority of the school is undermined, procrastination is awarded, and the diligent student is marginalized. Let us work together to prepare our children for the reality of deadlines and the need for proper stewardship of our time.

# Academic Policies

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## ***Academic Integrity***

Crosshill Christian is committed to high academic standards and expects students to achieve these standards in a manner marked by integrity and honesty. Academic honesty is the hallmark of true personal integrity. Students' academic work is evaluated on the assumption that the work presented is their own. Faculty and students are expected to identify departures from academic honesty.

### Principles of Academic Honesty

1. Academic honesty at CCS is based on the biblical principle of truthfulness. Truthfulness is inherent in the character of God. As beings created in the image of God we have that example to follow.
2. Students' work must represent their own ideas, concepts, and current understanding.
3. Student must document appropriately any ideas or concepts borrowed from other sources, including research, papers or projects that the student has simultaneously or previously submitted as coursework for other classes.
4. We measure learning progress by course assignments and examinations, and thus, we cannot recognize standards of academic achievement when cheating occurs.

Examples of academic dishonesty include cheating, falsifying information or grades, helping others cheat, and plagiarism. At CCS, the first instance of any aspect of academic dishonesty may result in an automatic zero for the assignment (without make-up or extra credit opportunities), a parent-student-principal meeting, and possible disciplinary consequences.

## ***Academic Probation***

The pursuit of excellence is a vital part of the CCS academic program. Students are expected to do their best to achieve their full academic potential. Any student admitted into the regular academic program at CCS is expected to maintain at least a C average (2.0 GPA). A student whose grades fall below 2.0 GPA at the end of any semester will be placed on academic probation. During the probation period of one quarter, students will be expected to establish and maintain the minimum grade point average of 2.0. At the end of the probation period, if the GPA has met the acceptable 2.0 standard, probationary status will be removed. Should, however, the GPA remain below 2.0, a conference will be held between the administration, parents, and student, to institute a formal plan to keep the student at CCS.

## ***Assessment***

It is our aim to see each child reach his/her maximum potential in academic achievement and to experience consistent, progressive growth in all areas of learning. A variety of methods of encouragement and challenge will be provided for students. If a student, through lack of effort on his/her part and/or through learning difficulties, does not maintain satisfactory progress, it may be necessary to place the student on academic probation so that the parents and the school may closely evaluate and monitor his/her efforts and progress. If these efforts are unsuccessful, the student may be required to withdraw from CCS.

Students in grade levels 1<sup>st</sup>-7<sup>th</sup> will be given the NWEA MAP test in the fall, winter and spring of each school year. Students in grade levels 8<sup>th</sup>-12<sup>th</sup> will participate in testing through the PSAT, SAT and ACT. Parents may make an appointment to discuss the results with the administration. Results are usually available approximately six weeks after the tests are administered.

Report cards are issued each nine weeks for Preschool through 12<sup>th</sup> grade and reflect the quality and progress of the student's work during that period. If there are questions and concerns, please contact the child's teacher. Parents will be given online access through Sycamore and are encouraged to view class assignments and grades.

An incomplete grade (I) occasionally may be given upon administrative approval due to unforeseen circumstances. Incomplete grades may be amended up to 2 weeks after the grading period has ended. If no progress is made during those 2 weeks, the incomplete grade will be changed to an F and recorded on the student's transcript.

In order to receive credit, all assignments and assessments must be completed on the assigned due date. Teachers may choose a policy of awarding discounted credit for late work.

The following are the grading criteria and standards used for letter grades:

89.50% - 100.0%	A	Mastery of the material, consistent superior work
79.50% - 89.49%	B	Good understanding of material, consistent satisfactory work
69.50% - 79.49%	C	Basic understanding of material, consistent marginal work
59.50% - 69.49%	D	Limited understanding of material, inconsistent work
<59.50%	F	Incomplete understanding of material, incomplete work

### ***Biblical Instruction***

Biblical instruction at CCS is integrated into the entire learning experience. Four major approaches are used:

1. Bible classes, teaching Biblical concepts as well as emphasizing Scripture memorization;
2. Chapel programs, providing weekly opportunities for corporate worship and spiritual instruction;
3. Curriculum, emphasizing the sovereignty of God in all aspects of life, and
4. Faculty and staff conducting devotional times and praying with their students .

CCS emphasizes the importance of regular weekly attendance in a church where the Word of God is preached. Church attendance is vital to successful Christian education, which combines the Christian home, school, and church. The Christian school is not a substitute for regular family worship in church; we encourage all CCS students and their families to make this a high priority of their spiritual life.

### ***Class Rank, Valedictorian, & Salutatorian***

Each year at graduation, the senior who has been at Crosshill Christian High School for their Sophomore through Senior years, has the highest cumulative GPA, and consistently demonstrates Christ-honoring character is awarded the title of valedictorian. If there are more than one senior who qualifies and shares the same GPA, more than one valedictorian may be awarded. The senior with the second highest cumulative GPA who meets the other qualifications is awarded the title of salutatorian. These students are publicly honored and receive a medal to keep and wear at graduation.

An internal weighting system is used to determine class rank for valedictorian and salutatorian honors. Students who take dual credit college courses will receive an additional 1/2 grade point per semester regardless of the grade they receive in that class. These additional points will be added to their total points when calculating their

cumulative GPA. For example, a student who receives a one semester dual credit college course grade of “B” would be assigned a point value of 3.5 for that “B” when calculating his or her GPA, rather than a 3.0 as is customary. Keep in mind that this is an internal weighting only, used to determine the Valedictorian, Salutatorian, and class rank. A student’s official transcript will not reflect a weighted GPA. Students who do not qualify for valedictorian based upon the school’s internal weighting system but have earned a 4.00 GPA will receive salutatorian honors. The determination of the Valedictorian/Salutatorian will be made based on grades at the end of the first semester of their senior year.

Up to 3 valedictorian speeches will be given, selected by the secondary teaching staff and administration based upon Christian leadership, Christian service, academic success, athletic skills, and talent in the arts.

### ***Credit Transfer***

Credit issued by an AdvancED secondary U.S. school as high school credit is accepted at face value toward meeting CCS High School’s graduation requirements. Outside credits may not be substituted for courses readily available to enrolled students. Upon review and approval by the principal, students transferring into CCS from a non-public school not accredited by AdvancED or from a home school may receive credit toward graduation for courses successfully completed in the non-accredited school within the following guidelines:

- A. Documentation must be provided by the sending school as to the course of study the student followed, materials used, total number of contact hours per course, and scores of any standardized tests the student has taken.
- B. Grades will be recorded as Pass (P) or Fail (F) and will be identified on the transcript as non-CCS grades.
- C. Grades and credits will not be included in the calculation of GPA nor class rank.

### ***Curriculum***

Crosshill Christian School is a complete PreK-12th grade discipleship-based school designed to develop a missionary mindset as students develop and deploy their academic strengths. Most curriculum decisions complement our desire to prepare our students for success and achievement at leading colleges in the United States. Our curriculum is driven, in large measure, by what the leading colleges in this country want their incoming students to know.

Classes are small but demanding and are built around critical thinking, thorough research, incisive analysis, and good writing. We expect all students to become independent learners, to expand their intellectual curiosity, and to demonstrate improvement and mastery in the difficult material with which they are challenged.

There is a sequential and purposeful development of the curriculum with annual reviews and weekly staff meetings to fully appreciate the physical, mental, and social development of the students. Essential in all of this is the integration of the Word of God into each area. A combination of A Beka, Bob Jones, and ACSI curriculum are most commonly used in all grades and are the leading publishers for Christian textbooks nationwide. While we offer an interesting and increasing array of electives each year, class offerings are, on the whole, traditional. The curriculum centers on thorough preparation in the areas of English, History, Math, Science, Bible, and Arts.

A curriculum guide for each grade is available on our school website under the Academic tab.

### **Field Trips**

Field Trips will be scheduled throughout the year by each classroom teacher. The school may also have multi-class field trips. We are dependent on parents to provide transportation and be chaperones for these trips. We do request your cooperation with the following guidelines.

- Each passenger in a field trip carpool must have his/her own seatbelt.
- Passengers will be assigned to each vehicle by the classroom teacher or by the school office in the event of a multi-class or all-school field trip. We ask that you do not request changes in these assignments.
- Maps and/or written directions will be supplied to drivers for field trips. We do ask that you follow the designated route. If we are missing a vehicle, we will know where to look for it in order to see if there is a problem. The exception to this would be if you are transporting only your own child.
- All students must have a general Participation Form signed by a parent and turned in to the office.
- All chaperones must complete the Volunteer Driver Form and an approved background check 2 weeks prior to the field trip.
- Siblings are not permitted to attend unless previously approved by the teacher.

### **Graduation Requirements**

High school students are required to earn the following credits in order to earn an CCS diploma:

Bible	4	(or one credit for each year student attends CCS)
Language Arts	4	
Mathematics	3	
Science	3	
Social Science	3	
Foreign Language/Tech/Arts	3	
Health	1	
P.E.	1	
Electives	2	

Transfer students are considered for class rank and graduation honors if enrolled at CCS before or during their junior year. Students participating in 90% of games and practices may be awarded a .25 P.E. credit per season if needed to meet graduation requirements. Athletes must fill out the [CCS P.E. Credit Retrieval Form](#) and turn it in within one week of the season ending in order to be eligible. Students are provided opportunity to recover their credit for up to 2 semester classes. A failing grade in a third semester class during their high school career may result in dismissal.

### **Homework**

The homework policy for Crosshill Christian School is a coordinated effort of teachers to guide students toward the fulfillment of the school's mission statement. To this end, teachers and students will work together to facilitate opportunities for academic, spiritual, and athletic achievement appropriate for each individual student. We feel that the student who balances participating in each of these areas will experience personal growth making them effective workers for the Kingdom of God. The purpose of homework is to give the student additional time to practice and apply some of the skills they are acquiring at school. Another purpose of homework is to acquaint the parent with the skills that the child is learning. We encourage you to be aware of your child's homework assignments and to assist as needed. We believe homework enhances the learning process and enables you to have quality time with your child. Late homework assignments are generally worth

85% after 1 day late, 70% after 2 days late, and 50% for all other late assignments, per teacher's discretion. Late homework for extended days will not be accepted the last week of any quarter. Repeated homework tardiness will result in disciplinary action. Students will receive one extra day to complete their homework for each excused or pre-arranged absence. Students may not be allowed to make-up work if the absence was not pre-arranged or excused (*see Attendance Policies*). Student-athletes are required to obtain work missed due to competitions before the day of the competition, and to give any assignments due to teachers before leaving campus. Absences due to athletic competitions are considered pre-arranged absences, and students are not allowed to turn in any missed work late unless special arrangements are made in advance with a teacher. No formal exceptions are made for student-athletes for classes attended on the day of a competition. No special academic provisions are provided for student athletes as coaches will be sensitive to the academic load of student-athletes and not extend any practices beyond 2 hours.

We invite the Holy Spirit to provide His gifts and enable his fruits to be prevalent in the daily life of our school. We are sensitive to the leading of the Holy Spirit. Teachers and the administration will use discernment during Bible classes and chapels and may choose to occasionally extend times of prayer, worship, and/or Biblical teaching for a specific purpose. Students who miss regularly scheduled classes due to extended times of character development will not be assigned work in those classes for that day.

### ***Library***

The library is an ever-growing center for learning. Students will be charged current replacement value for any lost or damaged books. Book fairs may be scheduled during the year.

### ***Plagiarism***

According to dictionary.com, plagiarism is "taking someone's words or ideas as if they were your own." By "kidnapping" work from other sources (including other authors, students, artists, photographers, websites, etc.), students are committing crimes. Students can commit plagiarism by using, rearranging, or changing words from one or more sources—without citing these sources properly. Essentially, plagiarizing students are stealing from other authors, lying to their teachers and parents, and dishonoring (cheating) their honest classmates' achievements—disrespecting God and His plan at CCS.

The "consequences of plagiarism in higher education," according to plagiarism.org, "may include: a failing grade on a paper, a failing grade in a class, a formal university hearing, a mark on your transcript, probationary status, or even expulsion from the university" (<http://www.plagiarism.org/faq.html>). At CCS, the first instance of plagiarism may result in an automatic zero for the assignment (without make-up or extra credit opportunities), a parent-student-principal meeting, and possible disciplinary consequences.

### ***Retention***

It may be the recommendations of the teacher to have a student repeat a grade level. Being retained does not imply failure, nor is it a punishment of any kind. Crosshill Christian School embraces the "The gift of time" philosophy, that a student may need an added year of support and instruction due to academic or maturational concerns. A student is not retained until the parents, administration, and teacher prayerfully consider what is best for the child.

### ***Special Honors and Recognition***

We believe that every child is gifted and special to God. We want to recognize and show our appreciation to our students as we observe their growth in such areas as academics, character, conduct, service, music, spiritual maturity, sports, etc. This recognition will occur within the classroom setting as well as in chapels and assemblies. At the end of each quarter, students in 1st-6th grades who have all O's (Outstanding) on a character

section of the report card will be recognized as being in the Principal's Club. In addition, 4th-12th graders can earn recognition on Honor Roll (3.25-3.49), High Honor Roll (3.50-3.99), and Principal's Honor Roll (4.00).

### ***Student Supplies***

A student supply list will be available during the summer prior to the beginning of the school year. Additional supplies may be requested later in the year.

### ***Textbooks***

The Bible is the standard text used for every class and each student in 1<sup>st</sup> -12<sup>th</sup> Grade is required to have one. It is the student's responsibility to take proper care of their books and maintain them in good condition. At the beginning of each year, students are issued books and the condition of them is recorded. A student or parent will be required to pay the replacement cost for any textbook assigned to him/her that is written in, damaged, lost or destroyed.

Students are requested to put a cover over all hardbound books to protect the binding and corners from damage.

# Technology Policies

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## ***Networked Computer Equipment***

The purpose of the CCS network is to provide Internet resources for constructive educational goals. We believe that the benefits to students to access information resources and opportunities for collaboration outweigh the disadvantages. As educators, we will instruct students in appropriate and responsible use of networked and Internet resources. The school network is a powerful tool that, when used with discernment, can greatly enhance the curriculum that we are presenting to students. All use of networked computer equipment (PC, file storage and access, network, Internet access, and so forth) is governed by the school's Acceptable Use Policy. This includes, but is not limited to, the use of email, the viewing and downloading of web material, the content of and links to personal web pages, and the participation in website or other online news groups, discussion forums, chats, etc.

Computer Communications are Not Private. Students should not assume that their computer use is private or confidential. Internet email is not secure, and someone other than the intended addressee may receive the message. In addition, CCS computers and networks are subject to standard maintenance and auditing activities as well as reasonable cause searches without notice to students. Students should be aware that electronic communications/Internet usage is monitored via audit logs which detail every request for access, in either direction, by the user.

## ***Electronic Devices***

Crosshill Christian School integrates technology to prepare students with relevant skills for college and careers in the 21st century. CCS partners with "Google Apps for Education" to enhance the learning, efficiency, and productivity of staff and students alike. Students across the grades have access to school-owned Chromebooks reserved for specific learning environments and experiences. All families of secondary students will need to have a signed Google Apps for Education Permission Form on file for their child to participate in this program. Sophomores, Juniors and Seniors are part of a BYOD program in which they own their own device and have access to it throughout the day. These tools support the high levels of collaboration that are required in today's classrooms to prepare students with communication skills for life. More information can be found on the school website under Technology FAQ's.

## **ICT Acceptable Use Policy**

*The following agreement covers the student's use of any network accessed on Crosshill Christian School's campus, including but not limited to 3G/4G data networks. Students enrolled at Crosshill Christian School will have access to Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for class work, research, the preparation of assignments and communication. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students should carefully read the conditions below. To have access to ICT resources on campus, students must agree to abide by the School's Acceptable Use Agreement.*

### Respect Yourself - Psalm 139:13-16

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images I post online. I will not post personal information about my life on the internet for all to access. I will not be obscene.

### Protect Yourself - Psalm 1

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

### Respect Others - Philippians 2:3-11

I will show respect to others. I will not use electronic mediums to flame, bully, harass, or stalk other people. I will show respect for other people in my choices of web sites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

### Protect Others - Galatians 6:1-10

I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist, or inappropriate.

### Respect Property - Matthew 25:24-30

I will treat other's property appropriately and not seek to actively damage it in any way. I will respect the intellectual property of others by appropriately referencing sources used. I will also avoid all opportunities for piracy - which is stealing in an online world.

### Protect Property - Ephesians 4:28

I will request to use the software and media others produce. I will abide by software licenses and refrain from using or distributing illegally obtained or pirated software. I will purchase my music and other media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity and in accordance with Biblical principles.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, and to act appropriately, and in accordance with Biblical principles.

I, \_\_\_\_\_ (please print full name) agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences, which may include the removal of technology privileges, suspension or expulsion.

# Extracurricular Activities

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## ***Extracurricular Activity Requirements***

The extracurricular activity program at Crosshill Christian School is an integral part of the total school program and includes, but is not limited to, sports, student council, fine arts, or other ministry teams. While the academic program is the foundation of the school and is offered to all students on an equal basis, the extracurricular program is more selective and is often competitive in its focus and aims. Through extracurricular programs students have the opportunity to develop skills and abilities, to work toward a goal with other members of the group, and to express/promote Christian values and attitudes. At times this is accomplished within a competitive framework that requires selection, sensitivity, and care on the part of the staff.

Within a competitive framework, it becomes easy to lose our focus, to alter our perspective, and to place too much importance on winning and losing, particularly in athletics. At CCS success is determined not by the scoreboard or performance ratings, but by the satisfaction that comes from knowing that we did our very best, in effort and in attitude, to represent our God, our school, and our team. While the "quest for victory" is a part of many extracurricular contests, our commitment to Christ demands that we reject "winning at all costs" and that we develop within participants a perspective on our activity that is consistent with our Christian heritage. These demands place a significant responsibility on the Crosshill Christian coach and parent who is called at all times to be a Christian role model for young people regardless of the score, the circumstances, or other pressures that naturally arise as a consequence of competition.

Crosshill Christian School offers the following OSAA activities to high school students: Boys & Girls Cross-Country, Coed Soccer, Girls Volleyball, Boys & Girls Basketball, Boys & Girls Track & Field, Boys & Girls Band, Boys & Girls Choir. Per OSAA policies, students enrolled at CCS who wish to participate in any of these sports must participate at CCS. Students who wish to participate in sports not provided at CCS are eligible to participate at the local public high school that serves their residential address. At the direction of the athletic department and through clear communication with all high school families, CCS may choose to add a new sport or to engage in a Cooperative Sponsorship with another OSAA school for the mutual benefit of the entire student body. Within that context, Cooperative Sponsorships with other OSAA schools will not be considered for individual requests as it may prevent other students from being eligible to participate at their local public high school.

## ***Academic Eligibility***

The eligibility policy of Crosshill Christian School may never violate the minimum standards of the Oregon School Activities Association or set aside educational requirements to the detriment of the student. The minimum standard of eligibility for OSAA is passing 5 courses per transcribed semester.

### First three weeks of the year :

6<sup>th</sup>-9<sup>th</sup> Grade –All students are eligible.

10<sup>th</sup>-12<sup>th</sup> Grade –Students must have passed at least five semester courses the preceding semester.

### First three weeks of Quarters 2-4:

6<sup>th</sup>-12<sup>th</sup> grade-Students must have passed all classes from the preceding quarter. If 1 or 2 courses were failed or students did not meet the minimum GPA of 2.0, students are ineligible for the first 3 weeks of the new quarter and then may be eligible if passing in all classes with a minimum GPA of 2.0 or higher.

### Guidelines

1. An athletic eligibility report will be published each Monday to inform coaches and student athletes of their eligibility status for sports participation. The reports begin the week of the first contest.
2. When a student athlete receives one or more grades of F or their GPA is below 2.0 (cumulative for that quarter), he/she shall be placed on probation.
3. The first week that the student is on the report, he/she shall be considered "on academic probation." The student then shall be given until the next week's report to improve his/her grades to be removed from the report.
4. If the student athlete has not improved his academics so that he has no F's and meets the minimum GPA of 2.0, he/she shall then be ineligible for athletic participation until such time that his/her grades make him/her eligible on the weekly report. The end of quarter report carries over to the first 3 weeks of the new quarter or semester.
5. When a student becomes ineligible, the player should continue to practice with his/her team but cannot dress or play in games. The ineligible player may sit on the bench with the team for home games, but may not attend away games without the permission of the coach and athletic director.
6. If the ineligibility continues into the 2nd week and beyond, the coach and athletic director will determine whether the privilege of being allowed to practice will be withdrawn. After 4 weeks of ineligibility, the student-athlete will be dropped from the team.
7. In the case of a student receiving 3 or more failing semester grades, a student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses equivalent to the courses that caused the ineligibility.
8. It is the student's responsibility to verify eligibility status before returning to play.
9. Probation and ineligibility runs from Tuesday a.m. to the Tuesday a.m. of the next week.
10. A student who misses more than a half-day of held classes shall not be eligible to participate in a game that day unless it is due to a school function or an appointment or circumstance approved by the administrator.
11. Students who have not turned in school uniforms from a prior sport shall not be eligible to participate in any games in the new sport until such uniforms are turned in, replaced, or paid for.

### ***Behavior Eligibility***

It is important that the behavior of participants be above reproach so that they will bring credit and honor to themselves, their team, school, parents and above all to God. Behavior eligibility is based on a higher standard for extracurricular participants. This includes a student's conduct during the normal course of the school day, as well as behavior off campus which includes evenings, weekends, and summers. The school administration reserves the right to review the conduct and actions of students regardless of when or where such actions take place if they are of a nature to bring discredit to the school or if they conflict with the Christian values for which our school stands. Extracurricular participants may not use any un-prescribed drugs, tobacco, alcohol, or be involved in any unlawful behavior. Students must also refrain from any profane or unacceptable language even in the most stressful circumstances. Further, extracurricular participants are expected to always show proper respect for authority in all circumstances. This code of conduct also requires participants to avoid gatherings where drugs or alcohol are being used. If found in such situations students are obligated to pursue all means to leave the premises immediately. If the school believes that the most expeditious means to leave were not taken, the student is presumed to have participated in the activity in fact as well as in spirit.

## ***Additional Guidelines for Extracurricular Participants***

### *Participation Fees*

Participation fees are charged at the beginning of each school year or sports season. This fee is to be paid prior to the student's participation in the activity.

### *Grooming*

Extracurricular participants are expected to follow all of the guidelines listed in the Student Dress Code section related to dress and appearance. Additional hair and dress requirement may be placed on participants by coaches or advisors for safety or performance purposes.

### *Travel*

When an extracurricular activity requires a group or team to travel to a site away from the school, all participants must travel to and from the activity via school bus transportation, parents, or with an approved driver. Participants may ride home with parents or other authorized adults if a proper notification is given to a coach.

### *Minimum Attendance*

In order to participate in any extracurricular activity (practice, performance, or game), a participant must be in attendance for four (4) hours (or more than half of the offered periods in a block day), unless arrangements have been made with the administration. Exceptions include prearranged absences for family emergencies, prearranged medical appointments, and school related activities. In addition, participants may not miss more than 5 days of school during any grading period.

### *Summer Programs*

Many extracurricular activities include summer involvement. Members may be required to attend activities as outlined by the advisor. Summer programs for athletic teams are designed for athletes to continue to improve and develop as individuals and teams. Some teams will compete in summer leagues and tournaments.

### *Equipment/Uniforms*

Extracurricular athletes that are issued school uniforms and other equipment are financially responsible and liable for those items. Uniforms are not for personal use and are to be returned promptly and in good repair at the end of the season.

### *Absences from Practices or Games*

Extracurricular participants should understand that dedication and commitment are integral parts of any extracurricular program. Therefore, it is essential that students be committed to attending all scheduled practices and contests for their chosen activity. It is in the best interest of the participant that all family vacations or holidays be scheduled so as not to come in conflict with practices and games. When conflicts occur, we encourage participant and parent(s) to communicate with the coaching staff.

*It is recognized that the above will not necessarily cover all situations. In those instances any decisions regarding discipline, participation, or removal from an activity will be left to the discretion of the CCS Administration, advisor/coach and the Athletic Director*

# Health

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If a student becomes sick or hurt while attending school, we will contact the parent or designated individual to pick up the child if that is deemed necessary. A child should be kept home from school if they have any contagious illness or fever (over 100 degrees). If your child has a health problem or condition that needs to have school consideration, please contact the office. A sick child needs to be at home to protect that child and prevent exposing other students. A child needs to be free of fever for 24 hours before returning to school. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they receive during that time.

In the school environment, many communicable diseases are easily transmitted from one student to another. A healthy environment involves prevention, early recognition of illness symptoms, prompt diagnosis, and treatment. We need your assistance in providing a safe and healthy environment for your child. Please do not send an ill child to school!! Listed below are guidelines for when it is appropriate for a child to stay home from school.

Consider keeping your child at home with the following symptoms:

- severe chest congestion (deep heavy cough) with or without runny nose
- nausea
- redness of either eye
- extreme fatigue
- rash

Do not send your child to school with the following symptoms:

- fever of 100 degrees or more (oral or auxiliary temperature)
- vomiting within the last 24 hours
- severe diarrhea (3 or more loose or watery stools)
- redness of either eye with discharge
- sore throat with elevated temperature
- open draining sores that cannot be covered
- rash with fever
- jaundice (yellow skin)
- prescribed antibiotics within the last 24 hours
- lice

If your child develops any of the above symptoms at school, you will be contacted to pick him/her up. Children may return to school after recovering, or after a note regarding diagnosis and treatment (if indicated) by their health care provider is received by the school. This helps minimize the spread of communicable disease in the school setting.

## ***Communicable Diseases***

In the event any student has a communicable disease, the parents or guardians are expected to notify the school office. The Marion County health Department requires a written statement from a licensed physician or local health officer for readmission of students with the following communicable diseases:

- Hepatitis A, B or C

- Measles (Rubella)
- Meningitis
- Meningococcal
- Pertussis (Whooping cough)
- Plague
- Rubella
- Tuberculosis

The following communicable diseases require exclusion from school; students will be readmitted when criteria are met:

**Chicken Pox:** six days after the onset of vesicles or when all blisters are crusted.

**Head Lice:** signed statement from parent or guardian that a recognized treatment has been initiated; no evidence of nits in hair.

**Mumps:** nine days after symptoms begin.

**Ringworm (body fungus):** 24 hours after treatment began.

**Scabies:** until treated.

**Staph Skin Infections:** until treated with antibiotics for 24 to 48 hours.

**Strep Infections:** until treated with antibiotics for 24 hours.

### ***Health/Accident Insurance***

Parents are responsible to carry their own insurance.

### ***Immunizations***

A Certificate of Immunization Status that documents a child's immunizations is required for attendance at Crosshill Christian School. All students must be vaccinated according to the State of Oregon guidelines prior to the first day of school. An updated list of state immunization requirements is available in the school office. If a student receives immunization shots during the school year, please come to the school office to update a student's records. These updates require a parent's signature and must be recorded by the parent. Students who are not in compliance with immunization requirements will be excluded from school in February and until requirements are met. (Advance notice will be given if exclusion is pending.)

### ***Medication***

Only prescribed and limited over-the-counter medications may be given during school. All prescribed medications must be accompanied by a note from the parent in the original container with the child's name and dosage requirements listed. All approved medications should be listed on the student's application. Medication should not be carried by students on campus without permission and must be left at the school office.

### ***Security Measures***

The school is constantly working on making the campus as secure as it can be. The locked front entrance requires visitors to buzz in with a firm check-in procedure. Background checks are required for volunteers. Staff and students (in their age-appropriate context) are trained for 3 different lockdown procedures, including active shooter situations.

# General Procedures

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## ***Background Checks***

All volunteers in contact with students must have background checks. Volunteers are reminded to check in and out of the school office and dress in a manner that is appropriate for the activity, modest, and consistent with CCS guidelines.

### Disqualification

A person will be disqualified and prohibited from serving as a volunteer for CCS if he/she has been found guilty of the following crimes. Guilty means the individual was found guilty following a trial, entered a plea of guilty or nolo contendere, entered a no contest plea accompanied by court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt or the record has been expunged. This policy does not apply if criminal charges resulted in acquittal or dismissal.

1. All sexual offenses, regardless of the amount of time since the offense. Examples include, but are not limited to: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure.
2. All felonies that constitute offenses against the person, regardless of the amount of time since the offense. Examples include, but are not limited to: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary.
3. Any crimes involving children, regardless of the amount of time since the offense.
4. All offenses other than those against the person or sexual within the past 10 years may also be grounds for disqualification. Examples include, but are not limited to: Drug offenses, theft, embezzlement, fraud.
5. All misdemeanors that constitute offenses against the person within the past 7 years. Examples include, but are not limited to: Simple assault, battery, domestic violence, hit & run.
6. All misdemeanor drug and alcohol offenses within the past 5 years or multiple of such offenses in the past 10 years. Examples include, but are not limited to: Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.
7. Any other misdemeanor with the past 5 years that could be considered a potential danger to children or is directly related to the functions of the applicant. Example of this is theft if the person is handling money.

In addition, applicants will be disqualified if they have:

1. Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children.
2. Been subject to any court order involving sexual abuse or physical abuse of a minor, including but not limited to a domestic order or protection.
3. Had their parental rights terminated.

For offenses listed in numbers 4-7, prior to the time period noted, the administration may consider accepting the applicant on a case by case basis. Careful consideration will be given to the nature of the offense, the rehabilitation of the individual, and the offense as it relates to the position being applied for and the potential risk to children.

## ***Before School Care/After School Care***

BSC operates from 7:15-8:00 a.m. for students in Pre-6<sup>th</sup> grade on the South campus and from 7:00-8:00 a.m. for students in grades Pre-5<sup>th</sup> grade on the Keizer campus. It is important that students not arrive at school

before the beginning of BSC. Students will not be allowed into their classrooms until 8:00 a.m. Students arriving before their classroom is open need to report to BSC.

ASC operates from 3:00 p.m. – 5:30 p.m. for students in Pre-6<sup>th</sup> grade on the South campus and from 11:15 a.m. –5:30 p.m. for students on the Keizer campus. Students who are staying for this program should check in at the ASC room when they are released from their classrooms. Students not picked up by the end of their school day will be escorted to ASC as well. If you want your child(ren) to stay for ASC but do not regularly attend, please send a note to their teacher(s) or call the school office. Students picked up after 5:30 p.m. will be charged a late fee of \$5.00 per quarter hour.

There is an hourly fee (prorated by the half hour) for BSC and ASC. Families may prepay for the entire year to the school office or on a monthly basis through FTM (see Fact Tuition Management). You can also prepay monthly directly to the school office. Usage is reviewed and statements are sent home monthly. Any money not used will be rolled over to the following school year or refunded if the amount is more than \$5.00 and your family is not returning to CCS.

If someone other than a parent is to pick up a student and that person is not on the approved pick up list, the parent must contact the office by telephone or by note to authorize us to release your child to this person.

### ***Carline***

Carline is from 8:00 to 8:15 each morning. Afternoon carline is from 2:50-3:10 for students in 1st-5th grade and 3:00-3:10 for all other students on the South campus in the afternoon. Afternoon carline is from 3:00 to 3:10 for the Keizer campus. Students attending BSC must be brought into the building by their parent. For your child's safety, students may NOT be dropped off before 7:15 am on the south campus or 7:00 a.m. on the Keizer campus. Parents that would like to walk their child into the building need to park in the designated parking spots marked on the diagram. No students are to walk across the parking lot except high school students that drive to school.

- 5 mile per hour speed limit in the CCS parking lot.
- No double parking in pick-up areas.
- Pull forward to the stop line before stopping to pick up your child.
- Students must remain in their designated pick-up areas until picked up by a parent-guardian or parent authorized person. Students are not released until the pick-up vehicle reaches the pick-up areas.
- Students are not to cross the parking lot without an adult escort (H.S. student drivers excluded).
- Please drive around and do not cut through between parked cars to exit.
- Pets are not permitted on school grounds without prior permission.
- If you need to speak with your child's teacher, please park and wait until the teacher is able to meet with you.
- Do not drive behind the school during school hours, including the After School Care.
- Playground is closed during afternoon carline.
- Carline starts moving at 3 minutes after students are dismissed – If the student is not out at that time, the car must circle around. If the student fails to show up a 2nd time, park and walk in to find student.
- Please note that pick-up time is no later than 3:15 pm. Students not picked up by then will be escorted to ASC and billed accordingly.

### ***Transportation***

Parents are responsible to provide or arrange for transportation to and from school. It is important that students be picked up no later than 15 minutes after the end of the school day. Students who are not picked up within this time frame will be taken to the After School Care and parents will be billed for that time.

### ***Bus Transportation***

CCS maintains a well-equipped bus for daily transportation to and from the Keizer Campus. The bus leaves the Keizer Campus at 7:35 am and returns from the South Campus at 3:35 pm. A CCS bus will also be used for occasional field trips, the athletics program, and other extracurricular activities throughout the year. If a student's conduct is such that the health, safety, or the well-being of others is jeopardized while on the bus, a school administrator may suspend or revoke bus privileges. The driver is in charge of all its passengers and has total authority and responsibility. Unruly conduct is a risk to the safe operation of the vehicle. Students will be issued a Referral by the driver or a CCS staff member for infractions of the rules.

### ***Bus Rules***

1. Students must always follow the school bus driver's instructions, and show respect for their authority.
2. Never enter or exit the bus unless directed to do so by an adult in charge.
3. Always step carefully when entering or exiting the bus.
4. Students should exercise good manners, caution and consideration for other people.
5. Loud talking, screaming, or unnecessary movement that may distract the driver are not permitted.
6. Students may not have anything in their possession that may cause injury to others.
7. No object is to be thrown into, out of, or inside the bus.
8. Students are not allowed to eat or drink on the bus.
9. If it becomes necessary, Students will sit in assigned seats.
10. Do not change seats while the bus is in motion.
11. Keep your property in your own space.
12. If something doesn't belong to you, don't touch it.
13. The use of obscene language or gestures will not be tolerated.
14. Harassment or intimidation of others is not permitted.
15. No personal items or trash are to be left on the van. Each passenger is responsible to keep his or her area of the bus clean. This includes the floor and seat, and is especially important at the end of a trip.
16. All other school rules of behavior also apply while riding the bus.

### ***Harassment Policy***

Crosshill Christian Schools are committed to providing an environment in which every person is treated as an image bearer of God. In the light of this commitment it is imperative that each person is accorded the same dignity, respect and love, which we give to God. CCS is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT - Derogatory comments and jokes; threatening words spoken to another person;

PHYSICAL HARASSMENT - Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement;

VISUAL HARASSMENT - Derogatory, demeaning or inflammatory posters, cartoons, written works, drawings, gestures;

SEXUAL HARASSMENT - Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following negative response to sexual advances.

It is the responsibility of Crosshill Christian Schools to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating or harassing;

### ***Hours of Operation***

	South Campus		Keizer Campus
2 day Preschool	8:15 am – 11:15 am	Tue./Thur.	8:15 am – 11:15 am
3 day Preschool:	8:15 am – 11:15 am	Mon./Wed./Fri.	8:15 am – 11:15 am
Kindergarten AM:	8:15 am – 11:15 am	Monday - Friday	8:15 am – 11:15 am
1st – 5th grades:	8:15 am – 2:55pm	Monday - Friday	8:15 am – 3:00 am (1 <sup>st</sup> -5 <sup>th</sup> )
6th – 12th grades:	8:15 am – 3:00pm	Monday - Friday	
AEP	11:15 am-3:00 pm	Monday - Friday	
Office hours:	8:00 am – 4:00 pm	Monday - Friday	8:00 am – 4:00 pm
Summer hours:	8:00 am – 4:00 pm	Tuesday and Wednesday	

### ***Inclement Weather***

Occasionally, weather and road conditions may make it necessary to close school for the day. “No School” or “Late Start” announcements will be broadcast on your local TV and radio stations. Information will generally also be posted to the school’s Sycamore page and emailed to parents.

### ***Parent/Teacher Communication***

We believe strongly in communication between parents and teachers and will make special time available for conferences throughout the year. These meetings are extremely important for the progress of your child, and we strongly encourage you to make them a priority. For every student, at least one parent will be scheduled for a conference at the conclusion of the first reporting period. Conferences will be made available at the conclusion of the third reporting period. Parents or teachers may request other conferences as necessary.

Phone calls to teacher/staff are best made during school hours. All staff may be reached via e-mail at the following address:

“teacher’s first initial” “teacher’s last name”@crosshillchristian.com (ex-- jsmith@crosshillchristian.com)

### ***Parent Volunteers***

Your help is needed and appreciated and is vital to our success as a school. We encourage parents to have a first-hand understanding of what takes place in their child’s classroom and chapel services through their attendance and volunteering. Examples of needs are: carline, field trip transportation, fundraisers, special projects, classroom help, hot lunch and recess. Parents with a desire to help in the classroom should contact the child’s teacher to find out the needs of the teacher. We encourage classroom help from parents and do so with the understanding that the teacher is responsible for the classroom and will therefore set the parameters for classroom help.

### ***Sycamore School***

Sycamore School is the school’s online school administration and student information system. The purpose is to help parents and students stay connected and informed. Parents and secondary students receive an account with the following features:

- **Information online, anytime** - Sycamore School is truly web-based which means you can stay connected and informed from any computer with an internet connection
- **Attendance** - Easily check attendance in real time.
- **Grades** - No more wondering how your student is performing, or waiting for report cards.
- **Assignments** - Parents can easily check on assignments, due dates, and much more.
- **Schedules** - Need to make a dentist appointment? Sycamore makes it easy to check on a student's schedule.
- **Lunch Menu** - Want to find out what's for lunch today? Sycamore makes it easy to check on the menu, and print out a calendar month of lunches. You also have the option to order lunches in advance.
- **School Calendar** - Easily and quickly view details of school-related events.
- **School documents** - Easily access school and classroom documents anytime online. Print permission slips, download newsletter and handbooks. We help schools save money on paper (and we help save the environment, too).
- **Student Directory** - Quickly and conveniently view all the students in a class or grade level.
- **School and Classroom News** - Go green! Help your school go paperless - no more newsletters that get stuffed in backpacks and never get read.

- **School and Classroom Photos** - View all the photos that teachers have uploaded to their classroom homepages - field trips, class projects, etc. Schools can post photos of sporting events, activities, plays, etc.
- **Family Account Balances** - View real-time information and balances on cafeteria and BSC/ASC.

### ***Visiting***

All visitors (including parents and family members) must report to the school office. Visitors must sign-in and wear a visitor badge. Parents are encouraged to visit their student's classroom. To do so, please make arrangements ahead of time with your student's teacher. Visitors under the age of 18 must have permission from the school office prior to visiting the school. There will be no student visitors during class time. Students wishing to visit on campus must first obtain and present written approval from both parents and school within 24 hours before each visit and only for lunch periods.

### ***Withdrawal***

If you find you must withdraw from Crosshill Christian School, please notify the school office. All accounts must be settled. Registration fees are not refundable.

### **SEARCH AND SEIZURE**

For the safety of everyone at Crosshill Christian Schools, we reserve the right to:

- Search desks, lockers, backpacks, etc. and their contents or any other items on school property at any time without prior notice.
- Hold in possession any questionable items for inquiry.

# Student Records

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## ***Purpose***

Crosshill Christian School maintains student records for the purpose of better serving our students. These benefits include academic placement, medical safety, career counseling, and spiritual growth. Student records are kept private and confidential from the public arena, with the following exceptions:

- CCS Staff of influence
- Formal requests from an accredited school (including parental permission)
- Parental requests (viewed only in the presence of a school administrator)

## ***Release of Records***

By Oregon Law, Crosshill Christian School can withhold grade reports, diploma, and records of students or former students from families who owe fees, fines or tuition payment of \$50.00 or more. A written notice will be sent to the parents and students at least 10 days in advance of the withholding stating the school's intent to withhold records until the debt is paid. An itemization of fees, fines, damages or tuition owed will be included in the notification. Failure to collect any outstanding money will result in the utilization of a private collection agency to engage in the process of collecting owed money to Crosshill Christian School.

Crosshill Christian School cannot withhold student records requested by another accredited school district for placement.

## ***Types of Records***

The following list describes the type of information that may be submitted to a student's file:

- Information from the enrollment application, such as date of birth, siblings, attending church, etc.
- Information provided by the students and/or parent in an enrollment interview.
- Formal assessments, including grade reports, standardized test scores, and psychological testing.
- Attendance records.
- Medical information provided by the parent.
- Non-confidential communication between the parent and the school.
- Written reports of a student's behavior, as well as any administrative intervention or discipline.
- Community service hours.
- Scholastic and academic honors.