



# **CROSSROADS COLLEGE PREPARATORY SCHOOL**

## **ACADEMIC HANDBOOK**

2019-2020 SCHOOL YEAR

## Table of Contents

<b>INTRODUCTION</b>	<b>3</b>
<b>SCHOOL PROFILE</b>	<b>5</b>
<b>SCHOOL PERSONNEL</b>	<b>5</b>
<b>THE ACADEMIC PROGRAM</b>	<b>11</b>
<b>SCHOLASTIC STANDARDS</b>	<b>17</b>
<b>NON-ACADEMIC ELEMENTS OF THE PROGRAM</b>	<b>24</b>
<b>ADMISSION and FINANCIAL AID POLICIES</b>	<b>26</b>
<b>SCHOOL RULES AND GUIDELINES</b>	<b>28</b>
<b>STRUCTURE OF SCHOOL DAY</b>	<b>40</b>
<b>COMMUNITY ACTIVITIES</b>	<b>41</b>
<b>PUBLICATIONS/SCHOOL COMMUNICATION</b>	<b>42</b>
<b>ADVANCEMENT</b>	<b>44</b>
<b>STUDENT SUPPORT</b>	<b>44</b>
<b>APPENDIX A</b>	<b>46</b>
<b>APPENDIX B</b>	<b>47</b>

## **INTRODUCTION**

### **Mission Statement**

Crossroads College Preparatory School strives to be an exemplary and engaging learning community committed to justice and equity.

### **Primary Tenet**

*“We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly affects all indirectly.”*

Dr. Martin Luther King, Jr.  
“Letter From Birmingham City Jail”

### **Philosophy Statement**

Crossroads College Preparatory School is an independent, co-educational college preparatory school for children grades seven through twelve. We strive to inspire intellectual, personal, and social growth in an atmosphere in which we expect academic excellence, recognize individual differences of all, and encourage the spirit of cooperation. The small school setting promotes effective and creative teaching and close student/teacher relationships.

Ours is a diverse community where we appreciate and respect students, teachers, staff members, and administration from different economic, racial, and cultural backgrounds. We are committed to seeking a heterogeneous group that reflects our larger diverse society.

Due to the low student/teacher ratio, Crossroads College Preparatory School maintains the ability to recognize individual learning styles through a variety of teaching strategies. We emphasize the analysis and practical application of attained information. Students are taught to think critically, creatively, and freely. As students make the transition from external reinforcement and consequences to internal motivation and self-discipline, they learn to set realistic goals, progressively accepting more responsibility for their actions. We believe in a developmental, sequential curriculum in which expectations and responsibilities increase and tasks become more complex as students move from middle to upper school.

Crossroads College Preparatory School is committed to an academically traditional yet richly experiential education. The balance of hard work and scholarship with excitement and humor cultivates discovery, imagination, and joy of learning. In an atmosphere where all are encouraged to experiment, challenge, and question, the classroom often becomes the setting of lively discussion, creative thinking, and open debate. Beyond the classroom, the Crossroads College Preparatory School curriculum incorporates the many educational opportunities in our community. An interdisciplinary approach to the core curriculum recognizes that theories, concepts, and knowledge from other fields enrich both the core curriculum and specific courses. In the best liberal arts tradition, Crossroads College Preparatory School strives to prepare students to be independent thinkers, clear communicators, and effective problem-solvers who are prepared to meet the challenges of adulthood and citizenship.

At Crossroads, middle school students are known and seen in a way that calls them to be their best selves. Our students are known and valued by the Crossroads community, so their minds are free to face challenges, maximizing learning.

- Classroom instruction incorporates movement, novelty, rigor, and flexibility.
- Students learn to be astute researchers, so they can search and retrieve accurate and pertinent information.

- Students learn how to be a good friend, a kind human being, and a thoughtful citizen of the world.
- Crossroads teachers encourage and reinforce responsibility and effective self-advocacy.
- We foster interpersonal and intrapersonal growth. Our students develop empathy and skills for collaboration.
- Our students are known and valued in the Crossroads Community.
- Crossroads values and nurtures students' voices, creativity, and diverse perspectives.
- Crossroads provides modeling and structure so that students can articulate their ideas.
- We encourage and allow flexible thinking and different paths to knowledge. Our students learn to listen to others' ideas.
- The structure of the week provides time for core academic subjects, exploratory classes, activity class, and community time.
- Middle schoolers are expected to develop, grow, and cultivate creative and artistic expression as an act of intelligence and to support others who do the same.

Given our population, our commitment to one another and to our differences creates a true model of community beyond our walls.

### **Core Values – Scholarship, Imagination, Responsibility**

Crossroads College Preparatory School's core values are the foundation of the philosophy and policies of the school.

#### **Scholarship:**

- Commitment to honest academic effort and seriousness of purpose
- Respect for the educational process unique to our school that encourages intellectual curiosity and embraces the joy of discovery
- Respect for differing points of view within and beyond our school environment
- Valuing the intellectual growth of all members of our school community

#### **Imagination:**

- Development of the mind's ability to be resourceful and self-reliant, seeking the beauty and the good in all that we do
- Commitment to envision multiple paths to exploration, success, and creativity rather than focusing on limits
- Cultivation of the habit of empathy

#### **Responsibility:**

- Commitment to ownership of our words, actions, successes, and challenges
- Commitment to promoting a culture of encouragement and mutual support within our school community that reaches all individuals
- Commitment to having a positive impact on the greater community consistent with our school's mission and values

## **SCHOOL PROFILE**

### **Accreditation**

Independent Schools Association of the Central States (ISACS)

### **Faculty and Staff**

29 Full-time

9 Part-time

Student Teacher Ratio 9:1

### **Student Enrollment**

175 students

## **Membership**

Independent Schools Association of the Central States, National Association of Independent Schools, St. Louis Confederation of Independent Schools, Regional Consortium on Education & Technology, National Association of College Admissions Counselors, St. Louis Area College Counselors (SLACC), Missouri State High School Activities Association, St. Louis Regional Library Network

## **SCHOOL PERSONNEL**

### **Head of School**

Jason Heisserer, EdD

### **School Director**

Rebecca Spears

### **College Counselor**

Rebecca Ford Haffner

### **Guidance Counselor**

Celeste Primeau Chappuis

### **Coordinator for Student Life**

Gretchen Roberts

### **Learning Strategist**

Carrie Shaughnessy

### **Director of Athletics**

Bob Beatrice

### **Director of Admission**

Alexis Newsome

### **Director of Advancement**

Anne May

### **Director of Business and Operations**

Marti Wooff

### **Business Manager**

Sara Chrisler

### **Technology Coordinator**

Thomas Walsh

## **SUPPORT STAFF**

### **Receptionist**

**Registrar**  
Chiriga Bogan-Garrett

**Facilities Manager**  
Rich Moore

**Communications Coordinator**  
Jemile Shinn

## **BOARD OF TRUSTEES**

Vander Corliss, Chair  
Kathy Miller, Vice Chair  
Dick Brickson, Secretary  
Stacey Tate, Treasurer

Meghan Devereaux Baumstark  
Rachel Boyers  
Todd Braver  
Alan Breckenridge  
Dick Brickson  
Vander Corliss

Ruby Curry  
Charlie Daniel  
Riisa Easley  
Karen Handelman  
Jason Heisserer

Paula J. Lemerman  
Kathy Miller  
Henry P. Powers  
Calea Stovall-Reid  
Ellen Rostand

## **FACULTY**

### **English**

Brian Parsons

M.Ed., University of Cincinnati - Secondary Education

B.A., DePauw University - English Composition

Matthew Cooper

M.A. University of Pittsburgh – English

B.A., University of Virginia – English, (Minor - French)

Rebecca Ford Haffner

M.A., Washington University in St. Louis – English

B.A., University of Notre Dame – English, Psychology  
Jason Heisserer  
Ed.D., Maryville University – Educational Leadership  
M.A., Maryville University – Educational Leadership  
B.S., Southeast Missouri State University – Secondary Education and English  
Sarah Pierson Wolff, Chair  
M.A., New York University – English Education  
B.A., Colgate University – English

### **Fine Arts**

Amy Enkelmann-Reed  
M.F.A., University of Iowa – Painting (Minor - Printmaking)  
B.F.A., University of Oregon - Painting (Minor - Ceramics)  
Christa Gearhart Denney, Chair  
M.F.A., Rochester Institute of Technology – Photography (Minor -Ceramics)  
B.F.A., The University of the Arts, Philadelphia – Photography (Minor - Printmaking/Painting)  
Debra Mein  
M.A. Kansas State University - Theatre  
B.A. University of Saint Mary - Theatre  
Marschnee Strong

### **Library**

Susan Kane  
M.A., Webster University – Early Childhood Education  
B.A., Ohio State University – Speech and Hearing Science

### **Math**

Mark Norwood  
M.A., Washington University – Education  
B.A., St. Louis University – Philosophy, Theology  
Michael Rust  
M.A., University of Missouri, St. Louis – Education  
B.S., Southern Illinois University Carbondale – Mathematics Education  
Joe Stickley, Chair  
M.A.T., Webster University – Mathematics  
B.S., University of Missouri, Columbia – Mathematics

### **Physical Education**

Bob Beatrice  
B.A., Catholic University – Philosophy

### **Practical Arts**

Ken King  
M.M.R., University of Georgia - Marketing Research  
B.A., Southern Methodist University - Economics  
Tom Walsh  
M.S., Fontbonne University - Computer Education  
B.S., Southeast Missouri State University - Secondary Education

### **Science**

Howard Granok, Chair

Ph.D., Washington University – Molecular Genetics

B.S., Emory University – Biology (Minor - Religion)

Emily Owen

M.S., Antioch University – Environmental Studies

B.S., Cornell University – Natural Resources

Clifford Sodergren

B.S., Southeast Missouri State University – Engineering Physics (Minor - Mathematics)

Sarah Tolch

M.S., St. Louis University - Chemistry

A.B., Smith College - Chemistry

Teachers Certification - Science - Grades 5-9/Chemistry Grades 9-12

### **Social Studies**

Brittayne Fitzgerald

B.A., Abilene Christian University – Political Science

B.S., Abilene Christian University – Secondary Education

Gretchen Gruett Roberts

M.A., Rockford University -Political Science

B.A., University of New Hampshire - Political Science

B.S., Southern Illinois University, Carbondale - Elementary Education

Shadi Peterman, Chair

M.A.T., Washington University – Education / Social Sciences

B.A., Washington University – Anthropology (Minors - History, Political Science, Persian)

Mike Pomatto

M.A., University of Missouri-St. Louis – History

B.A., Knox College – History and Economics

### **World Languages**

Diana Corey

M.A., University of Kansas – Teaching and Curriculum

B.A., University of Kansas – Chinese Language and East Asian Language and Culture  
(Minor - Cello Performance)

Kristen McCullough

B.A., University of Missouri-St. Louis – Spanish

Jad McDaniel, Chair

B.A., Washington University – Spanish

### **Whom to contact with a question**

School phone number: 314-367-8085

<b>Topic/Question</b>	<b>Contact</b>	<b>Extension</b>
Attendance	Receptionist	314-367-8085
Enrollment	Director of Admission	205
Contract or tuition payment	Associate Business Manager	209

Financial Assistance	Business Manager	211
Annual Giving, Gala, Gifts to the School	Director of Advancement	202
Grades 7-12 Student learning/classroom issue (homework, grades, concerns, etc.)	School Director or Learning Strategist	213 204
Grades 7-12 Student behavior/social emotional issue	School Director or Guidance Counselor	270 262
Faculty or curriculum question	School Director	213
Athletic game information	School Website	N/A
Athletic teams information	Director of Athletics and Activities	215
Prospective Students	Director of Admission	205
Student Records, Medical Forms, PlusPortals	Registrar	225

## **THE ACADEMIC PROGRAM**

Crossroads College Preparatory School academic program upholds the mission of the school while also reflecting the values of the Primary Tenet and our three core values of Scholarship, Imagination, and Responsibility. We are a traditional college prep school in our academic program; we are a “green” school in our architecture, upkeep, and vision; we are an arts school with vibrant music, arts, and drama; and we are a progressive school with an intentional approach to citizenship and social justice. Students are expected to be active participants in their learning as strong relationships are understood to be at the heart of educational success. We offer a traditional academic program that serves a wonderfully wide and diverse range of students.

Our high test scores (APs in particular) and significant enrollment in our most challenging courses are an objective measure of our success. Further, as an element of our inclusive, student-oriented community, entrance into AP and honors classes is open, with demonstrated effort being the key to a student’s enrollment.

### **Middle School**

#### **Theory of Middle School**

Teachers strive to recognize the individual strengths and talents of students at Crossroads College Prep and nurture their academic, social, and interpersonal growth. The core values of Scholarship, Imagination, and Responsibility are defining values of our pursuits in our classes and in our hallways.

We know that middle school students:

- are energetic, enthusiastic, and eager learners.
- are beginning their journey toward independence and making their own decisions; they desire to be seen as young adults.
- want to feel safe to express themselves.
- need time to reflect on their learning, build good academic habits, and develop strong relationships within the school community.

In our middle school academic program, classes are designed to move students from concrete to abstract thinking in all areas of study. The program includes intensive instruction in writing; instruction in study skills and note taking; a colloquium to support student’s growth into successful, organized and collaborative learners, extra math classes for students who benefit from more time; elective classes to introduce the arts and computer skills; and a three times a week athletic program.

#### **Program**

Crossroads College Preparatory School teachers prepare middle school students for high school by blending traditional content with active, participatory learning, and by encouraging students to move from logical, concrete thinking to abstract reasoning in all areas of study.

The middle school academic program provides:

- Analytical study of literature and social studies,
- Challenging and flexible study of mathematics,
- Hands-on, exploratory study of biological, chemical, earth and environmental sciences, and
- Beginning Mandarin and Spanish, with an emphasis on speaking the language.

The faculty fosters students’ academic success with the following offerings:

- Elective courses—including art, drama, music, band, dance and computers serve as an introduction to the disciplines that will be electives in upper school.

- Cooperative investigation is a vital part of the program through the practice of effective communication, conflict resolution, tolerance and acceptance of differences, and balancing of individual and community needs.
- Essential study skills are taught such as note-taking, outlining, test preparation, organizing homework, and prioritizing time.

7 <sup>th</sup> Grade Program		8 <sup>th</sup> Grade Program	
English	Fundamentals of Literature	English	United States Literature 8
Social Studies	World Cultures	Social Studies	US Government and Civics
Science	Integrated Science A	Science	Integrated Science B
Mathematics	Algebra 1A	Mathematics	Algebra 1B
World Language	Spanish A or Mandarin A	World Language	Spanish B or Mandarin B
Elective Classes	Music, Foundations of Art, Computer Applications, Theatre, Dance	Elective Classes	Music, Foundations of Art, Computer Applications, Theatre, Dance
Physical Education/Team Sports		Physical Education/Team Sports	
Extra-curricular (Activity) course		Extra-curricular (Activity) course	

### **Upper School**

The upper school offers a college prep curriculum. In ninth grade, we are intentional in aiding the transition of our new ninth graders with a summer orientation program. Ninth graders take a required PE class. From 9th through 11th grade, students receive supplemental support in math, literature and/or science during enrichment blocks. As students move from ninth to twelfth grade, they have increasing input into their course selection and schedule, combining more challenging course work with open study blocks consistent with their increasing maturity. We offer a range of electives for students from arts to social sciences to language to AP courses.

### **Program**

The upper school academic program emphasizes mastery of rich content in the humanities, natural sciences, and social sciences. Individual progress is measured by the student's refinement of skills and ability to demonstrate his or her understanding of the material studied. Faculty members work closely with each student to hone the following skills:

- Writing logically, precisely, and substantively,
- Taking accurate notes and assimilating diverse materials,
- Substantiating one's opinion in oral discussion,
- Listening actively and speaking effectively in class,
- Pursuing the complexities of a subject through questioning and additional study,
- Problem solving independent of a teacher,
- Mastering the processes necessary to perform well on various types of tests and exams,
- Applying what has previously been learned to new tasks,

- Effectively communicating original ideas,
- Meeting deadlines and completing tasks thoroughly

<b>9th Grade Program</b>		<b>10th Grade Program</b>	
English	World Literature	English	Classics of World Literature II
Social Studies	World Civilizations	Social Studies	Modern World History (Optional): Prep for AP World History Exam
Science	Physics	Science	Chemistry
Mathematics	Algebra I or Geometry	Mathematics	Geometry or Algebra II/Trigonometry
World Language	Spanish I or II Mandarin I or II	World Language	Spanish II or III Mandarin II or III
Freshman Seminar and Physical Education		Art in Perspective	
1 Elective		1 Elective	
Extra-curricular (Activity) course		Extra-curricular (Activity) course	

<b>11th Grade Program</b>		<b>12th Grade Program</b>	
English	American Literature (Optional): Prep for AP Language and Composition	English	AP Literature Senior English Electives
Social Studies	United States History AP US History AP Psychology	Social Studies	AP Psychology Social Studies Electives
Science	Biology (required) AP Environmental Science Advanced Chemistry Advanced Physics Eco-Act	Science	Advanced Chemistry Advanced Physics AP Biology Eco-Act AP Environmental Science
Mathematics	Algebra II/Trigonometry Pre-Calculus	Mathematics	Pre-Calculus AP Calculus AB AP Calculus BC AP Statistics Statistics Introduction to College Algebra

World Language	Spanish III or IV Mandarin III or IV	World Language	Spanish IV or V Mandarin IV or V
1 or 2 Electives		Fine Art	AP Studio Art AP Art History AP Music Theory
Extra-curricular (Activity) course		Extra-curricular (Activity) course	

### **Research and the School Curriculum**

In keeping with the school's mission of preparing students for college and beyond, research skills are taught sequentially throughout the six-year curriculum. Beginning in the seventh grade, the components of completing a research paper are taught, including developing an outline, choosing a topic or thesis, taking notes, citing sources, editing and revising, and developing a works cited page. Research skills are taught primarily in the social studies and science classes, but they may be included in other courses as well. We use MLA documentation style for the Humanities and APA style for the Sciences. These core attribution and research skills are re-introduced in ninth grade and further developed in application throughout the high school years. In addition to helping students learn necessary skills for future study beyond Crossroads College Preparatory School, research papers and projects have the added benefit of providing individualization of instruction by allowing students to explore specific topics of interest within subject areas as well as providing opportunities for them to plan, prioritize, and meet deadlines.

### **Electives**

Students may elect one course a year (or two one-semester courses) with which to expand their scholarship. These courses include classes in the arts, computer, health, and physical education as well as additional courses in social studies, English, math, science, and world languages. Electives fulfill requirements for graduation.

### **Extra Curricular (Activity) Classes**

As part of the regular school day, a wide range of extra-curricular activity classes is offered from which students choose according to their interest. All students in grades seven through twelve are required to take an activity. All activity classes are graded Pass/Fail. Offerings vary from year to year. Following are some of the choices that were offered in recent years.

- |                          |                     |                             |
|--------------------------|---------------------|-----------------------------|
| A Cappella singing group | Cycling for Fitness | Middle and Upper School Art |
| ACT/SAT Prep             | Improvisation       | Mock Trial/Law Club         |
| Archery                  | Knitting            | Science Fair Lab Support    |
| Bicycle Repair           | Lego Robotics       | School Web News             |
| Card Games               | Life Skills         | (Current Newz)              |
| Chess                    | Literary Magazine   | Singer/Songwriters of CCPS  |
| Classic Movies           | Makers and Builders | Social Justice              |
| Cooking                  |                     | Yearbook                    |

### **Good Work Program**

As an element of our commitment to our community and desire to help our students become agents of positive social change, Crossroads College Preparatory School participates in a year-long community service program. Small groups of students accompanied by adults from our school community develop partnerships with individual organizations by doing good work during four half-days spread over the fall and spring of each school year. We work with over 15 organizations, typically non-profits, in the greater Saint Louis metro area.

### **Physical Education**

Physical Education classes are designed to encourage responsible, healthy living. The classes are vehicles to introduce new activities as well as reintroduce known activities in a new and exciting way. All middle school students are required to participate in some form of physical education. This can be done in our general physical education class or by being a member of our competitive middle school teams that hold practice during the school day as well. These teams stay within the philosophy of the school: all students who are interested may participate as they use their imaginations to explore their potential.

All 9<sup>th</sup> graders are required to take physical education, which meets opposite Freshman Health. All freshmen will have equal time in both throughout the school year.

Each Upper School student must accrue 2 PE credits prior to graduation. One-half credit is earned for each of the following: 9<sup>th</sup> Grade PE class, participation on a competitive team (each season is 0.5 credit), participation in one semester of a primarily physical activity (i.e. dance, yoga), or one semester of Dance class. Students may also use an out-of-school activity to earn units of credit through our Independent Study program. Each 20 hours spent in a supervised and approved activity will be worth 0.5 credit. All necessary forms for Independent Study are available on the PlusPortals home page and must be approved by the Athletic Director during class registration.

## **SCHOLASTIC STANDARDS**

### **Academic Recovery and Probation**

The commitment to honest academic effort and seriousness of purpose is central to our core value of scholarship. When we accept a student it is our belief that he or she can steadily improve in doing the work we ask by making an honest effort every day and seeking help as needed. To do so, the student must commit to ownership of his or her own successes and challenges.

Middle school students are placed on an academic recovery program if they earned two Ds or one F during a single quarter. An upper school student may be placed in the academic recovery program if he or she earns two Ds or one F in academic courses in a semester. Each academic recovery program is determined on an individual basis in consultation with the students, parents, learning strategist, and advisor.

If sufficient progress has not been made by the end of the following quarter/semester, further action will be taken. The steps in this process are explained below:

1. When a student meets the criteria above for academic recovery, parents are contacted in writing and a conference may be scheduled with the student, parents, administrator, learning strategist and advisor. Specific goals are outlined with the student.
2. If the student's grades have not improved out of this range at the end of the following semester, parents are again contacted in writing, and a conference is scheduled with the student, parents, and administrator at which time the student may be placed on Academic Probation. If a dramatic improvement in effort by

the student is not seen from this point, the student may be asked to withdraw from Crossroads College Preparatory School.

3. Parents will be informed in writing of expulsion due to academic deficiency. This will occur only after the student has demonstrated little or no effort in meeting the previously established goals. Parents will be asked to inform the school in writing where the student's transcript should be sent.

Academic recovery status may - and academic probation status will - make a student ineligible for extracurricular activities including interscholastic sports, drama productions, and music programs.

### **Add/Drop Courses**

Scholarship requires that a student commit to a course for its duration. A one-semester academic course may only be added or dropped in the first two weeks of the semester with permission from teachers, the family, and administrators. A year-long course may only be dropped within the first two weeks of the school year. Students who add courses should be prepared to make up any work they missed previous to their joining the class.

### **Advanced Placement Courses**

Students who elect to take AP classes are committing themselves to a high degree of scholarship in the form of a serious, academically rigorous program for the entire year. By definition, an AP course is a college-level class that follows a prescribed curriculum and prepares students for the AP exam in May. AP course grades of C- level and above are weighted in the GPA, and students should expect that the class will require extra work to merit the weighting.

All students who register for an AP class and remain registered past the Add/Drop deadline must take the AP exam. Seniors who take AP classes will be required by the teacher to continue to attend class after the other senior classes have ended.

### **Class Absences**

Class participation is an integral part of scholarship. Participation is therefore part of the student's grade, and students should expect a grade impact as a natural outcome of missing class. See Attendance Policy in the SCHOOL RULES.

### **Communication of Academic Progress**

In support of each student's academic and personal growth, each student receives semester comment forms (January and June) in all courses. Comment forms are sent to parents with the report cards. During the semester, teachers communicate with students and families via Notes of Commendation/Notes of Concern (NOCs). To foster student scholarship and responsibility, teachers report to families and advisors academic-related commendations/concerns about students as they arise or as a pattern emerges, usually via email.

Please be sure your email address is up to date on PlusPortals and in the front office so that you receive this communication in a timely manner. Teacher notes of this nature are sent to a pre-made email list for the student that includes the child, the parents/guardians, the Advisor, the Guidance Counselor, and the School Director.

### **Contacting Teachers/Advisors**

Our intention is to be responsive to parent questions without sacrificing time spent with students. Parents needing to speak to a teacher who is in class may call and leave a message with the receptionist or leave a message in the teacher's voicemail. Teachers and administrators have voicemail and e-mail accounts (firstname@crossroadscollegeprep.org), which are listed on the school website. Please call the receptionist if you need assistance in contacting school personnel.

### **Course Failure**

Credit is granted for an academic course if a student receives a grade of D- or above for the semester. If a student fails a course, the student must make up the deficiency to satisfy the Crossroads College Preparatory School graduation requirements. The administration will communicate with the student and parents to discuss options for making up a deficiency. The student must make up the deficiency to satisfy Crossroads College Preparatory School graduation requirements. Grades earned in summer school are not part of the overall G.P.A. Failure of both semesters will necessitate the course being repeated the next school year.

### **Grade Reports on PlusPortals**

Students are encouraged and expected to take responsibility for their learning. Through our PlusPortals system, students and parents are able to view grades in real-time. Additionally, at mid-quarter, quarter and semester grading times, all academic teachers post formal grade reports that can be downloaded as pdf files from the reports tab in PlusPortals. The mid-quarter and end-of-quarter dates are available on the school calendar on Plus Portals.

### **Grading of Extra Curricular (Activity) Courses**

Scholarship requires that a student commit to a course for its duration. In an activity course, students receive a grade of Pass/Fail. After an initial drop-add period, attendance and active participation in the assigned course are mandatory. Activity course grades do not contribute to the student's GPA (grade point average).

### **Grading Periods**

Crossroads College Preparatory School operates on a two semester academic calendar. At mid-semester (end of October and mid-March), parents will receive quarter grades. Parents are expected to attend conferences (end of 1<sup>st</sup> and 3<sup>rd</sup> quarters) with their son or daughter to discuss academic progress. At the end of each semester parents will receive semester grades and comments by email.

**Grading Scales**

**Standard Grading Scale**

A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
		F	0

**AP Courses**

A+	5.0	C+	3.3
A	5.0	C	3.0
A-	4.7	C-	2.7
B+	4.3		
B	4.0		
B-	3.7		

Please note that college-recommending mark is a C (2.33). No grades below C- are weighted.

**Graduation Requirements**

A Crossroads College Preparatory School Diploma is granted upon satisfactory completion of the requirements below:

**Graduation Requirements (1/2 credit = one semester of coursework, or equivalent)**

- 4 credits English/Literature
- 4 credits Social Studies
- 4 credits Mathematics
- 4 credits Science
- 2 credits World Language
- 2 credits Arts
- 2 credits Physical Education/Health (see Physical Education, above)
- 4 credits additional electives

## **Homework**

The academic skills and responsibility gained in completing homework are an important part of the academic program. Generally, homework assignments will focus on practicing what has been taught in class. Students should expect daily assignments in all academic courses.

7<sup>th</sup> and 8<sup>th</sup> grade students should expect to have about 1½ hours of homework per night. This expectation increases to about 2 hours of homework per night for 9<sup>th</sup> and 10<sup>th</sup> grades. AP and advanced courses in the higher grades may increase the load due to the high level of scholarship expected. Each student's individual working pace and style will affect this average.

Please speak with your advisor if your homework load feels unmanageable.

As students move from middle to upper school, more long-term assignments will be given which require students to practice time management skills. Middle school students are required to use an assignment notebook daily. All assignments must be written down, thus encouraging the acquisition of organizational and time management skills.

## **Homework for Ill Students**

Students are responsible for work missed because of absence. Students are given a grace period equivalent to the number of days absent in which assignments may be turned in without penalty. Missed assignments can be obtained via PlusPortals, by calling another student, calling the teacher at school, or emailing the teacher. For extended illness, efforts to obtain missed work should be coordinated through the Learning Strategist's office. To retrieve books from locked lockers, parents must have the lock combination.

## **Learning Differences**

### **Admission:**

Our core value of responsibility leads us to envision multiple paths to exploration, success, and creativity rather than focusing on limits. In order to engage in a process that has the best chance of finding the right school for their child, it is essential that families fully disclose learning difference information during the admissions process.

### **Academic Support Services:**

1. In order for Crossroads College Preparatory School to make accommodations, a professional evaluation that was completed within the previous three years must be on file with the Learning Strategist.
2. The Learning Strategist reviews the professional evaluations provided by the family and determines which accommodations the school is able to provide. This information is communicated to the child's teachers and to the family.
3. Student meetings with outside tutors hired by the family may be able to be scheduled into the student's regular school week and take place on campus.

### **Testing:**

1. Extended time on major classroom tests, midterms, and final exams can be made available to students with learning differences if their learning summary recommends this accommodation. The amount of extra time granted is not to exceed time and a half. This is consistent with SAT/ACT and university policies
2. Accommodations for other standardized tests require approved documentation and must be approved by the College Board. Parents are responsible for securing this documentation from a qualified professional.

3. Extra time on SATs and ACTs necessitates an evaluation within the last three years. Therefore, families are encouraged to retest at the end of freshman year or early in sophomore year. That way, if appeals are needed or additional testing is suggested, there will be time to have this completed before junior year.

#### **College Placement:**

Parents need to be aware that most colleges provide a variety of services for the learning disabled student and should be prepared to investigate fully. A student who is his/her own advocate with a clear understanding of his/her learning differences will be the most successful in selecting a college.

#### **Notes of Commendation (NOC Commendation) Notes of Concern (NOC Concern)**

(See "Communication")

#### **Release of Information to Divorced and Separated Parents**

It is Crossroads College Preparatory School's practice to communicate, upon request, to both custodial and non-custodial parents. The school is legally obligated to release report cards and attendance records to the non-custodial parent if requested.

#### **Semester Exams**

Cumulative tests support our core value of scholarship by providing the opportunity to synthesize a semester's worth of learning. For students in grades nine through twelve, academic classes hold cumulative tests in the last week of school before Winter Break. Traditional two-hour semester exams occur in most academic courses on specific days set aside for this purpose. Two-hour exams are not held in the spring.

#### **Senior Year**

We expect our seniors to exemplify our highest levels of scholarship, imagination, and responsibility. The Senior Year at Crossroads College Preparatory School provides an academically rigorous and developmentally appropriate experience for students as they prepare to transition from secondary school. All seniors enroll in at least five courses at Crossroads College Preparatory School; some also take a class at the collegiate level.

Crossroads College Preparatory School believes that our students in their senior year are ready to begin taking on some of the responsibilities of college bound students. However, the school also acknowledges that they are still students in secondary school who are in need of guidance and support as they prepare for the next step in their educational journey. The combination of privileges and responsibilities in their senior year enables them to develop habits that will afford them success in college and in life. Students and their parents should be familiar with these privileges to prevent any misunderstandings so that seniors can have a productive and enjoyable year.

#### **Off campus privileges**

During study periods (unassigned block periods), seniors may take on the responsibility of leaving campus if a parent or guardian has signed the off-campus permission form. However, for reasons of safety, they must sign out when they leave and sign in when they return. Students must also sign in when they first arrive to school if their first block of the day is a free block. Any student in the academic recovery program may lose off-campus privileges.

#### **Substitute teacher privileges**

If a teacher of seniors is absent and leaves an assignment that must be completed, but there is no actual classroom instruction occurring, seniors have a study period and off-campus privileges apply. However, if a teacher leaves a lesson to be taught by an instructor, seniors are expected to be responsible for

attending class as they would be on any other day. Unless students have received advanced notice, they must report to class before being dismissed by the substitute.

### **Assemblies**

If an assembly occurs during a senior's study period, including an activity period, and seniors have not been informed that they are expected to be present, the senior has the option to attend or not. If an assembly occurs during an academic period and it substitutes for the regularly scheduled academic class, seniors are responsible for attending. If seniors are expected to attend a scheduled all school assembly, they should have notice in advance to make plans accordingly.

### **Announcements and Advisory**

As with all students, seniors are responsible for attending advisory and announcements unless otherwise notified.

### **Parental Notification**

For safety reasons, seniors missing school or leaving early require parental notification as do all students. Parents should email the Receptionist in advance with this information. Regardless of the student's age, Crossroads College Preparatory School is obligated to maintain communication with parents in regard to student attendance.

### **College Visits**

Seniors may take up to five days for college visits throughout the senior year. They are encouraged to use the Fall Break days for this purpose as well. The parents of seniors are responsible for informing the Front Office about upcoming planned visits. All work assigned during their visits must be completed within a reasonable time period.

A two-day fall break for college visits are scheduled for the month of October. Seniors are encouraged to visit colleges over this four-day weekend. In addition, each senior is allowed five days to visit colleges. These are excused absences. However, seniors are responsible for making up class work, homework, quizzes and exams within a mutually agreeable time. Seniors are responsible for notifying their teachers of college visits as far in advance as possible.

### **In-School College Representative Visits**

Juniors and seniors may be excused from a class in order to attend college information sessions during the school day. Students should request permission to miss class from the teacher of the class they would otherwise be attending, and then sign up with the College Counselor. Due to the primacy of scholarship, teachers have the option of not permitting selected students or an entire class to leave. College visits will take place in September, October and early November.

### **Standardized Testing**

Our commitment to scholarship and our responsibility to our students and families leads us to seek data on the progress of our students by way of standardized testing.

Upper school: Eleventh graders take the PSAT in October. Results are mailed to parents in December. Tenth graders take the PSAT in October for practice and the ACT Aspire in April. Parents receive the ACT Aspire results in the mail or via email.

Advanced Placement: Students enrolled in Advanced Placement courses, mostly eleventh and twelfth graders, take AP exams in May. Results are available from the College Board in July.

### **Study Blocks (Students without a Scheduled Class)**

Due to the increasing responsibility of juniors and seniors in learning how to manage their time and workload, the schedule allows them to have blocks when they are not scheduled in a class. This time is to be used productively. During this time, students may study in the library, cafeteria, the lobby, hallways, or at the tables outside of the cafeteria, provided they do not disturb others. Except for seniors, who must sign out in advance, no student may leave campus or go to the parking lot without permission. Any student who does not use this time productively may have additional restrictions added at the approval of the School Director.

### **Summer Assignments**

Summer reading will be required of all Crossroads College Preparatory School students. Reading lists and assignments will be available by early summer. In addition, summer assignments may be posted for other courses. The assignments are reasonable in length and are expected to be completed by the start of the new school year.

### **Transcript Requests**

Transcripts of current students will only be sent after a signed release of information is received. Requests should be sent to the Registrar. Transcripts will be sent within a week of receiving the request.

## **NON-ACADEMIC ELEMENTS OF THE PROGRAM**

### **Athletics**

#### **Athletics Events/Schedules**

Up-to-date sports schedules are listed in the Wednesday Notice and are posted on the Crossroads College Preparatory School website. Maps to away games are available from coaches. Parents are encouraged to attend games or matches. Please call the Activities Line (367-8085, option # 3) to obtain directions and up-to-date changes.

#### **Athletic Events Transportation**

It is the parent's responsibility to ensure that the child is picked up from games or matches upon returning to school. Most coaches will insist that pick-up times be discussed prior to leaving for a game or match and may not permit students to enter the school building after returning to campus.

#### **Athletics Philosophy**

Crossroads College Preparatory School's Philosophy of Participation applies to the sports program as well. Our value of imagination leads us to believe that each person's potential is yet to be discovered; trying new things and working over time to master a set of skills both provide steps along that path. All students who wish to compete on sports teams may do so. There are no tryouts or cuts. The Crossroads College Preparatory School sports program focuses on four main areas of student development: social, emotional, mental and physical. The goal is an appreciation of sports as a healthy leisure time activity, whether students choose to participate on a varsity or junior varsity sports team or in a noncompetitive sport. The varsity teams at Crossroads College Preparatory School compete in the Missouri State High School Activities Association (MSHSAA) and our students consistently win MSHSAA scholar-athlete awards.

The coach gives each student this opportunity with the understanding that he or she must abide by the rules that are made clear at the beginning of each season. Attendance at practices and games is required. In addition to our own gymnasium, we use tennis courts and fields in Forest Park and Midwest Soccer Academy.

#### **VARSITY TEAMS**

Boys' Soccer (Fall)  
Girls' Tennis (Fall)  
Girls' Volleyball (Fall)  
Boys' Basketball (Winter)  
Girls' Basketball (Winter)  
Boys' Baseball (Spring)  
Girls' Soccer (Spring)  
Boys' and Girls' Track and Field (Spring)

#### **MIDDLE SCHOOL**

Boys' Soccer (Fall)  
Girls' Volleyball (Fall)  
Boys' Basketball (Winter)  
Girls' Basketball (Winter)  
Boys' Baseball (Spring)  
Girls' Soccer (Spring)

### **Drama Productions**

Three to four productions are planned each school year: a dramatic production in the fall, student-directed one-act plays in the winter, and a musical in the spring. In addition, the All-School Drama Club stages a Theater for Social Change production each year.

Additional opportunities may be available to Crossroads College Preparatory School students through the Shakespeare Festival St. Louis.

### **Exchange Students**

Exchange students from Europe, Africa, Asia, and South America have introduced the student body to their cultures and languages. Crossroads College Preparatory School students have traveled abroad to Europe, Asia and other continents. Both groups of students are enriched by these varied cultural experiences. In addition to those students who come for a one year cultural exchange, we also have students from China through the Cambridge Network who remain with us through graduation.

### **Library/Library Link**

The school library is available to students for quiet study and research from 7:30 a.m. to 4 p.m. daily. The Library Link program of the St. Louis Public Library allows Crossroads students to register for a City library card and order materials by phone or computer. Requested materials are delivered to the school once a week, so some advance planning is required. Public library materials can be returned to the school library. Periodical articles and other photocopies can be faxed directly to Crossroads College Preparatory School for a small fee. All Crossroads College Preparatory School students are assessed a \$10.00 fee for Library Link service. This is included on the fees bill.

### **Philosophy of Participation**

Crossroads College Preparatory School students are encouraged to participate in a variety of activities during their school careers. True to the philosophy of the school, all students are welcome to join any activity, space permitting. This philosophy of inclusion allows students to develop interests in a wide variety of activities not available in a larger school. Crossroads College Preparatory School participants in chess, archery, mock trial, math club and other activities have excelled in local, regional, and statewide competitions. Students are encouraged to submit proposals to run an activity as well. Proposals are due at least 4 weeks before the start of a new quarter and it must be approved before a student is allowed to lead.

### **Opportunities for Extended Learning**

School and class trips strengthen the Crossroads College Preparatory School community and broaden the student's educational experience. In addition to field trips that are a part of the curriculum, teachers may organize additional school trips. The cost of these trips is the parent's responsibility. All trips are well chaperoned by administrators, teachers, and parents, and every effort is made to ensure the students' safety. Parents and students will be notified of these opportunities via email, and are well publicized throughout the school.



## **ADMISSION and FINANCIAL AID POLICIES**

### **Tuition Assistance**

The tuition assistance program enables the school to enroll qualified students whose families cannot pay full tuition and ensures that the school fulfills its mission to educate a diverse group of students. In recent years approximately half of Crossroads students have received some tuition assistance.

Funds to support the financial aid program are generated by annual giving, fundraising events, grants, and tuition.

Tuition assistance is available to students admitted to the school who demonstrate need and merit. Each school year parents seeking tuition assistance must submit an online application through FACTS. Supporting tax documents must be sent to FACTS in order to confirm the application information and finalize tuition assistance awards. Students on tuition assistance must demonstrate sufficient ongoing commitment to their academic courses in order to be considered for renewal of awards.

### **Re-Enrollment**

In January or February of the current school year, families will receive a re-enrollment contract.

### **Annual Expenses**

Crossroads does not assess separate fees for athletics, activities, resources, field trips, and other items. Students are responsible for purchasing their books and school supplies. Lunch is available for purchase at a price that is subsidized by the school. Student organizations, clubs, and teams may also decide to ask students for payment for special items, e.g. prom tickets, club t-shirts, or team jackets.

### **Parent Annual Giving**

Crossroads' most important fundraising effort is Annual Giving. Annual Giving provides vital, unrestricted dollars to help pay for everything it takes to run the school: faculty salaries, scholarships, classroom materials, computers, campus maintenance, utilities, and more. Every gift makes a positive impact on our students and school. While the amount of money raised is critical, so too is the level of participation. We encourage all of our families to make a gift to the Annual Giving Campaign and make Crossroads a philanthropic priority.

### **Principles of Good Practice for School and Parent Partnerships**

Crossroads College Preparatory School has adopted the following practices approved by the NAIS board.

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

#### **Parents Working with Schools**

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.

4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share in writing with the school any religious, cultural, medical, or personal information that the school may need to best serve the student. This information should be provided to the School Director, Receptionist and Guidance Counselor.

### **Schools Working with Parents**

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

Mutual understanding and appreciation of the School's mission, goals, and objectives is critical to the School's ability to do its job. When the School admits a student, and then parents (or guardian) choose to accept the place offered, it represents the student's and the family's agreement with the School's mission, goals, and objectives. It represents, too, agreement to comply with and be subject to the School's procedures, regulations, rules, and various standards of academic and social behavior established by the School to support its mission, goals, and objectives. The School believes that a positive and constructive working relationship between the School and the student's parents (or guardian) is essential to the fulfillment of the School's mission. Thus, and without limitation, the School reserves the right to suspend, dismiss, or not re-enroll a student if the School concludes that the actions of the student or a parent (or guardian) make such a positive and constructive relationship difficult or impossible or that their actions interfere with the School's accomplishment of its educational purposes. The decision of the School in these regards shall be final.

## **SCHOOL RULES AND GUIDELINES**

Guided by the network of mutuality in the Primary Tenet, Crossroads College Preparatory School uses the following rules and guidelines in defining acceptable behavior. If a student struggles to meet this expectation a conference is held with the student to discuss behaviors and specific changes that if made will help the student make better decisions. Consequences are determined by the frequency and severity of a behavior.

### **Academic Integrity Policy Statement**

In our desire to create a community of responsible scholars, Crossroads College Preparatory School will not tolerate the following behaviors:

- Lying: making an untrue statement with the intent to deceive
- Cheating: giving or using unauthorized or inappropriate aid or sharing information about what is on a test
- Plagiarizing: taking, or using as one's own, the words, thoughts, or ideas of another-examples include written passages, data, computer programs, models, and graphs.

Each teacher will foster a sense of personal and academic integrity within his/her own classroom and help students understand what constitutes appropriate and inappropriate behavior. Cheating and plagiarism are prohibited and will result in notification of administrators and parents, documentation, and disciplinary action. Teachers will explain what constitutes an academic integrity violation and decide whether an academic integrity violation has occurred. Teachers will report all cases of academic integrity violations to the School Director who will keep a record of all such incidents. If there is evidence of intentional plagiarism or cheating, the student's grade will be given a 0% credit for the assignment in question. When applicable, the student will be required to re-do the assignment in order to receive credit. Repeated instances may result in a failing grade for the course, a notation of academic integrity violation on the student's permanent record, detention, suspension, and/or expulsion.

### **Abusive and Profane Language**

Abusive and/or profane language violates the core value of responsibility in any school setting including off-campus school activities. Egregious or continued use of profane and abusive language may result in an escalation of consequences and a meeting with the student's parent(s).

### **Assembly**

Students are responsible for attending assemblies (please see "Senior Year" in the Academic Program section for exceptions). A student absent from assembly is considered to have cut a required event. Each student is also expected to act in an appropriate manner during assembly. Continued cuts or inappropriate assembly behavior may result in more serious consequences and a meeting with the student's parent(s).

### **Acceptable Internet and World Wide Web Use**

Crossroads College Preparatory School requires student and parent/guardian signatures on the Acceptable Use Policy form before a student may be given the responsibility and privilege of using school computers or accessing the school's network. The form is included in Appendix A of this Handbook. The form states the following policy:

Internet and World Wide Web (hereafter "the Web") access is available for students and teachers at Crossroads College Preparatory School. The Web is an electronic resource center that connects millions of computers around the world. Through this system, the students and teachers of Crossroads College Preparatory School may have access to email, and unlimited textual, audio, and visual resources. The use of the Web at Crossroads College

Preparatory School is focused on the vast educational opportunities that the Web offers. The expectation is that the Crossroads community will embrace and integrate the Web into their scholastic endeavors.

The Web, however, does contain material that is not always appropriate or relevant to school work. Students and teachers are expected to conduct themselves on the Web in the same way they are expected to behave themselves as part of the Crossroads community. Each of us at Crossroads College Preparatory School is expected to assume personal responsibility for preserving the high standards which are a fundamental part of our school.

## **Guidelines**

- The Crossroads computer network is designed to support our curriculum. It is not designed simply as entertainment.
- The user takes ultimate responsibility for his/her actions on the Web. Students and teachers may not behave in a manner that is harmful or harassing to other people on the Web.
- In the interest of maintaining appropriate boundaries, teachers are asked to not be "friends" with students on Facebook (or the equivalent on other sites).
- The act of plagiarism is a serious offense and that act is prohibited by Crossroads College Preparatory School. Proper attribution must be given to all material used from the Web.
- Downloading, viewing, or accessing inappropriate materials is strictly prohibited.
- If a student wishes to purchase a product or service through the Crossroads network they must first receive written permission from the Technology Coordinator or an Administrator.
- The use of "chat rooms" is prohibited unless part of a teacher-sponsored activity.
- The release of any personal information, such as the user's address and phone number, is strongly discouraged.
- Illegally copying software is prohibited.
- Wanton destruction, sabotage, or "hacking" of equipment, programs, or the network is strictly prohibited.
- All files and emails housed on the school's servers, domain, or web page are the property of the school. A user of the school's network should expect that the privacy of this information is limited.

Finally, Crossroads reminds the user that any violation of these guidelines will be taken seriously and will result in disciplinary action and revocation of computer privileges. Crossroads College Preparatory School expects that, with acceptance of the above stated guidelines, difficulties concerning the Web will not arise.

By signing the Acceptable Use Policy form, the student and parent/guardian signify that they understand and agree to the guidelines stated above.

## **Attendance**

### **Absences - Notification**

It is the policy of Crossroads College Preparatory School that class participation is essential to scholarship. If a student should be absent for the day, parents should notify the school via letter, email or phone. Notification of this type should accompany each absence. We ask that parents arrange doctors' appointments after school or on school breaks. If this is not possible, please notify the school the day before if a student is going to be late or leave early due to an appointment. Parents who take children out of school for other reasons should notify the school in writing or by emailing the School Director and Receptionist at least twenty-four hours ahead of time. Circumstances requiring long-term treatment and/or absence from school must be accompanied by a letter from a doctor stating the length of time attendance

expectations should be accommodated. Information around long-term treatments must be discussed and arranged with the School Director and the Guidance Counselor.

If a student should need to leave campus during the day and the school has not been informed, the student will not be given permission to leave until the parent or legal guardian has been contacted. The student will wait in the classroom or office until a parent or legal guardian arrives to sign out the student or the parent gives written permission to the Receptionist for the child to leave campus.

### **Absences - Excessive**

The learning available in a classroom cannot be replicated. Therefore, grades of students who are absent, with or without an excuse, may be impacted by these absences.

For example, late penalties apply to all student work at the end of any extension granted due to absences. Students with an unexcused absence will incur the same late work penalties as would apply if they were present and did not submit their work.

In addition, a student's grade may go down temporarily as teachers will enter a "0" or a "\*\*\*" in Portals for all missing work. This grade may be adjusted/changed once work is submitted in accordance with policies related to extended time and/or the submission of late work.

Teachers and the learning strategist will be available to answer questions and support student learning during the makeup period by appointment and at their discretion.

Extended absence or patterns of absenteeism will be reviewed by the School Director and/or Head of School. Students and families will be notified if there is a concern, and the School Director and/or Head of School will schedule a meeting with the student and family.

### **Tardy Policy**

Class participation is an integral part of scholarship, and thus of a student's grade; students should expect a grade impact as a natural outcome of being late to class.

Students are expected to be in their classroom when the bell rings for morning first block (8:30 AM). Attendance is taken during these first minutes of the day, as well as at the start of each class throughout the day.

An excessive number of tardies will result in disciplinary action. After a student arrives late to school 5 times in a semester, the student will be assigned a lunch detention. If the situation seems to be chronic, an administrator will have a conversation with the parents/guardians with the intention of correcting the situation. Excessive tardiness to individual classes during the day is handled according to the same policy.

### **Behavioral Probation**

Responsibility dictates a commitment to owning our words and actions and to having a positive impact on the school community. In the case of repeated behavioral issues, a conference between a student, the student's parents, the advisor, and the administration may be called in which a student is placed on behavioral probation. As part of the probation, a behavioral contract may be negotiated. This contract will outline acceptable behavior. Violation of behavioral probation may result in expulsion.

### **Closed Campus/Visitors**

For the safety of our community, Crossroads College Preparatory School is a closed campus. Students who bring visitors must obtain permission from an administrator two days in advance, otherwise, school personnel must

notify an administrator of unauthorized individuals on campus. Those individuals will be asked to leave. With the exception of those juniors and seniors who have been given permission, students may not leave campus between the hours of 7:30 a.m. and 6:00 p.m. Students who leave campus may not return except for specific school functions.

### **Computer Labs**

The Mac lab and library are available to students for computer use unless previously reserved as a classroom, or by a teacher. Lab hours are 8:00am-4:00pm. Use of school computers is a privilege and the following rules must be observed:

- No food or drink allowed.
- The labs and the library are to be used for school-related activities and may only be used when supervised by an adult .
- During school hours, the use of computers and other electronic devices for entertainment is forbidden. After school and during free blocks, school-appropriate use of technology for entertainment is permitted.
- Students must sign the acceptable use policy before they may use the computers.

### **Confidentiality**

Administrators and teachers will keep confidential information entrusted to them so long as no one's life, health, or safety may be in jeopardy.

### **Contacting Students**

Parents needing to contact students during the school day should leave a message with the Receptionist. In emergency situations, students may be called out of the classroom to answer a phone call in the Front Office. Students may not use cell phones, including text, during the school day while on campus. We ask parents to support and endorse this policy by not calling or texting students during the school day.

### **Cutting Class**

An unexcused absence from class will be considered a cut and may result in detention or suspension; it is a serious breach of scholarship and responsibility. If a student cuts class, parents will be notified after the first offense and the student will receive no credit for work missed. The unexcused absence will be documented. If multiple offenses occur, a parent meeting will be scheduled and the student could receive a failing grade in the course.

### **Cutting School**

Cutting school will result in an automatic one-day suspension. This is a serious offense of scholarship and responsibility and upon return to school the student will be placed on behavioral probation, the length of which will be determined by the administration. Multiple cuts will result in a parent meeting and more serious disciplinary action.

### **Discipline**

Crossroads College Preparatory School's core values of scholarship, imagination, and responsibility ("SIR") constitute an honor code to which students are expected to adhere. This means going beyond a simple commitment to abide by stated rules. In all situations, on or off campus, Crossroads College Preparatory School students are encouraged to display the good judgment in behavior and attitude that enables positive relationships with others and reflects well on the entire school community. If a student struggles to meet this expectation a conference is held with the student to discuss behaviors and specific changes that if made will help the student make better decisions. Consequences are determined by the frequency and severity of a behavior.

## **Consequences for Violations**

### **Detention**

Any faculty member may assign a student to detention for improper conduct, repeated tardiness, repeated missed school appointments, or repeated lack of work in class. Students will not necessarily be excused from detention to participate in athletics or other school events. A student who fails to attend detention without being excused will be subject to further disciplinary action or loss of privileges.

In detention, the student is isolated from his or her peers either during lunch or during a class period. Detentions may occur before school, after school, or during lunch.

A student who is assigned six detentions in a semester, for any reason, is subject to suspension.

### **Suspension** may include the following:

In-school suspension – The student is isolated from his or her peers for the school day. The student will receive a zero for work missed during the suspension period. The suspension will be recorded in his or her disciplinary file.

Out-of-school Suspension – Aside from expulsion, out-of-school suspension is the most severe aspect of the disciplinary procedure of Crossroads College Preparatory School and must be viewed as an action that may lead to expulsion. A suspended student will be detained and accompanied off campus by his or her parents. Crossroads College Preparatory School will report suspensions and expulsions to colleges to which students apply if the college asks for the information

Tests, quizzes, and homework assignments that fall within the suspension period are handled according to the following:

- a. Major tests and projects must be made up the day the student returns and are eligible for full credit, at the teacher's discretion.
- b. Minor quizzes and homework will receive a maximum of 50% if completed satisfactorily on the day the student returns, at the teacher's discretion.
- c. No extensions are granted due to suspension.

### **Discipline Process for Serious Offenses**

Serious violations of scholarship, imagination, or responsibility are those for which students are subject to suspension or expulsion. In these cases, the following process is followed.

An investigation is conducted by the School Director or another administrator for the purpose of determining the facts. This investigation is confidential to the extent possible. The student may suggest persons who should be interviewed as part of the investigation. Every effort is taken to provide notice of the nature of the offense and an explanation of possible sanctions, as well as the opportunity to be heard.

The case may also be considered by a confidential SIR Review Board, which includes two Student Council officers and two uninvolved faculty members and/or administrators chosen by the student. Members of the Review Board may not be related to the student. Members of the SIR Review Board may not be related to the student. The student appears personally to speak and answer questions, and may offer documents or other evidence in his or her defense. The Head of School, School Director, Guidance Counselor, and the student's advisor sit on the Review Board as ex-officio members. The SIR Review Board makes a recommendation on disciplinary action to the School Director.

Any decision involving expulsion will be made by the Head of School, whose decision is final.

### **Dress Code**

A primary goal of Crossroads College Preparatory School is to provide a challenging academic program within a nurturing environment that promotes scholarship, and values equity and justice. A dress code is one contributing factor to this goal in the sense that it establishes expectations with regard to appropriate dress that contribute to a tolerant, respectful, and accepting academic setting. It also provides a set of community norms.

As an educational institution, we feel it is our responsibility to provide a clear set of guidelines regarding appropriate dress in order to encourage a safe, comfortable environment for each member of the community in which seriousness of purpose and respect for the educational process can flourish.

The general dress code guidelines include, but are not limited to, the following:

- Clothing may not contain images, messages, or logos depicting drugs, alcohol, sexual behaviors, or be offensive to any group as determined by the School Director.
- Breasts/chest, bellies, buttocks and full backs may not be exposed.
- Sleepwear and underwear may not be worn as outer garments and underwear may not be visible.
- Skirt and short length must cover entire buttocks and upper thigh at all times when standing, sitting, and bending.
- Shoes must be worn at all times.
- Sunglasses may not be worn anywhere inside the building.
- During Spirit Week, exceptions to the dress code will be shared and posted (i.e. Pajama Day)

Consequences for violating the dress code:

- 1st offense: Student warned and asked to wear another garment or change for the rest of the day.
- 2nd offense: Student warned and asked to wear another garment or change for the rest of the day, parents are notified.
- 3rd offense: Student asked to wear another garment or change for the rest of the day, student serves a detention and parents are notified.
- 4th offense: Student asked to wear another garment or change for the rest of the day, student serves a detention, and parent meeting arranged with the School Director.

### **Driving and Parking Lot**

Driving to school and parking on the school parking lot is considered a privilege to be handled responsibly. Students who drive to school must follow the driving laws established by the State of Missouri and must demonstrate courteous, responsible, and safe behavior when operating their motor vehicle at all times. Upper Schoolers who drive may park on the north lot. Parking spaces are not reserved. Students must park only in outlined parking spaces. Vehicles parked along the curb, in the utility access driveway, and outside of designated parking spaces may be towed at the expense of the owner. It is the student's responsibility to check the street cleaning schedule. Parking tickets and fines are the responsibility of the student. Students involved in after school rehearsals, sports practice, and events may park on the north lot after 4 pm.

At the start of the school year, students are responsible for providing information on the make, model, and license number for any vehicle they might drive to school. If a student parks a vehicle at school that was not included on this registration form, he or she must provide the vehicle's information to the Receptionist upon entering the building.

Students are NOT permitted to return to their vehicles, go to the parking lot during the school day, or leave school premises for any reason without permission from an administrator. Violations of the driving and parking lot policies are subject to disciplinary action.

### **Drugs**

This policy covers any substance, either legal or illegal, that is used for the purpose of intoxication, getting high, and/or performance enhancement. This includes the use of prescription drugs by those for whom they are not prescribed.

The distribution and/or selling, or intent to distribute or sell drugs or alcohol at school or school-related events are offenses subject to immediate expulsion. Possession or use of drugs or alcohol at school or school-related events is also subject to immediate expulsion. This includes attending school or school-related events under the influence of these substances.

Students who seek help for a substance abuse problem from any adult in the building will be treated under an amnesty program by referral to the school Guidance Counselor, who will work with the student and the family to obtain help for the student, with no disciplinary action if the student is cooperative and the problem is corrected. As a result, we encourage all students to report any incidents of drug usage or drug possession that they may encounter or hear about so the administrative staff can ensure Crossroads stays a safe place for all students.

Students who are on campus under the influence of, or in possession of, drugs or alcohol are not covered under the amnesty program outlined in the previous paragraph, and are subject to discipline up to and including immediate expulsion.

### **Electronic Devices**

Electronic devices (including computers and calculators) brought from home and used on campus or at off-campus school activities are considered property of the student and his or her family. Students bring such personal possessions to campus at their own risk.

Crossroads College Preparatory School is neither liable nor assumes any responsibility for loss or damages to any electronic device. Students are not to use cellular phones or smartphones in class between the hours of 8:30 a.m. and 3:30 p.m. when class is in session. If students need to use a phone to place a call, they should use the office phone. Students are not to disrupt school time with electronic devices. Any device that interrupts the school day may be confiscated and either:

1. Returned to the student at 3:30 p.m.
2. Handed over to the School Director.

Outside of class time, students may use electronic devices in school-appropriate ways (including email, text messaging, music), however, this usage must not be disruptive to the school community. Middle School students may only use electronic devices in the Middle School commons during lunch while under supervision.

### **Emails from School**

Students are responsible for checking their Crossroads email and Portals account daily, since this is an important way for teachers and administrators to communicate specific information such as class instructions and appointments with teachers or administrators. Students are responsible for being aware of the information that is communicated to them through their Crossroads email addresses. Instructions on how to forward messages from one's Crossroads email inbox to one's personal email inbox can be obtained from the Technology Coordinator.

### **Excessive Attention**

The core value of scholarship necessitates that students are attentive and focused and participating in class. A student who is disruptive will be removed from class to be sent to the School Director or Counselor. Administrative staff may counsel with the family of a student whose behavioral issues become excessive, monopolize time and energy, or consistently test the guidelines of Crossroads College Preparatory School in order to seek professional counseling and/or an alternative school placement.

### **Expressing Concerns**

In our experience, most concerns are the result of misunderstanding. Therefore, concerns should be addressed by talking directly with the teacher or coach involved in the matter. If a parent or student feels the need to address the matter further after that conversation, please consult with the School Director.

### **Fighting and Bullying**

Violent behavior, fighting, taunting or bullying other members of the Crossroads College Preparatory School community is in direct opposition to our core values and is not tolerated at Crossroads College Preparatory School. These behaviors may result in suspension or expulsion. If students are involved in a fight, the students are separated and parents may be notified immediately to meet with the appropriate administrator on campus. The students are likely to be sent home for the day and will serve a suspension the following day. Multiple day suspensions may be given according to the severity and seriousness of the infraction. If the student is involved in another fight, a parent meeting is arranged, in addition to the administrative consequences, to discuss the student's continued enrollment in the school. If a student is involved in bullying another student, a meeting is arranged with the appropriate administrator, the school Guidance Counselor, and parents. Additional infractions may result in one or multiple day suspensions and additional meetings with the Guidance Counselor and parents.

### **Food and Drink**

Students have access to a drink machine that dispenses juice and sports drinks. Students may eat at tables or counters in the cafeteria, lobby, or lower level during the lunch period. For safety reasons, students may not sit on the floor in large numbers blocking hallways or common areas at any time. Students may not eat or drink in the library, computer labs, and in classrooms without permission from the classroom teacher. Students have access to several microwave ovens during lunch to reheat food, and to a hot water dispenser. Students should not utilize these items outside of lunch and study blocks. Students are expected to clean up after themselves and to use the trash receptacles in the building and cafeteria.

### **Harassment**

Crossroads College Preparatory School embraces diversity in all parts of the school community and explicitly includes appreciation for difference in its mission statement. In our small, close community, informality combines with respect, compassion, support, and professionalism, and all faculty, staff, and students are expected to engender and embody these characteristics. Crossroads College Preparatory School is dedicated to creating an environment in which all, regardless of race, gender, marital status, sexual orientation or perception thereof, political orientation, ideology, physical characteristics, ethnicity, socio-economic level, age, or religion, can thrive.

Therefore, it is expected that no faculty member, staff member, or student interfere with any other's ability to work by engaging in intimidating or harassing behavior of any kind. Harassment means, but is not restricted to, racist behavior and language, sexual harassment whether quid pro quo or creating a hostile environment, physical and/or verbal abuse, and professionally or personally damaging statements. This may include on campus or in any online setting.

Members of the Crossroads College Preparatory School community commit themselves to examining unquestioned and traditional attitudes and beliefs about differences and commit themselves to remove

inappropriate ones. We also commit ourselves to model respect and appreciation for differences and to provide information and experiences of diverse cultures and practices for faculty, staff, and students. Behavior and attitudes contrary to these goals will lead to disciplinary actions and the possibility of dismissal from the school.

Any complaints or alleged infractions of Crossroads College Preparatory School mission and goals by adults and/or students are to be reported to the School Director, and will be promptly investigated, preserving confidentiality. The School Director will determine whether alleged violations occurred and recommend appropriate follow-up to the Head of School. Depending on the determinations of the School Director, possible follow-up will include, but not be limited to, further education and discussion, apologies to individuals and community, rectification of the situation, removal from the school community or loss of some or all privileges of belonging to the Crossroads College Preparatory School community. Retaliation for providing information about alleged violations will constitute a violation subject to the same procedures and sanctions. All appropriate individuals, including parents in the case of a student's involvement, will receive full information regarding the process and finding in so far as confidentiality allows. If the alleged violation has occurred, then a summary of the case will be kept in the files of the faculty, staff, or student.

All faculty, staff, students, and parents will review this policy and have the opportunity to discuss and clarify it at least once a year near the beginning of the school year. It will be included in the Parent Handbook and the Faculty Handbook.

### **Head Lice**

Crossroads College Preparatory School follows the Department of Health and Human Services' recommendation that "when nits are present, the infestation may have been present for weeks to months. Parents of affected children (live lice or viable nits) should be notified and informed that their child must leave school and receive treatment with a pediculocide before returning to school. Removal of nits often takes days to weeks." Affected students will be asked to avoid direct contact with others during this time, but attendance at school should not be interrupted as a result of the infestation. Every effort will be made to keep the child's infestation confidential.

### **Honesty**

Lying, cheating, and dishonesty are contrary to the core values of the Crossroads College Preparatory School community. It is imperative that all members of the Crossroads College Preparatory School community exhibit appropriate and moral behaviors in any school-sanctioned activity.

### **Illness at School**

Students who become ill during school hours will be sent by the teacher to the Front Office. Students may be given a pain reliever (ONLY WITH A SIGNED RELEASE ON FILE) and/or the parents will be called to pick up the child.

If an ill child cannot return to class and the parent cannot be reached, he or she will wait in the Front Office, the Registrar's office, the Counselor's office, or the Assistant School Director's office until the parent can be contacted, or the emergency contact will be called to transport the child home. The school is not equipped to keep ill children at school all day.

### **Living Arrangement**

A student enrolled at Crossroads College Preparatory School must live at home with his/her parent(s)/guardian(s) or with an adult whom the student's parents have deemed responsible. Parents are expected to notify the school in writing when there is a short or long-term change in the student's living arrangements. Changes in a student's living arrangements not conforming to these guidelines may jeopardize the student's continued enrollment at Crossroads College Preparatory School.

## **Lockers**

Lockers are the property of Crossroads College Preparatory School. Students may decorate the exterior of the locker but may not permanently affix items to the exterior or interior of the locker. Students are assigned a locker at the beginning of the school year. Moving or trading lockers without administrator approval is not permitted. All changes must be approved by the Assistant School Director.

## **Medication**

Students may not keep any prescription or over-the-counter medicine in their own possession at school. Students who violate this policy will face disciplinary action.

Students who share prescription medications with others, or who consume the prescription medications of others, will face severe disciplinary action and parents and police will be contacted. Taking someone else's prescription drugs constitutes the use of illegal drugs.

Parents should notify the office if over-the-counter medication will be needed regularly over a period of time.

If a student needs to take prescribed medication while at school, it is the parent's responsibility to:

1. Provide parental consent for the student's self-administration of the drug consistent with the doctor's instructions.
2. Provide the name and contact information of the student's doctor along with written parental consent to contact the doctor regarding the administration of the drug or related issues.
3. Leave the prescribed medication with the Receptionist at the front desk. The Receptionist is the only person permitted to hold medications. All medications must be in their original packaging and be accompanied by a medical form from the student's doctor specifying instructions, including student's name, student's date of birth, name of medication, reason for administration, dosage, timing of dosage, possible side effects, method of administration and proper storage of drugs.
4. Go to the front office at the proper times.
5. Administer the proper dosage himself or herself, while at the Front Desk.
6. On a field trip, medications will be held by a faculty member and the above rules apply with regards to the accompanying information that must be provided by the student.

## **Off Campus**

A school administrator may discipline a student who engages in conduct, whether inside or outside the school, that is inconsistent with Crossroads College Preparatory School's mission and values.

### **Off Campus - Middle School**

Middle School students may not leave campus by foot or as a passenger in an automobile driven by another student during the school day. They must remain on campus from the time they arrive in the morning until they depart for the evening, unless on a school-related trip off campus.

### **Off Campus – Upper School**

Juniors and seniors with documented permission to drive signed by a custodial parent or legal guardian may drive off campus during scheduled lunch period only. A list of students not permitted to leave campus during lunch will be accessible in the Front Office. A parent or an administrator may revoke a student's off campus privileges at any time.

A senior may also leave campus during his or her study period after he or she has signed-out in the Front Office. Juniors may NOT leave campus during a study period. If a study period occurs during first period, before or after lunch, or during last period of the school day, a junior must be present at school and may not arrive late, take an extended lunch, or leave early.

No student may go to his or her car before, during, or after lunch without permission from an administrator.

### **Off Campus - All Students**

A sophomore may not drive passengers at any time.

A junior is allowed to drive off campus during lunch. A junior may drive him or herself to an athletic event only after obtaining permission from the coach. A junior may ride as a passenger or have junior or senior passengers in his or her automobile. A junior may NOT have a sophomore, freshman, or middle school student as a passenger in his or her automobile. A junior may NOT leave campus when not scheduled for a class.

A senior is allowed to drive at any time. A senior may ride as a passenger or have junior or senior passengers in his or her automobile. A senior may NOT have a sophomore, freshman, or middle school student as a passenger in his or her automobile. A senior may leave campus when not scheduled for a class, provided that he or she has signed out at the front desk and has parental permission.

Permission forms must be signed by a student's parent and returned before off-campus permission is granted. Violation of these guidelines may result in suspension and loss of off-campus privileges.

### **Prohibited Areas**

All students must remain on the school campus during school hours with these exceptions:

- Students may be off campus if accompanied by a teacher or administrator.
- Juniors and Seniors may leave campus during lunch with documented permission to drive signed by a custodial parent or legal guardian.
- Students may retrieve items from their cars during lunch with permission from an administrator.
- Seniors may be off campus during school hours if they are not scheduled in a class and if it is not time for announcements, advisory, Good Work, a community time at which their attendance has been requested in advance, or an all-school event. They must sign out in the Front Office. If it is not a typical day and time for that student to be off campus, parental permission will be required before the student is dismissed from school.

Students are not permitted in the service or storage areas of the school building without adult permission and supervision.

### **Public Spaces**

The habit of empathy guides students in being considerate of others in public spaces. They will be quiet enough not to disturb classes. Students will not engage in rowdy, dangerous, or disruptive behavior. This includes, but is not limited to, littering, running, bouncing and/or throwing balls, pushing, and lifting other people. If a student is being disruptive and he/she continues after an adult has asked the student to behave appropriately, the Assistant School Director will meet with the student, discuss and document the behavior, and may assign the student to a supervised area for a period of time to be determined.

### **Search of School and Student Property**

To ensure the safety of the School and its community and to allow enforcement of the School's rules, the School retains the right to search any student's locker, desk, backpack, purse, cell phone, smart phone, computer (including all files, emails (etc.)) or any other item brought onto campus (including a car) with sufficient cause as determined by an administrator. No student or family should have a reasonable expectation of privacy in any of

the above-described (or similar) items.

### **Selling**

Students may not sell items for personal gain without first gaining permission from the School Director. Students interested in selling items for fundraisers must gain permission from the Director of Development and the School Director before selling any items on campus.

### **Serious Infectious Diseases**

Crossroads College Preparatory School is committed to satisfying its obligation to provide a safe and effective educational and working environment for its students, employees, and visitors. Accordingly, the school will take appropriate precautions to ensure that any health and safety concerns arising out of an individual's illness are managed in accordance with current medical knowledge and procedures.

With these principles in mind, Crossroads College Preparatory School has established a policy for students and employees with serious infectious illnesses. This policy is intended to apply, as appropriate, to serious infectious illnesses including, but not limited to tuberculosis, and mononucleosis. Appendix B of this Handbook contains the school policy.

### **Smoking**

Crossroads College Preparatory School is a no smoking campus. People must refrain from smoking within 400 feet of the building. Violation of this rule by students will result in documentation, notification of the parent(s), and may result in suspension. According to Missouri State Law, minors may not purchase, possess or use tobacco products. Individuals in violation of this policy will be disciplined, including parent notification.

### **Social Networking**

When using social networking sites, email or instant messaging (or similar communication), students must be mindful of Crossroads College Preparatory School values and rules. In particular:

- Postings that create an uninviting atmosphere for any member of our community may be considered a violation of the school's harassment policy.
- Anonymous postings on message board sites that violate school rules and values will be investigated. Such postings undermine the personal responsibility and community that are core school values.
- Students should be aware that when their social networking sites identify them as Crossroads students, they are representing the school. They should not post anything inappropriate.
- Many college admissions offices and prospective employers look at applicants' social networking sites. Be aware of the future consequences of your postings.

### **Special School Activities**

Students are responsible for attending special school activities and field trips. Participation and engagement are essential to the Crossroads College Preparatory School program. All school rules apply during these activities whether or not the activities are held on campus or during school hours.

### **Stealing**

Stealing is serious violation of the core value of responsibility and will not be tolerated and will result in suspension or expulsion.

### **Technology – Safety and Respect for Others**

Students should be aware that sending or exchanging sexually explicit messages or photos electronically, for example on cell phones or other devices or by email (“sexting”), can lead to damaging consequences. The messages and photos may be widely distributed across the Internet with little or no control, which can be extremely embarrassing and emotionally damaging. Sending, forwarding, or possessing sexually explicit photos of minors by anyone is a violation of school rules and policies and can be prosecuted as a felony under federal law.

Any student who receives threatening or unwelcome electronic communications from any individual associated with the school must bring those communications to the attention of the School Director. Members of our community are prohibited from making any form of physical/verbal threat (implied or explicit).

Your signature on the Acceptable Use Policy demonstrates your understanding and acceptance of Crossroads College Preparatory School’s policies regarding the use of technology.

### **Weapons and dangerous items**

Students may not bring onto Crossroads College Preparatory School property, or to any school-sponsored activity, any materials that are dangerous, illegal, inappropriate or disruptive to the educational process or the school-sponsored activity.

This includes weapons. A weapon is any implement which can be used to threaten, endanger, or injure oneself or another person. Examples include, but are not limited to, a gun or other firearm, knife, box cutter, explosive, or similar item. Use of any weapon or similar item in a threatening or assaulting manner is strictly prohibited and any weapons or dangerous items will be confiscated by the school. Toy weapons, look-alikes or replicas of weapons or dangerous items are prohibited except with the prior written approval of a teacher or administrator for appropriate educational use. The decision regarding whether items are dangerous, inappropriate, disruptive or are used in a threatening or assaulting manner is within the sole discretion of the school. Students in violation are subject to expulsion.

## **STRUCTURE OF SCHOOL DAY**

### **Building Hours**

The building is open from 7:30 am until 6:00 pm on school days.

Beginning at 6:00 pm, a fee of \$1 per minute will be charged by the Business Office if a family is late in picking up their child(ren).

Students returning to school with a coach after a game or rehearsing past 6:00 pm for a theater production should be picked up promptly afterwards.

### **Building Supervision After School**

Supervision between 3:30 pm and 4:00 pm is informal, and there are many adults on campus. A supervisor is available to students in the building until 5:30pm. At 5:00 pm, all students must move to the cafeteria unless they are directly working with a teacher or coach.

Only students involved in after-school activities chaperoned by a Crossroads College Preparatory School employee are permitted to stay on campus after 6:00 pm. Varsity sports and play production rehearsals usually occur from 3:30 pm to 6:00 pm.

### **Daily Schedule**

The school day is from 8:30 am – 3:30 pm. Teachers are available for telephone calls, meeting, and assisting students until 4:00 PM. In addition, teachers are accessible through email and by phone (see “Contacting Teachers” in the Scholastic Standards section of this Handbook.)

Sports practices and drama rehearsals usually begin at 3:30 pm and may run until 6:00 pm or later.

The modified block schedule consists of three 8-block days (Monday, Tuesday, and Friday) with the morning 45 minute academic blocks occurring at the same time each day, and the afternoon 45 minute blocks occurring at different times each day (on a rotating schedule), and two long-block days (Wednesday and Thursday) made up of 85 minute blocks. Middle school students take five academic classes, P.E. or sports, explore classes and are assigned an enrichment period. Freshmen and sophomores take five academic classes, two elective classes, and have enrichment periods. Juniors may take six classes and have one study period. Seniors may take five classes and have two study periods. Middle school students, freshmen, and sophomores do not have unsupervised study periods. Advisory convenes for all students the first ten minutes of each day, as well as for a longer block of time on Thursdays. Announcements block is an all-school assembly in the gym each Monday morning for all students.

### **School Cancellation, Late Start Schedule, and Snow Schedule**

School cancellations will be announced on television channels 2 (KTVI), 4 (KMOV), and 5 (KSDK) and their websites in the early morning. Students and parents should check those channels or websites in case of inclement weather. Our school’s Activities Line (367-8085, option #3) will also be a source for information about school closings and late start times on days when the weather is threatening. Call any time after 6 am to hear this notice. A notice will also be posted on the school’s website under “Latest News,” and an email will be sent to families.

### **Releasing Student to Non-Custodial Parent**

Parents must inform the school in writing of any legal restrictions regarding the release of a child to the non-custodial parent.

### **Drop-off and Pick-up Procedures**

Middle school students should be dropped off and picked up near the main entrance in the front parking lot. Drivers should pull as far forward as possible, keeping to the right to allow other drivers to pass on the left.

Upper school students should be dropped off and picked up in the north parking lot near the walkway to the north entrance. Drivers should pull as far forward as possible, keeping to the right to allow other drivers to pass on the left. To ensure a route for safety vehicles, it is important to only park in marked parking spaces. Do not park along the curb near the walkway. Students must be cautious and alert at all times in the parking area.

## **COMMUNITY ACTIVITIES**

### **Parent Ambassadors**

The objective of this group is to help promote the school internally and externally through volunteerism in school activities and events, and other opportunities. We hope to achieve parent participation in the following ways (but not limited to):

- School tours
- Fundraising (Book Fairs, Trivia Nights, and other programs)
- Hospitality (Gala, Open House, faculty breakfasts, welcoming new families, etc.)

- Concessions and Athletic Program support
- After-hours staffing for the library, theater productions, and other school-related events
- School gear sales
- Class communications

### **Involvement in School Community**

Each year school community activities are planned to bring the Crossroads College Preparatory School community together. Most of the activities occur because parents generously donate their time in organizing the events. Check the school calendar for dates and times of all events.

### **New Student/Parent Orientation**

New student/parent orientation occurs prior to the start of school. Parents are expected to attend and should reserve the date, which is announced well in advance on the school calendar and in summer mailing materials. At this event, both students and parents meet faculty, administrators, and staff. In addition, students become familiar with their schedules and learn to navigate the building, while parents learn about important policies and procedures and have an opportunity to ask questions about the school.

### **Parent Night**

The school Open House is held early in the school year for all Crossroads College Preparatory School parents. Students generally do not attend. Faculty and administrators describe courses and outline the year.

### **Parent Coffees**

The Head of School and school administrators meet with middle school parents, 9<sup>th</sup> grade parents, and 10<sup>th</sup> and 11<sup>th</sup> grade parents during the month of October at Crossroads College Preparatory School to discuss non-academic adolescent issues.

### **Awards Assembly**

The Awards Assembly annually recognizes outstanding student scholarship from both the middle and upper school. Parents of students receiving awards are notified and encouraged to attend the all-school assembly. Student recipients do not know ahead of time that they are to receive an award. The Awards Assembly is held early in the morning to accommodate parents' work schedules.

### **Graduation**

All members of the Crossroads College Preparatory School community are welcome to attend the ceremony and reception.

## **PUBLICATIONS/SCHOOL COMMUNICATION**

### **The Crossroads Wednesday Notice**

The Crossroads Wednesday Notice is delivered via email to the Crossroads community including alumni, donors, and friends every other Wednesday during the academic year. The Crossroads Wednesday Notice is designed to share in-depth stories about the life and culture of the school. This includes news about students, alumni, and faculty, as well as reflections on our work on campus and in the wider world. Your contributions to this bi-weekly newsletter are essential. If you would like to include an article or pictures in The Crossroads Wednesday Notice, please complete **this form**. <https://goo.gl/forms/OxajlLBIEUyXWnEy1>. Please include the copy and images

exactly as you would like them to appear. Please put the most pertinent information first as this what will appear in the template.

### **Next Week at Crossroads**

*Next Week at Crossroads*, a weekly communication, is sent from the School Director every Friday. This communication is designed to provide current students and their families with important news, information, and links for the following week, and looking ahead. *Next Week at Crossroads* is intended to keep our campus community connected, organized, and “in the know”. Your contributions to the weekly newsletter are essential.

### **School Directory**

The Directory is a listing of phone numbers, street addresses, and email addresses for all students and families. The Directory can be found in PlusPortals. After logging in, click the Directory tab. You may then make a selection from the staff, parent, or student tabs. The Directory is for personal school-related communication only; please do not use the information for any other purpose.

### **School Announcements**

All-school announcements will be made on Mondays at 10:15 am in the gymnasium.

### **Activities Line**

The Activities Line (367-8085, option #3) has information on sports events, activities, and school closings and late start times due to inclement weather. Please give information for inclusion to the Athletic Director.

### **School Forms**

All Students MUST have...

- Family Contact/Emergency Form, which includes releases for...
  - Permission for dispensing over-the-counter medication,
  - Consent to obtain medical care in case of an emergency,
  - Permission to attend field trips,
  - Permission to ride in another student's automobile,
  - Permission to carry passengers in student's automobile,
  - Off-campus driving permission.
- Off-Campus Permission Form for Juniors and Seniors
- Medical Form (completed by a parent and the examining physician)
  - Each student is required to have a physical exam each year and immunizations need to be current.
- Family Information Form, including emergency contact information

## **ADVANCEMENT**

### **Annual Giving**

Annual Giving is Crossroads' most important fundraising effort. Annual Giving provides unrestricted funds to the school and will support scholarship, teacher development, technology, student activities, and important operational needs. All members of the school community are asked to contribute, including Board members, alumni, parents, faculty/staff, and friends.

### **Gala**

Gala is Crossroads College Prep's largest annual fundraiser. The event raises much-needed funds for the school's robust scholarship program and raises over \$150,000. Gala provides vital support for the program that helps Crossroads College Prep hold true to its founding principles of providing an outstanding college-prep education to a diverse and inclusive student body. Nearly 30% of the operating budget is allocated to scholarship and financial aid and supports over 50% of the Crossroads College Prep families.

## **STUDENT SUPPORT**

### **Advisors/Advisory**

Each student is assigned a faculty advisor who will follow his or her progress throughout the year. Advisory convenes for all students Thursdays from 1:20 - 1:55 pm.

Our advisory program seeks to further realize our primary tenet and to better understand this "network of mutuality." Advisory provides an intimate, inclusive community that works to deepen our connections with each other and our Crossroads family. Advisors act as mentors, as student advocates, and as the primary contact person between home and school as they partner with our students to help promote emotional well being, academic success, the habit of empathy, and social responsibility.

In addition, a student's advisor tries to be aware of the advisee's progress in school and is available if a student has a personal or academic problem or needs information. Advisors accompany students who appear before the SIR Review Board and may sit in on conferences with parents. When an advisor can't be of help, he or she will try to direct the student to someone who can. In short, if a student has a problem of any kind and is not sure where else to turn, his or her faculty advisor is a good person to see.

### **College Counseling**

College preparation begins in the ninth grade with selection of academic and elective classes reflecting the student's ability and interests. Tenth graders take the PSAT and ACT Aspire to identify quantitative and language skills they may wish to improve. Juniors take the PSAT and both juniors and seniors take the SAT, ACT, and AP exams, and talk with many of the college representatives who visit Crossroads College Preparatory School each year.

In the spring, juniors and their parents work with the College Counselor to begin examining the kinds of colleges that suit their interests, abilities, and style. Students, parents, and counselors engage in the application process, financial aid procedures, college visits (seniors are encouraged to visit colleges during the fall break in October), familiarization with tests and deadlines, writing the college essay, and final selection of schools. A College Counseling Handbook helps parents and students understand the process in more detail.

### **Counselors/Counseling Issues**

The school is staffed with a Professional School Counselor who serves middle and upper school students. The primary goal is to provide counseling services that focus on school-related issues. More serious counseling issues

will be dealt with by contacting parents and arranging for referrals outside of school. Parents may contact the school counselor with any counseling concern.

### **Discipline**

In keeping with Crossroads College Preparatory School's philosophy of individualized attention, discipline focuses on the specific needs of each student. Any faculty member may assign a student to detention based on behavior, repeated missed appointments with a teacher, or incomplete work. Alternatively, the School Director will meet with students who have been referred for discipline, with the goal of changing the student's behavior. Meetings may include other students, advisors, teachers, or parents, depending upon the situation. Consequences are an integral part of discipline, and students and parents should expect that when a student is referred to the School Director a consequence will be assigned. It should be noted that any student who requires an excessive amount of attention or who is referred for discipline often might be asked to withdraw from the school. See "Excessive Attention" in the SCHOOL RULES section of this handbook.

APPENDIX A

**Acceptable Internet and World Wide Web Use**

Crossroads College Preparatory School

Internet and World Wide Web (hereafter "the Web") access is available for students and teachers at Crossroads College Preparatory School. The Web is an electronic resource center that connects millions of computers around the world. Through this system, the students and teachers of Crossroads College Preparatory School may have access to email, and unlimited textual, audio, and visual resources. The use of the Web at Crossroads College Preparatory School is focused on the vast educational opportunities that the Web offers. The expectation is that the Crossroads community will embrace and integrate the Web into their scholastic endeavors.

The Web, however, does contain material that is not always appropriate or relevant to school work. Students and teachers are expected to conduct themselves on the Web in the same way they are expected to behave themselves as part of the Crossroads community. Each of us at Crossroads College Preparatory School is expected to assume personal responsibility for preserving the high standards, which are a fundamental part of our school.

**Guidelines**

- The Crossroads computer network is designed to support our curriculum. It is not designed simply as entertainment.
- The user takes ultimate responsibility for his/her actions on the Web. Students and teachers may not behave in a manner that is harmful or harassing to other people on the Web.
- The act of plagiarism is a serious offense and that act is prohibited by Crossroads College Preparatory School. Proper attribution must be given to all material used from the Web.
- Downloading, viewing, or accessing inappropriate materials is strictly prohibited.
- If a student wishes to purchase a product or service through the Crossroads network they must first receive written permission from the Technology Coordinator or an Administrator.
- The use of "chat rooms" is prohibited unless part of a teacher-sponsored activity.
- The release of any personal information, such as the user's address and phone number, is strongly discouraged.
- Illegally copying software is prohibited.
- Wanton destruction, sabotage, or "hacking" of equipment, programs, or the network is strictly prohibited.
- All files and emails housed on the school's servers, domain, or web page are the property of the school. A user of the school's network should expect that the privacy of this information is limited.

Finally, Crossroads reminds the user that any violation of these guidelines will be taken seriously and will result in disciplinary action and revocation of computer privileges. Crossroads College Preparatory School expects that, with acceptance of the above stated guidelines, difficulties concerning the Web will not arise.

**By signing this document I understand and agree to the guidelines stated above.**

Student Name (print)\_\_\_\_\_

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_

## APPENDIX B

### **Serious Infectious Diseases**

#### **Introduction**

#### **General Policies**

- (1) Crossroads College Preparatory School complies with all federal, state, and local laws and regulations regarding serious infectious diseases.
- (2) Students with serious infectious diseases are expected to inform the Head of School of their medical condition so that the school can effectively implement the provisions of this policy. Crossroads College Preparatory School may then require a letter from the student's physician stating the physician's medical opinion regarding the student's illness and the propriety of the student attending school. The school may also, from time to time, require further medical evidence and a medical examination, by a physician or physicians designated by the school, to ascertain the propriety of the student attending school.
- (3) Crossroads College Preparatory School will make reasonable modification in its policies, practices, and procedures in order to allow a student with a serious infectious disease to benefit from the academic and other services offered by the school, so long as the modifications do not fundamentally alter the nature of service that the school provides. In addition, the school will provide whatever auxiliary aids and services may be required to allow a student to benefit from the school's services, as long as the provision of such auxiliary aids and services does not constitute an undue burden on the school or fundamentally alter the nature of the service that the school provides.
- (4) While at the school, a student with a serious infectious disease will be allowed to partake fully and equally in the educational, social, and extracurricular activities offered by the school, so long as such participation does not present a health or safety risk to the student, other students, faculty, or staff.