



**2018-2019**

**Upper School  
Student Handbook**

As of 07/24/2018

## TABLE OF CONTENTS

<u>GENERAL POLICY</u> .....	<u>5</u>
<u>MISSION STATEMENT</u> .....	<u>5</u>
<u>CORE VALUES</u> .....	<u>5</u>
<u>SCHOOL SCRIPTURE</u> .....	<u>5</u>
<u>EDUCATIONAL PHILOSOPHY</u> .....	<u>5</u>
<u>STATEMENT OF FAITH</u> .....	<u>5</u>
<u>STATEMENT ON MARRIAGE AND SEXUALITY</u> .....	<u>5</u>
<u>SCHOOL/PARENT PARTNERSHIP</u> .....	<u>6</u>
<u>PARENT/GUARDIAN COVENANT</u> .....	<u>6</u>
<u>SCHOOL AND BUILDING HOURS</u> .....	<u>7</u>
<u>ATTENDANCE</u> .....	<u>7</u>
<u>CHAPEL</u> .....	<u>8</u>
<u>CLOSED CAMPUS</u> .....	<u>8</u>
<u>LUNCH DELIVERIES</u> .....	<u>8</u>
<u>COLLEGE VISITS</u> .....	<u>8</u>
<u>COMMUNICATION</u> .....	<u>8</u>
<u>PERMISSION FORMS</u> .....	<u>9</u>
<u>TARDY and 15-MINUTE RULES</u> .....	<u>9</u>
<u>OFFICE PROCEDURES</u> .....	<u>9</u>
<u>FIRST AID and MEDICATION</u> .....	<u>9</u>
<u>NUT ALLERGY GUIDELINES</u> .....	<u>10</u>
<u>PARENTAL INVOLVEMENT</u> .....	<u>10</u>
<u>ASBESTOS MANAGEMENT PLAN</u> .....	<u>10</u>
<u>CELL PHONES</u> .....	<u>10</u>
<u>CLASSROOM VISITS</u> .....	<u>10</u>
<u>DRUG, ALCOHOL, AND TOBACCO USE</u> .....	<u>10</u>
<u>EARRINGS AND JEWELRY</u> .....	<u>11</u>
<u>FOOD AND DRINK</u> .....	<u>11</u>
<u>HAIR</u> .....	<u>11</u>
<u>FACIAL HAIR</u> .....	<u>11</u>
<u>INAPPROPRIATE USE OF ELECTRONIC MEDIA AND SOCIAL NETWORKING SITES</u> .....	<u>11</u>
<u>LOCKERS</u> .....	<u>11</u>
<u>MAKE-UP</u> .....	<u>11</u>
<u>REFUND OF TUITION AND FEES</u> .....	<u>11</u>
<u>SAFETY</u> .....	<u>12</u>
<u>SPIRIT DAY</u> .....	<u>12</u>
<u>STUDENT PERSONAL BELONGINGS</u> .....	<u>12</u>
<u>TATTOOS AND MARKING</u> .....	<u>12</u>
<u>TECHNOLOGY USE</u> .....	<u>12</u>
<u>TUITION AND FEES</u> .....	<u>12</u>
<u>UNIFORM DRESS CODE</u> .....	<u>12</u>
<u>WITHDRAWALS</u> .....	<u>13</u>
<u>STUDENT VEHICLE USE</u> .....	<u>13</u>
<u>ACADEMIC POLICY</u> .....	<u>14</u>
<u>ACADEMIC WARNING &amp; ACADEMIC PROBATION</u> .....	<u>14</u>
<u>ADVANCED PLACEMENT (AP) COURSES</u> .....	<u>14</u>
<u>CLASS RANK</u> .....	<u>14</u>
<u>CLASS SCHEDULING PROCESS</u> .....	<u>14</u>
<u>CRITERIA FOR PLACEMENT IN COURSES</u> .....	<u>14</u>
<u>DROPPING/ADDING COURSES</u> .....	<u>14</u>
<u>CREDIT RECOVERY</u> .....	<u>15</u>
<u>CREDIT TRANSFER GUIDELINES</u> .....	<u>15</u>
<u>DUAL CREDIT/CONCURRENT ENROLLMENT COURSES</u> .....	<u>15</u>
<u>GRADING SCALE</u> .....	<u>15</u>
<u>GRADUATION POLICIES</u> .....	<u>15</u>

<a href="#"><u>GRADUATION REQUIREMENTS</u></a> .....	<a href="#"><u>15</u></a>
<a href="#"><u>HOMEWORK POLICY</u></a> .....	<a href="#"><u>16</u></a>
<a href="#"><u>HONOR ROLL</u></a> .....	<a href="#"><u>16</u></a>
<a href="#"><u>MISSING AND LATE WORK</u></a> .....	<a href="#"><u>16</u></a>
<a href="#"><u>NATIONAL HONOR SOCIETY (NHS) / NATIONAL JUNIOR HONOR SOCIETY (NJHS)</u></a> .....	<a href="#"><u>16</u></a>
<a href="#"><u>NAVIANCE</u></a> .....	<a href="#"><u>16</u></a>
<a href="#"><u>ONLINE COURSES</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>PRE-ADVANCED PLACEMENT (Pre-AP) OR HONORS COURSES</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>RENWEB</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>REPORT CARDS</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>SERVANT LEADERSHIP HOURS</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>SUMMER READING/WRITING PROGRAM</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>SEMESTER EXAMS</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>SENIOR FINAL EXAM EXEMPTIONS FOR SECOND SEMESTER</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>STANDARDIZED TESTING</u></a> .....	<a href="#"><u>17</u></a>
<a href="#"><u>TEXTBOOK CARE</u></a> .....	<a href="#"><u>18</u></a>
<a href="#"><u>TRANSCRIPTS</u></a> .....	<a href="#"><u>18</u></a>
<a href="#"><u>TUTORING HELP</u></a> .....	<a href="#"><u>18</u></a>
<a href="#"><u>VALEDICTORIAN/SALUTATORIAN</u></a> .....	<a href="#"><u>18</u></a>
<a href="#"><u>CO-CURRICULAR POLICY</u></a> .....	<a href="#"><u>18</u></a>
<a href="#"><u>PARTICIPATION AND FEES</u></a> .....	<a href="#"><u>18</u></a>
<a href="#"><u>CO-CURRICULAR PROBATION AND INELIGIBILITY</u></a> .....	<a href="#"><u>18</u></a>
<a href="#"><u>UNIFORMS AND EQUIPMENT</u></a> .....	<a href="#"><u>19</u></a>
<a href="#"><u>ACTIVITY ATTENDANCE POLICY</u></a> .....	<a href="#"><u>19</u></a>
<a href="#"><u>HONOR CODE POLICY</u></a> .....	<a href="#"><u>19</u></a>
<a href="#"><u>HONOR CODE VIOLATIONS</u></a> .....	<a href="#"><u>19</u></a>
<a href="#"><u>POSSIBLE CONSEQUENCES OF HONOR CODE VIOLATIONS</u></a> .....	<a href="#"><u>21</u></a>
<a href="#"><u>ANTI-HARASSMENT, DISCRIMINATION AND RETALIATION POLICY</u></a> .....	<a href="#"><u>22</u></a>
<a href="#"><u>EXPECTED BEHAVIOR</u></a> .....	<a href="#"><u>23</u></a>
<a href="#"><u>DISCIPLINE POLICY</u></a> .....	<a href="#"><u>23</u></a>
<a href="#"><u>GOVERNING PRINCIPLES</u></a> .....	<a href="#"><u>24</u></a>
<a href="#"><u>RANGE OF POSSIBLE RESPONSES</u></a> .....	<a href="#"><u>24</u></a>
<a href="#"><u>DISMISSAL</u></a> .....	<a href="#"><u>25</u></a>
<a href="#"><u>CROSSINGS CHRISTIAN SCHOOL – A MINISTRY OF CROSSINGS COMMUNITY CHURCH</u></a> .....	<a href="#"><u>25</u></a>

## ADDENDUMS

[Guidelines for Dances and Themed Events](#)

[Dress Guidelines for Special Events](#)

[Music Guidelines for Events](#)

[Pregnancy Policy](#)

[Network and Internet Acceptable Use and Safety Policy](#)

[Guidelines for Textbook and Literature Selection](#)

[CCS DRUG AND ALCOHOL-FREE CAMPUS POLICY](#)

## GENERAL POLICY

### **MISSION STATEMENT**

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

### **CORE VALUES**

CCS values the following:

- The Authority of Scripture
- Academic Excellence
- God-honoring Relationships
- Spiritual Development

### **SCHOOL SCRIPTURE**

“Instead, whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave – just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” - Matthew 20:26-28 (NIV)

### **EDUCATIONAL PHILOSOPHY**

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

CCS is a Christian college-preparatory school. CCS desires to assist families, representing the diversity of the surrounding community, in developing students who reach their God-given potential. Our Christian purposes for education are directly related to Christian purposes for living. The Christian lives for God and His glory. By providing a safe, nurturing environment, loving but firm discipline, strong academics, and moral standards, the purposes for Christian education can begin to be met. The purpose of this education is to provide each graduate with the means to develop a response to God’s calling in their life. Our ever-present goal is to cultivate each individual’s potential in Christ.

### **STATEMENT OF FAITH**

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

This we believe:

1. The Bible is the perfect, inerrant, and inspired Word of God.
2. God exists eternally in three persons: Father, Son, and Holy Spirit.
3. Jesus Christ is God’s eternal Son. Born of a virgin, He took the form of man; through His sinless life He taught men how to live. He was crucified as a sacrifice for our sins. He rose from the dead, according to the scriptures, and returned to heaven to prepare a place for us. He will come again to receive believers into the presence of God.
4. Men and women were created in God’s image, were tempted by Satan and rebelled against God. Through repentance and personal faith in Christ, we are forgiven of our sins, reborn in a new relationship with God and placed into the body of Christ.
5. Marriage as sanctioned by God in Scripture joins one man and one woman in an exclusive union. We affirm the Biblical principles relating to marriage and sexuality as detailed in the CCS Statement on Marriage and Sexuality.

### **STATEMENT ON MARRIAGE AND SEXUALITY**

We believe every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

We believe that each person's God-given sex is determined biologically at birth.

We believe the term "marriage" as sanctioned by God in Scripture joins one man and one woman in an exclusive union. We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and woman.

We believe any form of sexual immorality, including but not limited to adultery, fornication, homosexual conduct, bisexual conduct, bestiality, use of pornography, any attempt to change one's biological sex or to identify as anything other than one's biological sex or to express disagreement with one's biological sex, is sinful and contrary to God's Word. We also believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

Crossings Christian School requires all employees, volunteers, parents and students, to abide by this Statement on Marriage and Sexuality. Engaging in conduct contrary to this Statement or advocating for positions or conduct contrary to this Statement is considered a violation of school policy and is subject to disciplinary action as outlined in the school's discipline policies, including action up to and including expulsion or termination. Any disciplinary decisions will be made on a case by case basis and Crossings Christian School reserves the right to consider Biblically relevant factors in each decision such as a person's confession of sin, evidence of repentance, willingness to cease violating behavior and other relevant factors.

### **SCHOOL/PARENT PARTNERSHIP**

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

### **PARENT/GUARDIAN COVENANT**

The board of directors and administration of CCS require at least one parent/guardian of each student to join other CCS parents/guardians, pledging to uphold this covenant in order to glorify God through families, teachers, and students that embody His grace.

"I/We as parent(s)/guardians understand, agree, and will commit to the following:

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

## **SCHOOL AND BUILDING HOURS**

### **School Hours**

Monday-Friday

8:20 am – 3:00 pm

### **Front Office Hours**

Monday-Friday

7:45 am – 3:45 pm

### **After School Hours**

Students are encouraged to study and fellowship after school; however, they should be picked up no later than 4:30 pm as the building is locked at this time and staff is generally gone for the day.

## **ATTENDANCE**

The best predictor of success is to attend class. Students missing more than 10% of any class during a semester will not receive credit for that class and transcript will reflect NC (no credit). A student missing more than 10% of a class should expect to make up class through other means approved by administration to obtain credit. Verification of an absence (note from doctor, dentist, college attendance letter) must be provided to the school within 24 hours of the absence for it to be considered a documented absence. School sponsored activities and documented absences do not count towards the 10%. We ask that every effort be made to avoid scheduling outside appointments during the school day. Examples of documented absences are funerals, urgent doctor, dentist, counseling, and college visits (junior and senior only).

Absences are listed as:

A: Absent (not excused or unexcused)

DOC: Documented (do not count toward 10%)

SSA: Activity on campus such as pep rally, practice during school hours

ACT: School sponsored activity off campus

### **Activity Absences**

Oklahoma law requires that “the maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

The local Board of Education will appoint an Internal Activities Review Committee at the beginning of each school year. The committee shall be responsible for the reviewing and recommending any deviation of the activities policy to the local Board of Education. Activity attendance records are maintained in the Office as an addendum to the regular attendance records. Activity sponsors will be responsible for reporting activity absences to the attendance secretary and teachers affected.

### **Admit Slip**

Students arriving late to school must report to the school office and receive an admit slip before attending class.

### **Reporting Absences**

When a student is absent, the parent can call or email the upper school office at 842-8495, option #3.

### **Prolonged Absences**

A prolonged absence for medical reasons of five days or more could jeopardize a student's academic standing. Therefore, a written excuse must be provided to administration from a medical professional who is not a family member and must indicate the reason for the prolonged absence. Students who are absent/ill will be given the same number of days they missed to complete assignments. It is the responsibility of the student to communicate with teachers and complete all missing work.

If a student-athlete has been diagnosed with a concussion, the Athletic Trainer will notify the main office. The office will then notify the student-athlete's teachers. The graduated return to academics should be individualized and based on the absence of concussion symptoms following cognitive exposure. All classroom work missed should be made up. The student-athlete should be given the same amount of time to make up work that he/she missed due to concussion or head injury.

If a student has a planned prolonged absence the teachers are not required to provide assignments in advance. The student is responsible for communicating with the teacher and obtaining assignments upon return from prolonged absence. Teachers are under no obligation to provide assignments early.

## **CHAPEL**

Students attend chapel weekly on Wednesday. Praise, worship, and biblical messages are offered during this time.

## **CLOSED CAMPUS**

CCS is a closed campus which means students are not allowed to leave the campus during school hours unless they are attending a school-sponsored activity or signed out to their parent/guardian.

We value instructional time in your student's classroom and because our lunch period is only thirty minutes, we respectfully ask that students not be taken off campus for lunch. When they return late to the class immediately following lunch, it is disruptive to the learning environment. In the event that you must do so, parents may only check out their own student(s) but not any other students.

## **LUNCH DELIVERIES**

Parents and siblings are welcome to eat lunch with students. Parents may also bring lunch for their student. When bringing lunch, a parent must sign in and take the lunch to the table in the commons. We respectfully ask that parents not bring lunch for large groups of students. No outside lunch deliveries from restaurants will be accepted. Outside student guests are not allowed. Students are not allowed to leave building to receive lunch. Adults must check-in through the front office to eat lunch with students.

## **COLLEGE VISITS**

College visits are permitted for upper school students. Freshmen are allowed one visit; sophomores are allowed two; juniors are allowed three; and seniors are allowed four. Students will need to obtain documentation from the college they have visited and bring that back to the front office. Students should get their assignments ahead of time and will be expected to turn them in and/or be prepared for quizzes/tests upon their return. College visits will be denoted as a Documented absence.

## **COMMUNICATION**

### **RenWeb/ParentsWeb**

Classroom information including assignments, grades, and attendance are posted online through the RenWeb parent portal (ParentsWeb) and is accessed through [www.crossingsschool.org](http://www.crossingsschool.org). A username and password are required to set up an account in order to access this information. You must use the email provided to CCS in order to successfully set up your account. If you have questions or difficulties establishing your account, please call the main office (405) 842-8495, option #3. Please notify the main office if your email address changes since we communicate primarily through email.

Any communication outlets should be used with the same standards and expectation of all school communication; including creation of group or class email or text notifying systems, Facebook, Twitter, Instagram or other accounts, etc. This includes student name and photo usage as written in the CCS Model Release form, school approved platforms, third party sites, publications, etc.

### **Messages to Students during the School Day**

To preserve valuable instructional time and a safe environment, use of cell phones by students during the school day is strictly prohibited. **We ask parents to refrain from texting or calling student cell phones during school hours.** All outside communication should be routed through the school's main office. The school's main phone number is (405) 842-8495, option #3. School-wide announcements are made daily in the mornings.

### **Inclement Weather Postings/Alerts**

It may be necessary to close, delay the start of school, or dismiss early, because of inclement weather. Information regarding school closings or delayed starts will be sent via text through SchoolConnect to those who have previously signed up for the service. We will also post on major TV and radio stations, as well as the school website.

### **Communicating with Faculty and Staff**

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

To request a conference in person, parents may submit a written note, email, or phone call to the teacher or administrator so that a mutually acceptable time may be scheduled. "Drop-in" conferences before or after school are usually not

workable. Teachers and administrators schedule their use of time carefully and have supervisory duties that are particularly heavy at the beginning and end of the school day.

1. For urgent matters parents are encouraged to call the front desk at (405) 842-8495, option #3.
2. As a courtesy, parents should not call or text message teachers or staff at home except in a genuine emergency.
3. Non-urgent communication may be directed to the teacher's school email address.
4. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if necessary.

### **PERMISSION FORMS**

Prior to the start of the school year, parents will complete online a permission form per student for **all** field trips, mission trips, off-campus activities, etc., which will cover your student for the duration of their time in that particular division, i.e. entering 5<sup>th</sup> grade for MS will cover 5-8<sup>th</sup>, entering 9<sup>th</sup> grade for US will cover 9-12<sup>th</sup>. We do not require a permission form for each individual event.

### **TARDY AND 15-MINUTE RULES**

Students arriving late to class will be counted tardy. Repeated unexcused tardiness will result in a natural consequence that is consistent with the degree of infraction. If a student misses more than fifteen (15) minutes of any class, he/she will be counted absent. Possible consequences for tardies include after school detention and/or ISS.

### **OFFICE PROCEDURES**

#### **Visitor Check-In**

Parents, school volunteers, and non-school personnel entering the school for any reason must sign in and out at the front desk and wear a visitor's badge while on the school grounds.

#### **Lost and Found**

All personal articles of clothing, including uniform items and outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name so those items may be returned to the student. Found clothing items that are not labeled will not be stored or kept by the school. When small valuable unmarked items are found, the office will make an announcement and will maintain a small lost and found drawer. Unclaimed items will be donated at the end of the school year or earlier if space is needed.

### **FIRST AID AND MEDICATION**

#### **Illness**

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

#### **Medication Consent**

Although it may appear convenient to send medication with a student to be taken during the school day, it could be extremely dangerous if another student mistook it for their own. To avoid any problems regarding medication, CCS adheres to national health guidelines and requires all medication to be kept in the school office. Before CCS can administer any medication, a completed medication consent form from the parents or the doctor must be on file informing the school of the time it is to be given and the dosage. A medication consent form is available from the office and must be returned with

each medication. No medication will be dispensed without written authorization. All medication must be in its original container with specific directions. Any deviations from this procedure must have administrative approval.

### **NUT ALLERGY GUIDELINES**

Crossings Christian School strives to provide a safe place for children with nut allergies. Peanuts, peanut products, and nuts of any kind are restricted from the classrooms and buildings *excluding* concessions, concessions areas and outside events. Students should not bring lunches, snacks, or refreshments to school that contain nuts or nut products. Lunches prepared by the CCS food provider strive to be nut-restricted as well.

### **PARENTAL INVOLVEMENT**

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

**Parent Volunteers:** At CCS, the school deeply appreciates our parent volunteers! For the benefit of all volunteers and students, the school asks volunteers to:

- Report to the office to sign in and out.
- Wear identification badges provided by the school while participating in volunteer activities.
- Work under the direction of school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.
- Communicate with designated staff members to assure clear expectations, task assignments, and feedback on volunteer activity.
- Be responsible for their scheduled times and must notify the school staff if not able to meet this commitment.
- Respect the authority of the school and the school administration.
- Not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.
- Not favor one side or party more than another in all school situations.
- Not let their personal feelings enter into their work as a volunteer.
- Dress appropriately, always remembering that he/she is setting an example for the students.

### **ASBESTOS MANAGEMENT PLAN**

Crossings Christian School has in place an asbestos management plan. We have been inspected by the Department of Labor and are in compliance with EPA and state asbestos regulations. The management plan is available for inspection through the Business Office during regular business hours by appointment only.

### **CELL PHONES**

Cell phones/smart watch use will not be allowed in the classroom unless designated by the teacher. Students may bring cell phones to school but may not have them out during the school day. A cell phone will be taken away if it is seen outside of a student's locker or backpack, in use, or is disruptive to the learning environment in any way. If a student's cell phone is taken away, the student may pick it up from the appropriate administrator at the end of the day. If a third offense occurs, a parent must come into the school and pick it up. CCS reserves the right to examine confiscated cell phones, as well as the discretion to view material on such cell phones to determine levels of disciplinary action.

### **CLASSROOM VISITS**

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

1. The school must be contacted in advance to schedule the visit.
2. At the time of the visit, parents must sign in and out at the front desk. A Visitor badge will be provided.

### **DRUG, ALCOHOL, AND TOBACCO USE**

The use, possession, sale, transfer, or purchase of tobacco, vapes, alcoholic beverages and/or e-cigarettes at any time on the school's premises is prohibited. The illegal use or possession of prescribed medicine while on school premises is also prohibited. See "CCS Drug and Alcohol-Free Campus Policy" for more detail.

## **EARRINGS AND JEWELRY**

Girls may wear pierced earring jewelry. Boys may not wear earrings. Other body-piercing jewelry is not allowed.

## **FOOD AND DRINK**

Food and drink will not be allowed in the classrooms unless designated by the teacher. A bottle of water will be allowed at the teacher's discretion.

## **HAIR**

A student's hair should be NEAT, CLEAN AND MODEST. This is defined as no extreme or distracting hairstyles, being well groomed, of a natural color, and for young men, hair should be above the collar, above the ear and should be trimmed above the eyebrows. Boys will not be permitted to wear hair bands or other hair accessories. No man-buns or ponytails **for boys**. Unnatural coloring, streaking or bleaching is not permitted **for boys or girls**. No designs, letters, numbers, shapes or Mohawks are permitted **for boys or girls**. **Whether a student's hair complies with the Policy is to be determined in the sole discretion of the school administrators. A student will be given notice of any violation and provided a reasonable time to bring his or her hair into compliance. Continuing violation of the Policy will be handled in accordance with the disciplinary policies contained in this Handbook.**

## **FACIAL HAIR**

Upperclassmen (juniors and senior young men) may have facial hair as long as it's closely cropped and neatly groomed. Underclassmen (freshmen and sophomore young men) must be clean-shaven. They will be given an opportunity to shave at school and/or possibly sent home if not in compliance.

## **INAPPROPRIATE USE OF ELECTRONIC MEDIA AND SOCIAL NETWORKING SITES**

Students at CCS represent Jesus Christ, the school, their church, and their families at all times. Students are expected to exercise wisdom and discretion in participation of online dialogues including social networking websites, blogs, text messages, or email messages. The potential to quickly tarnish the reputation of an individual person or the school is real.

Therefore students at CCS will be held responsible for the reckless or inappropriate use of electronic technology that presents the student, another person, or the school, in a negative or inappropriate light. Inappropriate use is defined as, but not limited to, the use of profanity, vulgarity, sexually explicit images or language, gossip, slander, or threats to the safety or welfare of other people. Students participating in the inappropriate use of electronic media are subject to disciplinary action including suspension or expulsion from CCS. **There should be no expectation of, or right to, privacy. CCS reserves the right to monitor any and all technology usage.**

## **LOCKERS**

Students will be issued lockers at the beginning of the school year. Students are expected to abide by the following rules concerning locker use:

- Lockers should be kept neat and treated properly. There may be periodic locker checks throughout the school year at the discretion of the administration.
- The locker is the only place a student may store his or her belongings during the school day. Exceptions may be made for school related activities such as instruments and athletic equipment with the principal's approval.
- It is the student's responsibility to maintain personal security of his or her locker. CCS cannot be held liable for missing or stolen material from a student's locker.
- Lockers may be decorated on the inside if done in an appropriate manner; however, CCS reserves the right to require students to remove material it deems inappropriate. Tape and other adhesives are not appropriate for locker decoration or organizational materials. Magnets may be used.

## **MAKE-UP**

Girls may wear modest make-up. Make-up that is distracting is not acceptable.

## **REFUND OF TUITION AND FEES**

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

## **SAFETY**

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

## **Safety Drills**

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

## **SPIRIT DAY**

Every Friday, (or the last day of the week if we have a short week), students may wear denim (any color/style as long as they meet our \*NEAT, CLEAN AND MODEST requirements, or non-athletic shorts/skirts with any CCS shirt or t-shirt. On these days *only*, flip flops or athletic slides may be worn. Seniors may wear college t-shirts and sweatshirts from the schools to which they have been accepted.

*\*NEAT, CLEAN AND MODEST* – length to come below fingertips at student's side. No holes, frays or stains.

## **STUDENT PERSONAL BELONGINGS**

Electronic devices such as, but not limited to, cell phones, smart watches, and video game systems are to be turned off during school hours. Animals are not allowed in the buildings unless granted special permission from the Administration.

## **TATTOOS AND MARKING**

Students may not have exposed permanent tattoos.

## **TECHNOLOGY USE**

CCS provides access to technology for direct educational purposes only. This includes supervised internet, email and computer access. Upper school students are allowed to use approved eBook readers (Kindle) during school for assigned work only. Under no circumstances are personal computers, cell phones, MP3 players, or any other electronic devices permitted to be handled, displayed, or used without permission of a school official. In the case where authorization has been permitted, students will only be allowed to use the device under close monitoring by the approving authority. This policy will be strictly enforced.

## **TUITION AND FEES**

Unless paid in advance, tuition is payable in ten (10) monthly payments beginning in July and ending in April or in two (2) semester payments due in July and December. Tuition payments are made through the school's tuition management company. Tuition is figured on a yearly basis and remains the same regardless of the number of days in the month, school holidays, or absences.

## **UNIFORM DRESS CODE**

CCS has a responsibility to keep students focused on education while providing the best possible environment for success. Our uniform policy follows NEAT, CLEAN AND MODEST guidelines. This policy is intended to serve as a tool to:

- Create an atmosphere free from distraction.
- Serve to dispense with competition due to outward appearance and affluence.
- De-emphasize outward appearance in favor of inner beauty and character.

## **Uniforms/Outerwear**

Uniforms are defined as Parker/Campus Store purchased bottoms and collared polo shirts with the school crest from either Parker School Uniforms or the CCS Campus Store. Uniforms are required for all Kindergarten through 12<sup>th</sup> grade students. Monday through Thursday uniforms are required unless it is a special week (Spirit Week, or other designated special day). Uniforms are to be purchased from CCS Campus Store and/or some items may be purchased through our annual used uniform sale at a reduced price, sponsored by the Junior Class. All polo shirts must have our CCS crest/logo on them. Any socks, shoes, boots, and sandals (except flip flops which can only be worn on Denim Fridays), may be worn. All outerwear

worn in the building must be from our uniform providers or our Spirit Store. A uniform shirt must be worn underneath CCS outerwear. Parents should model integrity to their children by complying with the CCS uniform policy.

## **WITHDRAWALS**

To withdraw a student, a parent must notify the school in writing by completing a student withdrawal form available in the Business Office at the Lower School. No records will be released until all forms are completed, books are returned, iPads and chargers are returned, and all financial matters are cleared.

## **STUDENT VEHICLE USE**

### **Obtaining a Verification Form for Driver's Permit**

Students may request a verification of attendance and reading proficiency form from the US front office. Required information includes full name (first, middle, and last), and birth date. Please allow at least two (2) days for processing.

### **Parking and Student Vehicle Use**

Students are permitted to park on CCS premises and to use CCS access roads as a matter of privilege, not of right. In consideration of student use, only upper school students may use and park motor vehicles on campus. Students are to observe all Oklahoma traffic laws as well as district and campus-specific rules for the safe operation of vehicles. They are to park only in the authorized parking area.

### **Application Procedures**

Students may obtain an application at the US front desk. The student becomes eligible for a parking permit after all of the steps below have been completed. In order to complete the process for student parking, the following information/items will be needed:

- Current license plate (tag) number, make, model, and color of vehicle
- Valid driver's license (No permits)
- Proof of current insurance on the car
- Completed Student Parking Application form (parent signature required)
- Financial obligations (tuition, library books, textbooks, etc.) must be cleared
- \$5 paid at the time of application

### **Student Parking Regulations**

1. A student who drives their car to CCS must have their car(s) registered. Students may only park their car in one of our designated parking areas.
2. CCS security guards will supervise the parking area and monitor unsafe or reckless operation of vehicles. They will contact the principal when violations are noted.

### **Vehicle/Motorcycle Rules and Regulations**

1. All students agree to observe the following rules:
  - a. Park in their assigned parking area
  - b. No reckless driving on CCS property (including, but not limited to, obeying the **20 miles per hour speed limit**, stopping at all stop signs, and yielding to pedestrians on campus).
  - c. Follow all state traffic regulations.
2. Student vehicles are not to be entered during the school day except in those instances requiring a student to leave the campus (i.e., classes off campus, excused medical appointments, emergencies). CCS retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without consent and without a search warrant.
3. Student agrees to cooperate with the security guards and CCS personnel at all times.
4. CCS is not responsible for the damage of a student's automobile or theft of its contents.
5. Any unauthorized vehicle is subject to being towed away at owner's expense.
6. Any accident or incident on the CCS campus should be reported immediately to the security guard on duty, and/or the main office.
7. Students will not be allowed to sit in parked cars on the CCS grounds at any time. This includes during school events, as well as during the school day.

8. Excessively loud music is not to be played while on the CCS campus. Students are to lower the volume on their car stereos as they enter campus and keep it low while on campus.
9. CCS administrators reserve the right to revoke parking privileges and/or administer other disciplinary action for violations of this policy.

**Note: Failure to follow parking regulations could result in losing the privilege to drive a vehicle to school. A student may lose their right to park on campus at any time for driving recklessly.**

## ACADEMIC POLICY

### **ACADEMIC WARNING & ACADEMIC PROBATION**

Students with any class grade below 60% at the end of a nine-week grading period are placed on **Academic Warning**. At that time, the student, parent, teacher and administration will conference and discuss strategies for improvement. At the end of the following nine-week period, the student's progress will be evaluated. If the student fails to improve, he/she will be placed on **Academic Probation**. If, after the second consecutive nine-weeks period, the student's grades are below 60%, he/she may be dismissed from school.

### **ADVANCED PLACEMENT (AP) COURSES**

The Advanced Placement Program is sponsored by the College Board and provides an opportunity for secondary school students to pursue and receive credit for college-level coursework completed at the secondary level. Students enrolled in AP courses are expected to be prepared to take the AP exam at the end of the year. While our core class is considered college preparatory, students enrolled in an AP class should anticipate an accelerated pace with additional coursework. Students are responsible for the fee (approximately \$100) determined by the College Board. Additional course materials may also need to be purchased during the year. AP courses are weighted an additional one (1) point.

### **CLASS RANK**

Because CCS is a small, college preparatory school, we find that ranking is not appropriate for our students as our student body tends to be grouped in ability and achievement. The student whose official rank might be towards the bottom of the class would be an excellent candidate for many selective colleges. The College Board website notes that "over half of all high schools no longer report student rankings" and that "most small private and competitive high schools have done away with it because they feel it penalizes many excellent students who are squeezed out of the top 10 percent of the class and then overlooked by elite colleges. <https://professionals.collegeboard.com/guidance/applications/rank>

### **CLASS SCHEDULING PROCESS**

1. During the re-enrollment period (typically December 14 – February 4), the Academic Course Catalog will be published for the following school year.
2. College/Course planning meetings will be held in January and February to detail the course selection process. Parents will be invited to attend.
3. Course selection will begin as soon as the re-enrollment period is completed. All re-enrolled students will be emailed the course selection forms to be completed and returned to the Upper School main office. Re-enrolled students are expected to make their final selections by the Friday before Spring Break. *Students who have not re-enrolled will not be allowed to make course requests.*

### **CRITERIA FOR PLACEMENT IN COURSES**

- The course request process is for the purpose of setting the school's master schedule of classes. All classes are offered based on student interest and teacher availability.
- Requests to be in a class with a certain teacher, certain friends, or to obtain a specific lunch period are not valid considerations.
- Be aware of the prerequisites that applicable to courses you would like to take. PRE-AP, Honors, AP, and Dual Credit classes may have prerequisites that must be met before enrolling.
- While we want every student to have the perfect schedule, a student's course requests does not guarantee that he/she can be placed in all of those classes. If scheduling conflicts occur, the student's course selection form will be used to prioritize classes.

### **DROPPING/ADDING COURSES**

- Because the master schedule is prioritized based on student interest, we expect students to commit to their choices.

- In *rare situations* students may need to drop/add a class. Administration determines if a class may be dropped/added in the best interest of all involved.

### CREDIT RECOVERY

If a student fails a course required for graduation at CCS (59% or below), the course must be retaken. Qualifying courses must be pre-approved by CCS and may include conventional summer courses and/or the CCS Online Academy.

### CREDIT TRANSFER GUIDELINES

CCS will accept credits from accredited high school programs. Home-school students may receive credit; however, the GPA will not be calculated. Upper level classes taken in Middle School (ex. Algebra I) will earn high school credit and are included on the Upper School transcript. The numeric grade is not included in the student’s Upper School GPA.

### DUAL CREDIT/CONCURRENT ENROLLMENT COURSES

Dual Credit classes allow students to earn concurrent high school and college credit. Therefore, placement in these courses is based on the entrance requirements for Colorado Christian University (CCU) and prerequisites established by CCS. Additional tuition (presently \$200 per class) will be paid during the CCU enrollment process. Upon graduation, students do not have to attend CCU in order to receive college credit for concurrent enrollment courses. The credits earned are transferable to most schools; however, it is the responsibility of the student to know the transfer credits allowed at the universities to which they are applying. Dual Credit courses are weighted an additional 1 point. For information about transcripts, contact Colorado Christian University directly at [ccu.edu/dualcredits](http://ccu.edu/dualcredits) or (303) 963-3029.

### GRADING SCALE

Both weighted and unweighted GPAs are calculated. The unweighted scale is based on a traditional A=4.0 (90-100), B=3.0 (80-89), C=2.0 (70-79) D=1.0 (60-69), F=0.0 (59 and below) scale. In the weighted scale, Pre-AP courses add a 0.5 to the GPA and Advanced Placement/Dual Credit courses add an additional 1.0 to the final GPA.

### GRADUATION POLICIES

Students may only graduate if they meet all graduation requirements.

- A CCS upper school student must complete the necessary credits for graduation in a minimum of four (4) years.
- No core classes (Bible, English, Math, Science, Social Studies) may be completed at any outside location unless approved by administration.
- Seniors, who expect to graduate, are to be full-time students and pay full tuition for the semester in which they graduate. Tuition and any outstanding fees must be paid in full before the graduation ceremony.
- To be classified as a “full-time” student, the student must complete at least six (6) graded classes each semester.
- Students should be enrolled in seven (7) classes per semester.
- Servant Leadership Hours, 25 hours per year, are required for graduation.

### GRADUATION REQUIREMENTS

Crossings Christian School’s graduation requirements are as follows:

#### College Prep Diploma – 24 Units:

Servant Leadership (25 hours per year)	100 hours
Bible Courses	4
English Courses	4
Social Studies Courses	4
Mathematics Courses	3
Science Courses	3
Foreign Language Courses	2
Technology Courses	.5
Speech/Debate	.5
Electives	<u>3</u>
<i>Total Credits (Bold = Required Program)</i>	<b>24</b>

#### Distinguished Achievement Diploma – 27 Units:

Servant Leadership (25 hours per year)	100 hours
Bible Courses	4
English Courses	4

Social Studies Courses	4
Mathematics Courses	4
Science Courses	4
Foreign Language Courses	2
Technology Courses	.5
Speech/Debate	.5
Electives	<u>4</u>
<i>Total Credits (Bold = Required Program)</i>	<b>27</b>

In addition, to the 27 required credits and 25 service hours per year, to graduate with Distinguished Achievement a student must:

- Complete entire junior and senior year at CCS;
- Complete at least one Advanced Placement (AP) or Dual Credit class;
- Complete three (3) years of the same foreign language OR three (3) years in an elective specialty OR at least four (4) AP and/or Dual Credit courses OR Capstone Project.\*

\*\*Students may submit a capstone project to the Academic Dean for distinguished achievement consideration. The capstone is expected to encompass the same degree of commitment and academic rigor required above. This allows for inclusion of personal outreach and community-based service projects conducted during a student's high school time. The capstone project must be comprehensive in nature and span at least three of the four years of high school.

### **HOMEWORK POLICY**

Homework serves two purposes--it reinforces and extends learning. The amount of time a student needs to complete homework varies from day-to-day and from student-to-student. The faculty attempts to gear assignments so that only a reasonable amount of time will be required, considering the subject matter. CCS urges that each student plan his/her out-of-school activities wisely so that adequate time is provided for homework. Wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility. Students taking PreAp, AP, and Dual Credit classes should anticipate additional independent study and homework.

### **HONOR ROLL**

Students maintaining a cumulative grade point average of 3.5 and above will be listed on the honor roll.

4.0 & above	Headmaster's Honor Roll
3.5 – 3.994	Principal's Honor Roll

### **MISSING AND LATE WORK**

Academic excellence is a core value at CCS. Students are expected to prioritize academics above co-curricular activities including participation in after-school events. If a student does not turn in an assignment on time, there will be grading consequences.

### **NATIONAL HONOR SOCIETY (NHS) / NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The CCS Chapters of NHS and NJHS recognize outstanding upper school students. NHS serves to honor incoming 11<sup>th</sup> & 12<sup>th</sup> grade students demonstrating excellence in the areas of scholarship, leadership, service, and character. NJHS honors 9<sup>th</sup> and 10<sup>th</sup> grade students demonstrating excellence in the areas of scholarship, leadership, service, character, and citizenship. To qualify for NHS or NJHS, a student must earn a minimum 3.75 weighted GPA the first semester of the qualifying year. After qualification is determined, an application must be completed by the student that focuses on a student's leadership, service, and character. Citizenship is also addressed for NJHS applicants. It is important to understand that scholarship is not the only criteria used to determine membership. If selected, an induction ceremony is held in the spring. NJHS/NHS members are required to complete an additional fifteen (15) service hours each service year (May 1<sup>st</sup>- April 30<sup>th</sup>).

### **NAVIANCE**

The Naviance Family Connection is CCS's college and career planning solution. Naviance is used for everything from researching colleges and careers to requesting transcripts and sending transcripts and letters of recommendation electronically. Naviance is essential to the CCS upper school student. Naviance Family Connection is accessed through [www.naviance.com](http://www.naviance.com). The school's postal code is 73134.

## **ONLINE COURSES**

CCS partners with SevenStar online academy. Students requesting to take an online class must be approved by administration. Students wishing to take online classes must demonstrate a willingness to learn and the self-discipline to work independently. An online class contract is required for each course. Additional fees are required to take online classes. Typically, online classes are taken outside of the regular school day.

## **PRE-ADVANCED PLACEMENT (PRE-AP) OR HONORS COURSES**

Pre-AP describes a course or series of courses, open to interested students, where the aim is to provide the skills and basics that will translate into future AP course success. While our core class is considered college preparatory, students enrolled in a Pre-AP class should anticipate an accelerated pace with additional coursework. Additional materials may also need to be purchased. Pre-AP courses are weighted an additional .5 point.

## **RENWEB**

RenWeb is the best way to track assignments and progress in classes. Grades and attendance are posted online through the RenWeb parent portal (ParentsWeb) that is accessed through [www.crossingschool.org](http://www.crossingschool.org). A username and password are required to set up an account in order to access student grades. During the summer, RenWeb is temporarily unavailable due to maintenance. If you have questions, contact the CCS main office (842-8495) for assistance.

## **REPORT CARDS**

Report cards will be sent electronically at a designated time after each semester. Appeals to graded assignments must be done in writing within 30 days of the grade being posted. Grades are transcribed bi-annually in January and June and once transcribed they are final.

## **SERVANT LEADERSHIP HOURS**

Developing Christ-centered servant leaders is an integral part of the CCS mission. 100 service hours/25 per service year are required for graduation from CCS. The rule-of-thumb is to serve 1/3 of these hours in your church, 1/3 at school, and 1/3 in your community. The CCS service year begins May 1<sup>st</sup> and ends April 30<sup>th</sup>. These hours should be logged through x2VOL in Naviance.

## **SUMMER READING/WRITING PROGRAM**

The Summer Reading/Writing Program is required of all students at CCS. Teaching units and/or assignments based on the summer reading will be a part of the beginning activities of the school year. The school website [www.crossingschool.org](http://www.crossingschool.org) will list the summer reading/writing assignments as well as grading rubrics that accompany them.

## **SEMESTER EXAMS**

Upper school students will have comprehensive semester exams. Comprehensive exams cover all material for the semester, these exams will include very similar questions to those found on unit and mid-term exams. All exams (including unit, midterm, and semester) must be completed within the time frame determined by the teacher. Students will take each semester exam at its scheduled time. Students cannot take an exam after its scheduled time. Teachers are under no obligation to administer a test early. Dual Credit and Advanced Placement exams may cover all course content presented.

## **SENIOR FINAL EXAM EXEMPTIONS FOR SECOND SEMESTER**

CCS Seniors have the privilege of earning second semester final exemption from their instructors provided they uphold the following high standards:

1. The exam must lend itself to exemption and the teacher must approve it in the course syllabi.
2. Capstone and other projects that are due at the end of the course are not eligible for exemption.
3. Students must have four (or fewer) undocumented absences.
4. Students must have three (or fewer) unexcused tardies.
5. All assignments must be completed and turned in.
6. A student must have a grade of 93% or higher.

## **STANDARDIZED TESTING**

The PSAT is administered in October to students in grades 9-11. This test is a practice test for the College Board's Scholastic Aptitude Test (SAT) accepted by most colleges and universities for admission consideration. The ASPIRE is given to students

in grade 9-10. These tests are practice tests for the ACT exam. There is no charge for these exams. Upper School students are required to take cumulative semester exams in the fall and spring.

#### **TEXTBOOK CARE**

The school issues all basic classroom textbooks to students for use during the school year. These textbooks remain the property of CCS and should be treated as such. The condition of the text will be recorded at the time of issuance and examined again upon its return to the school. The replacement cost for a lost book must be paid before a new book will be issued. The administration may hold a student's report card at the end of the year until all books are returned.

#### **TRANSCRIPTS**

For the college admission process, all transcript requests should be made through Naviance. If a transcript is needed for another reason (such as summer classes or scholarship applications), please contact the Upper School main office.

#### **TUTORING HELP**

From time to time, students need additional help in a subject. The student's teacher is the first resource for help. Parents may also choose for their student to receive outside tutorial help at their own cost. It must be understood that if additional tutoring is not sufficient to help the student succeed academically, CCS reserves the right to revoke admission.

#### **VALEDICTORIAN/SALUTATORIAN**

Senior class valedictorian and salutatorian are determined based upon the cumulative grade point averages and will be finalized at a designated cut-off date each year. Students must have attended CCS for their junior and senior year to be eligible for this honor.

### **CO-CURRICULAR POLICY**

The purpose of the co-curricular activities at CCS is to establish fundamentally strong programs that are competitive at all levels and develop positive Christian character in all who participate. Participants are required to agree to follow team/group policies. The coach/sponsor of each team or group will provide participation guidelines. Coaches and sponsors retain the right to institute additional team policies with the approval of the Athletic Director, Dine Arts Dean or Activities Director.

Competitive academics, athletics and fine art competitions provide an excellent avenue in which to develop the necessary character for students to become servant-leaders. By learning to be a good teammate and put the needs of others above their own, students learn to serve more effectively. Participants learn to overcome adversity in life by facing the mental and physical demands of competition. By committing to the higher goals of the team, students also learn how to devote themselves fully to Christ. Co-curricular activities are a great way to reinforce the school mission in a safe and controlled environment.

#### **PARTICIPATION AND FEES**

Participants must complete all required enrollment paperwork and pay participation fees before they are issued their uniforms and before they begin participating in co-curricular activities. A current athletic physical must be on file for a student to participate in athletics. A current physical must be dated after April 30 of the previous school year to be valid and given within the past 12 months is due before an athlete is allowed to participate in any activity including practices. Paperwork must be turned in to the appropriate coach or the US Front Office.

#### **CO-CURRICULAR PROBATION AND INELIGIBILITY**

Students are subject to eligibility requirements of both CCS and Oklahoma Secondary Schools Activity Association (OSSAA).

Scholastic eligibility begins after three weeks of a semester grading period have been completed and each succeeding week thereafter. The Eligibility report will be produced on Thursday of each week. The period of probation and ineligibility will always begin on Monday and end on the following Sunday. A student must be passing with a 60% grade average or higher and be without an "F" in any class they are enrolled in during that semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes or has an average below a 60% during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. A student who has lost eligibility under this provision must be passing all

classes with a 60% grade average or higher and be without an “F” in any class in order to regain eligibility. A student regains eligibility on the first class of the next week period (Monday through Sunday).

### **UNIFORMS AND EQUIPMENT**

All uniforms and equipment issued by the school will remain the school’s property throughout the duration of the season of play, as well as after a sport has concluded. Athletic uniforms will not be issued until all fees for participation are paid; and athletes will not be allowed to practice until after fees have been paid. All uniforms and equipment must be turned in at the conclusion of each sport season. A replacement fee for uniforms that are lost or damaged will need to be paid.

### **ACTIVITY ATTENDANCE POLICY**

Oklahoma law requires that "the maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

The local Board of Education will appoint an Internal Activities Review Committee at the beginning of each school year. The committee shall be responsible for the reviewing and recommending any deviation of the activities policy to the local Board of Education. Activity attendance records are maintained in the Office as an addendum to the regular attendance records. Activity sponsors will be responsible for reporting activity absences to the attendance secretary and teachers affected.

### **HONOR CODE POLICY**

*“Out of a desire to honor God, I commit to a lifestyle which reflects trust, honesty, and respect for my peers, authority, and all property. I acknowledge this lifestyle does not condone lying, cheating, stealing, and other dishonorable acts. Committing to this code demonstrates my respect for Crossings Christian School as we strive to glorify God and love others.”*

#### **Introduction of the Honor Code**

The Honor Code is not only at the core of the discipline system at CCS, it is also the foundation of our school community. The Honor Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. The system will be as successful as the members of the community are willing to hold one another accountable. All US students will be asked to sign that they will uphold the Honor Code.

#### **Vision of an Honorable Community**

An honorable community is one of mutual trust, honesty, and respect. It is a community where each individual is expected to live honorably and each individual is expected to encourage their peers to live honorably as well. It is a community where students do not feel compelled to keep their belongings locked up, where students do not feel the pressure from peers to lie and cheat, and where students are not ridiculed for their commitment to live honorably.

An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle. It is our hope that students’ commitment to an honorable lifestyle will far outlive their time at CCS. It is our hope that students will see the benefits of an honorable lifestyle and allow the principles of the Honor Code to govern all aspects of their lives. It is The CCS Way.

#### **Student Involvement in Honor Code**

Students will play a significant role in the enforcement of the Honor Code. Not only will students be expected to live by the Honor Code, they will also be expected to hold each other accountable to follow the Honor Code. A select group of students and teachers will sit on a Honor Committee for students to make appeals of consequences. If a student feels consequences given by administration are unjust then the student has the right to start the appeal process with the Dean of Students. The student and teacher Honor Committee will make a recommendation to the Dean of Students with the Dean of Students communicating the committee’s decision to the student. The Honor Code is intended to work for the students, not against them. It is structured to encourage them to live with integrity.

### **HONOR CODE VIOLATIONS**

The following is a list of the most common Honor Code violations, including specific examples of dishonorable behavior.

## Lying

*Definition:* Any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to deceive. Examples of lying include, but are not limited to:

- Making a false statement in an attempt to gain an unfair advantage.
- Giving false excuses and explanations for being absent or tardy.
- Bending the truth or pretending not to understand information that one is expected to know.
- Lying by omission (Leaving out pertinent information in order to gain an unfair advantage or to protect others).
- Receiving permission from a teacher to go one place and going someplace else.
- Forgery

## Stealing

*Definition:* Taking or attempting to take property, whether physical or intellectual, without right or permission.

Examples of stealing include, but are not limited to:

- Taking something without permission of the owner even if the intention is to return whatever is taken.
- Finding something and making little or no effort to locate the rightful owner.
- Unauthorized removal of academic materials from a teacher.

## Bullying

*Definition:* The habitual harassment or intimidation of an individual, characterized by an imbalance of power carried out over time. This includes electronic communication or any other form of technology-based social media.

Examples of bullying include, but are not limited to:

- Physical bullying is harming another's body or property (threatening, hitting, tripping, or destroying property).
- Emotional bullying is harming another's self-worth (insulting, harassing, challenging in public).
- Social bullying is harming another's group acceptance (gossiping, insulting race, exclusion, ruining a reputation).
- Sexual harassment is causing harm to another by unwanted sexual comments or behaviors.

## Cheating

*Definition:* Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others. Examples of cheating include, but are not limited to:

- Turning in work that was not entirely done by the student and giving the impression that the work was.
  - Copying homework without the consent or approval of the teacher.
  - Using translation sites off the internet or software in foreign language classes.
  - Using workbooks from a previous year with answers already written in.
  - Working with others on any assignment which is intended to be an independent effort.
  - Dividing up work among group members that was intended to be done together.
  - Using a Teacher's Edition of a textbook or workbook.
- Using a similar assignment from a past class (book report, essay, etc.).
- Allowing one's academic work to be used in place of another's.
- Having notes or textbooks visible during tests or quizzes.
- Giving or receiving information about a test, quiz, or other assignment prior to starting the assignment.
  - This includes receiving from someone unauthorized specific test questions or information about topics included in the assignment.
- Glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz.
- Using a calculator when instructed not to use it.
- Not telling a teacher that the score on a test is added wrong.
- Not telling a teacher when a wrong answer was not marked incorrect.
- Instead of reading the original book or original literary work:
  - Reading a condensed version by Using *Cliff's Notes*, *SparkNotes* or similar materials.
  - Seeing the film or video.
  - Reading an English version of a work assigned in a foreign language.

## Plagiarism

*Definition:* literary theft, misrepresentation, and falsification. Explanations of plagiarism include, but are not limited to:

- To plagiarize is to steal someone's ideas or thoughts or to borrow dishonestly from another.
- To sign one's name to a daily assignment or major work is to declare that work totally one's own. By not clearly marking the source of the information, thoughts or ideas, a student commits plagiarism.
- To copy directly, paraphrase, or summarize with premeditation and without documentation is to deliberately plagiarize.
- Inadvertent documentation mistakes that allow another's words, thoughts, or ideas to be credited as one's own due to improper referencing are considered plagiarism.
- Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small; it is not a matter of degree or intent.
- Plagiarism is prevented when the proper form of documentation is followed.

*(Standards for Proper Documentation: Items that must be documented are facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences, or interpretations and is stated in one's own words does not require documentation. Also, when information is common knowledge or is from a specific text, it does not need citation. Students will receive specific written instructions and examples of appropriate and inappropriate referencing each school year.)*

## Other Dishonorable Acts

These acts include, but are not limited to, the use of alcohol, tobacco, tobacco products, illegal drugs, unauthorized use of legal drugs, sexual immorality, inappropriate and abusive language, student and teacher disrespect, gossip, skipping school, vandalism, or any other inappropriate actions that bring dishonor to the name of Christ and CCS.

## Dealing With Suspected Honor Code Violations

Based upon the principles established in Matthew 18, "If your brother sins against you, go and show him his fault, just between the two of you;" and in Galatians 6, "If another Christian is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path". We strongly encourage our students to have conversations with an attitude of care and concern for the suspected violator and not with an attitude of harshness or reprisal. In an honorable community, students have a responsibility to "help each other back on the right path." Students should not discuss (gossip) the violation among themselves, as gossip falls under the category of "other dishonorable behaviors" and is an Honor Code violation itself. If a member of the faculty or staff suspects an Honor Code violation, after discussing the incident with the student, he/she is obligated to turn in the violation to the Dean of Students.

## POSSIBLE CONSEQUENCES OF HONOR CODE VIOLATIONS

Consequences for Honor Code violations include, but are not limited to:

### Disciplinary Probation

- Students that commit an Honor Code violation may be placed on disciplinary probation—length of probation to be determined by administration. A subsequent Honor Code violation or other serious discipline problem could put the student's future at CCS in jeopardy.
- Any student on probation at the end of the school year will be evaluated by the administrative team to determine whether they will be allowed to return in the fall. A student's disciplinary record, teacher recommendations, and in some cases, an interview will be used to evaluate the student's future.
- Students whose behavior is consistently disruptive or chronic may also be asked to leave the school without a probationary period and a recommendation of dismissal will be made to the Headmaster.

### Removal or Disqualification from School Activities and/or Honors

- Because participation and recognition is based in part on character and integrity, a student who is found guilty of an Honor Code violation may be placed on probation for a time determined by administration. At the end of

the probationary period, provided the student's disciplinary record has reflected honor and integrity; the student may be taken off probation and may be reinstated.

#### **Student Leadership**

- Students who hold a leadership position in any school sponsored club or activity may be removed from those positions of leadership.

#### **Academic Consequences**

- If the Honor Code violation involves academic work (homework, tests, quizzes, papers, projects, etc.), the student will receive a grade of zero for the assignment. In rare cases, instead of a zero, a student may receive a reduction in grade. It may be decided, based on the severity of the offense, that the student may be denied graduating with Distinguished Achievement including ineligibility for salutatorian and valedictorian.

#### **Suspension**

- If the presence of a student at school would jeopardize the safety of others in the CCS community or cause a disruption in the normal operations of the school, the student may be suspended. There are also some serious violations such as fighting that may warrant the separation of the student from the community as well.

#### **Recommendations of Dismissal**

Should administration recommend that a student be dismissed from CCS, a meeting with the student, their parents, and the administrative team will be called. Upon conclusion of the meeting, the administrative team will determine consequences, if any, for the violation. Should the administrative team recommend dismissal, their recommendation will be passed on to the Headmaster. Ultimately, it is the responsibility of the headmaster to make final decisions concerning the dismissal of a student from CCS.

#### **ANTI-HARASSMENT, DISCRIMINATION AND RETALIATION POLICY**

- It is CCS policy that all employees, volunteers and students have a right to work and study in an environment where the dignity of each individual is respected. For that reason, CCS expects all employees, volunteers and students to accomplish their work and study in an efficient and reasonable manner with concern for the wellbeing of their fellow employees, volunteers and students. Any harassment, discrimination or retaliation against employees, volunteers or students by fellow employees, volunteers or students is not permitted regardless of their relationship or status.
- This policy sets forth rules and regulation to be followed by all employees, volunteers or students of CCS with regard to the issue of harassment, discrimination or retaliation.
- "Employee" means any person who is employed by CCS and who is authorized to act on behalf of CCS, whether that person is acting on a temporary or permanent, full or part-time basis.
- "Volunteer" means any person who volunteers his or her services to CCS and acts as a representative of CCS without being compensated, whether that person is acting on a temporary or permanent, full or part-time basis.
- "Student" means any person who is enrolled in any CCS school program.
- In the case of a CCS employee, "sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature by one employee toward another employee which (a) is made an explicit or implicit term or condition of any employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, offensive working environment."
- In the case of a CCS student or volunteer, sexual harassment is defined as unwelcome sexual advances, request for sexual favors or other unwelcome verbal or physical conduct of a sexual nature by any person toward a student or volunteer.
- All employees, volunteers and students are strictly prohibited from engaging in any form of harassment, discrimination or retaliation against any employees, volunteer, student or applicant for employment. Any employee, volunteer or students engaging in such activities will be subject to appropriate disciplinary action. The disciplinary action will be based on facts taken as a whole and the totality of the circumstances such as the nature, extent, content and gravity of such activities or incidents.
- Any employee, volunteer or student who is or has been subjected to harassment, discrimination or retaliation or knows of any employee, volunteer or student who is or has been subjected to harassment, discrimination

or retaliation should promptly contact the headmaster. Employees, volunteers or students who, for whatever reason, feel uncomfortable reporting to the headmaster may report directly to their principal. Employees, volunteers and students are encouraged to report complaints and work with CCS to resolve problems involving harassment, discrimination or retaliation. The ability to resolve these kinds of problems is dependent on each person's cooperation in reporting incidents that create an offensive or hostile school or work environment. In the event a complaint is reported, a confidential investigation will be undertaken immediately.

## **EXPECTED BEHAVIOR**

### **Classroom Behavior**

Many behaviors are consistent from classroom to classroom, such as respect for the teacher, respect for fellow students, and being on time. Other behaviors may be acceptable in one classroom and unacceptable in another, depending on such factors as teacher style and course content. For example, certain behaviors are acceptable in PE class but not in an English class. Each classroom teacher is responsible for communicating their distinct discipline policies and consequences to the students. These consequences may include warnings, lunch detentions, after-school detentions, and/or in-school suspensions. As a general rule classroom behavior and discipline should be governed by the following two ideas:

1. **The school and classroom environment should always be conducive for learning.**
2. **All classroom activities should strengthen student character by requiring disciplined thought and action.**

### **Off-Campus Behavior**

Once a student decides to attend CCS, certain responsibilities accompany that privilege. Attending CCS means that wherever a student goes, the name of CCS goes with him/her. Each student's actions are an extension of the reputation of CCS. That responsibility must be taken seriously, especially since the name does include the name of Christ. CCS must care what all its community members do both on and off campus since an honorable reputation is to be highly valued. "A good name is to be more desired than great riches." Proverbs 22:1a

### **Discrimination and Harassment**

The CCS community is expected to be one of respect and reconciliation. Therefore, student or teacher disrespect will not be tolerated. Students are to refrain from words or actions that demean, insult, bully, or threaten others. Even if a student considers his/her disrespectful comments or behavior to be a joke, such activity will be considered a violation of the Honor Code. Verbal attacks on one's sex, race, religion, or ethnic origin is not acceptable. Explicit or subtle references of sexual nature, emails, notes, letters, comments, or jokes with sexual overtones, obscene language, unwanted physical advances or the invasion of one's personal space have no place within the CCS community. Any student engaging in such activity will be considered in violation of the Honor Code.

### **The Honor Code Always Applies**

Students, parents, teachers, and administrators should always assume the Honor Code is in effect. The principles and policies of the Honor Code are continually applicable.

## **DISCIPLINE POLICY**

The purpose of discipline is to change a behavior by teaching a lesson. As a school that practices restoration and redemption, we use techniques that are designed to direct children to think and to take responsibility for their own actions, live with the consequences of their choices, good and poor, and grow through their mistakes. This minimizes power struggles and enables teachers to teach children to be responsible and prepares young people to live in the real world, with its many choices and consequences.

At CCS, we believe discipline is an opportunity for discipleship. A disciple is a scholar who is committed to learning from a mentor. The end goal of discipline is to develop, within each scholar; moral character that motivates them to establish habits and attitudes that are in keeping with God's purpose for their life.

Our approach is not to punish children when rules are broken, but to ensure accountability when students make poor choices or demonstrate inappropriate behavior. We use these opportunities to teach natural consequences. Our desire is create a strong commitment within each child to intentionally align their choices and behaviors with biblical principles.

## GOVERNING PRINCIPLES

- **Integrity** - We believe in doing the right things for the right reasons. We believe our words and our actions should be one. We believe in building relationships based on honesty and trust.
- **Excellence** - We believe our work and behavior should meet and exceed the highest standards. Love is the ultimate example of excellence. (1 Corinthians, Chapter 13)
- **Dignity** - In keeping with a Christian worldview, we believe every human life is sacred, created in the image of God, and therefore possesses dignity and intrinsic worth. Every individual has the right to be treated with respect and appreciated for his/her unique personality.
- **Community** - We believe in building strong moral communities. We actively support each individual and family with whom we work to participate and contribute to their communities in meaningful ways.
- **Respect** - Respect means to hold highly or honor. Respect is expected and nurtured to students' by example from not only authority (staff) but interactions between one another.
- **Responsibility** - Respect is dependent upon responsibility. Each student is held accountable for his/her actions and words. The integrity of the student, who is learning to discern and apply problem solving skills, is reinforced and affirmed.

## RANGE OF POSSIBLE RESPONSES

Our teachers and staff maintain a standard of behavior in the classroom through kindness, love, and genuine regard for their students. However, when disciplinary actions become necessary, it is carried out with **consistency and good judgment and understanding**. Teachers will use the following range of disciplinary responses:

- **Verbal warning** by teacher/staff – This is most common for minor but inappropriate offenses.
  - Student/Teacher conference – If a verbal warning has been ineffective; detention may be recommended.
  - Parent conference/Parent phone call – Communication to resolve issues proactively.
  - Removal from classroom by teacher – Referral to principal or dean of students.
- **Counseling** by administration
  - Administrative Conference – This is typical when an office referral has been made.
  - Plan for restoration – Opportunity for redemptive/restorative measures to be administered.
  - Community service – Opportunity to contribute in an area where damages may have occurred.
- **In-school discipline**
  - Lunch detention – Student eats lunch in a designated area under the supervision of a teacher or administrator. Students may be asked to assist in cleaning if they were responsible for making a mess.
  - In-School Suspension (ISS) - Students serving ISS will be removed from normal classrooms and sit under the supervision of a staff member. They are expected to complete assignments sent by classroom teachers while in ISS. **No co-curricular activities will be allowed on the day a student serves an ISS.**
- **After-school discipline**
  - After school detention – Student serves 20 minute detention in a designated area under the supervision of a teacher or administrator. Students are expected to be on time and be prepared to use the time constructively.
- **Out-of-school discipline**
  - Out-of-School Suspension (OSS) - OSS can be assigned for behaviors such as fighting, or any behavior where the student needs to be removed from the student body for a period of time. OSS will be determined by the administration in conjunction with the student and parent.
- **Headmaster's intervention** resulting in:
  - Immediate reinstatement – can occur in situations where a misunderstanding has taken place or facts have been brought to bear that release a student from responsibility.
  - Continued suspension for a fixed period of six (6) to ten (10) school days. Removal from school on a temporary basis may be required for the purpose of protecting students during a pending investigation of a situation which may be disruptive to the school program. This allows school officials to solve a potentially serious problem with the least amount of confusion and also allows for a “cooling off” period to occur.
  - Referral to authorities or police - When a serious offense is involved, outside authorities may be called.
  - Extended suspension for thirty (30) to ninety (90) school days with the possibility for reinstatement may occur when the infraction is severe but expulsion is too severe of a consequence.
  - Expulsion - Expulsion must be taken very seriously by the student and by the parent/guardian. Students cannot remain in school if they are a threat to others.

## **DISMISSAL**

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

Expulsion is considered dismissal for the balance of the school year without opportunity for re-admission until completion of two semesters at another school.

- Parents will be notified when probation, suspension, or expulsion is necessary, and is effective immediately.
- Parents will not be held responsible for the balance of the year's tuition if they are asked to withdraw.
- Students seeking readmission must follow the same admission procedure as new students.
- The school will assist students with necessary documentation for admission to a new school.

### **CROSSINGS CHRISTIAN SCHOOL – A MINISTRY OF CROSSINGS COMMUNITY CHURCH**

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

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

## Guidelines for Dances and Themed Events

All guidelines should be in accordance with God's Word and not contradict the person or character of Jesus Christ. Being Christ-centered is a total life experience. It cannot be reduced to a few behavior guidelines; however, Scripture does define some of the ways to which followers of Christ are to conduct themselves.

- Rom. 13:13,14- Let us behave decently, as in the daytime, not in carousing and drunkenness, not in sexual immorality and debauchery, not in dissension and jealousy. Rather, clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the flesh.
- 2 Timothy 2:22- Flee the evil desires of youth and pursue righteousness, faith, love and peace, along with those who call on the Lord out of a pure heart.
- Ephesians 5:3,4- But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.
- 1 Timothy 4:12- Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.
- 1 Corinthians 10:31- So whether you eat or drink or whatever you do, do it all for the glory of God.

### Guidelines

- All themes must be approved by an Administrator and should not include references to drugs or alcohol, immoral or impure behaviors, or graphic language.
- Students will be expected to follow all expectations, policies, and procedures outlined in the Student Handbook.
- Large jackets, purses, and backpacks may be inspected by school personnel before admittance to the dance or event. Students bring valuables at their own risk. CCS is not responsible for any lost or stolen items.
- Students will be expected to be in compliance with the Dress Code Policy for Events.
- No carry-ins (soda, water, etc.) of any kind will be allowed.
- Possession or use of weapons, tobacco, alcohol, or other illegal drugs will not be permitted.
- Students must remain in the designated areas only.
- Students will not be admitted more than 30 minutes after the start of the dance or event unless prior arrangements have been made with an Administrator.
- Chaperones will not allow students to go to their cars for forgotten items. Students will not be allowed to leave until 30 minutes before the dance or event ends unless prior approval from a parent has been given.
- CCS Students assume responsibility for their guest's behavior and dress, and will make every attempt to ensure that his/her guest adhere to our school's dress and behavior expectations. Guests must be registered in advance and cleared by the administration. Guests must be in 9<sup>th</sup> grade and no older than 20 with the exception of Prom. Prom is designated for juniors and seniors only. Juniors and Seniors have the opportunity to invite sophomores or outside guests (see Outside Guest Policy).
- Students who are suspended, whether in school or out of school, may not attend school dances or events on the day of the suspension.
- All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style and will confront any student whose behavior or dancing is deemed inappropriate. This includes the following stipulations: no body parts other than the student's feet may be on the floor, students must be in an upright position at all times (no bending over). Additionally, a student's legs cannot wrap around a dance partner, nor may he or she pick up another student. When hands are placed on another student's body, they should be in appropriate places such as the waist or shoulders. Any dancing or movement that implies any sexual activity or motion is not permitted. Students should dance facing each other, not back to front.
- We will phone the parents of any student violating any of these rules and violators may be asked to leave the dance. Students who are in violation of these policies may also be subject to school disciplinary procedures.

## **Dress Guidelines for Special Events**

In keeping with a desire for students' dress to be neat, clean, and modest, the following guidelines have been established for special events such as sporting events, dances, Homecoming activities, graduation events, awards assemblies, and after-school functions.

### **INFORMAL EVENTS**

- Informal or casual events include sporting events, informal dances, and after-school functions.
- Shorts and skirts should be longer than the bottom of fingertips with hands resting straight to the sides.
- No cleavage, midriffs, or undergarments should be seen.
- Leggings, jeggings, or tights should be worn with a shirt that hits below the fingertips.
- No shirts with suggestive writing or pictures.
- Young men should wear shirts at sporting events (no body paint).
- Swimsuits for young women should be one-piece suits or tankini-style. Young men should wear trunk-style suits.

### **FORMAL EVENTS**

- Formal events include formal dances, awards assemblies, graduation ceremonies, and Homecoming court participants.
- Dress length may not be shorter than two inches above the knee including slits in the dress.
- No cleavage, no midriffs, and no undergarments should be showing.
- Backless dresses are not allowed. The back may not fall below the bottom of the shoulder blade.
- Dresses should not be overly tight, overly clingy, or overly form-fitting (such as dresses made of knit or spandex).
- If jackets, sweaters, wraps or other garments are worn to cover a dress that does not meet guidelines, it should not be removed.
- Young men should wear attire appropriate for formal occasions. Jeans, shorts, or t-shirts are not appropriate dress for formal occasions.

Students not adhering to these standards will not be allowed into an event and/or will be asked to leave. No refund will be given. Anyone bringing a date from outside CCS is responsible for his/her date's adherence to the dress code.

Updated: 1/29/2015

## **Music Guidelines for Events**

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

Ephesians 4:29 - Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

Romans 14:13 - ...but rather decide never to put a stumbling block or hindrance in the way of a brother.

Crossings Christian School is called to a higher standard than our fellow public schools and the music that is played or performed at any event should be considered as a representation of CCS. This music is a reflection of our beliefs and values and should always seek to glorify God.

Using the mission statement and the verses above as a guideline, all music played or performed at CCS events should have lyrics that are uplifting and do not contain profanity, worldly or sexual themes or have anything that contradicts the mission of the school. Songs that have a "clean" version should be avoided.

The original musical performances should be from artists who are positive role models for our students and do not lead our students to follow impure lines of thought.

Guest performers should have their selections approved prior to the performance and ensure that the guests are familiar with the expectations of our school.

All music selections will be approved by the faculty member directly responsible for the event or their immediate supervisor.

## **Pregnancy Policy**

It is the policy of Crossings Christian School (CCS) to offer a student(s) dealing with pregnancy the support and assistance needed for the student(s) to continue with the pregnancy. It is also the policy of CCS to uphold biblical standards regarding sexual relations outside of marriage (1 Thessalonians 4:3).

Jesus abhorred the sin but loved the sinner (John 8:1-11). We must do the same. Certain privileges will necessarily be denied, but pregnancy in and of itself will not automatically exclude a student from completing his/her coursework at CCS. This policy governs both male and female students.

In order to implement this policy, the following procedural guidelines shall be observed:

- It is the responsibility of the student(s) to inform CCS Administration of the pregnancy. This must be done when the pregnancy is confirmed.
- The student(s) must demonstrate repentance regarding relationship and sexual activity outside of marriage.
- The student(s) must be in fellowship with and under the authority of his/her parents.
- Students who follow the procedures prescribed in this policy may be eligible for assistance in order to finish coursework and earn credits for graduation. Whether a student is eligible for such assistance is to be determined in the sole discretion of the school administration and/or Board of Directors.
- If any portion of the pregnancy occurs during a student's senior year, the pregnant student or the male student who impregnates a female will not be eligible to participate in graduation ceremonies or attend the CCS senior trip.

### **Guidelines for Student Status**

- A pregnant student or a male student who impregnates a female will not attend classes at CCS for the duration of the pregnancy.
- Every attempt will be made to encourage the female and male students to give birth to the child.
- At the conclusion of the pregnancy, the female student or the male student who impregnated a female may be reinstated if the following criteria are met: 1) adoption placement for the child, or 2) specified means of childcare and reconciliation of relationship with both school and church.

Because situations concerning student pregnancy may present a myriad of circumstances and factors, each case will be considered on its own merit with determinations made to support the policy statement.

## Network and Internet Acceptable Use and Safety Policy

### A. Purpose Statement:

Crossings Christian School (CCS) is pleased to make available to students and staff access to interconnected computer systems within the school and to the Internet, the worldwide network that provides access to significant educational materials and opportunities. Listed below are the provisions of the agreement regarding computer network and Internet use. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### B. Personal Responsibility and Terms:

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy.

### C. Network and Internet Access:

1. Educational Purposes Only: CCS is providing access to its computers, networks and the Internet for educational purposes only.
2. Unacceptable Uses of Network: Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Uses that violate this policy may include, but not limited to, transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the CCS's student discipline policy; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
  - B. Uses that cause harm to others or damage to their property. For example, engaging in defamation (harming another's reputation by lies); employing another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, disclosing or sharing your password with others; do not impersonate another user.
3. Netiquette. All users must abide by rules of network etiquette, which include the following:
  - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
4. Cyber Bullying. Cyberbullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
  - A. Sending mean or threatening messages via email, instant messaging, text messages, or online social networks.
  - B. Spreading rumors about others through email, IM, text messages, or online social networks.
  - C. Creating a Web site or other social networking account that targets another student or other person(s).
  - D. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
  - E. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

The user should report any threats made against them to a teacher or administrator. Users found to be perpetrating cyberbullying will be disciplined appropriately. CCS will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. Cyber

bullying will not be tolerated under any circumstances. Violating this policy may result in further disciplinary action. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

**D. Internet Safety:**

1. **General Warning-Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Online Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the CCS computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet.
5. **Active Restriction Measures.** CCS will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**E. School Email:** CCS provides students with school email accounts through Google Apps for Education. Teachers using email as a communication tool for students will only use student school email addresses and vice versa. No user shall have any expectation of privacy regarding such materials.

**F. Privacy:** Network and Internet access is provided as a tool for the user's education. CCS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of CCS and no user shall have any expectation of privacy regarding such materials.

**G. Failure To Follow Policy:** The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated.

**H. Warranties/Indemnification:** CCS makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (their parents/guardian) arising out of the user's use of its computer networks or the Internet under this policy.

By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the

parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold CCS and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the CCS's network.

**REFERENCE: 21 O.S. §1040.75, §1040.76**

**Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)**

**Communications Act of 1934, as amended (47 U.S.C. 254[h], [i])**

**Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

## Technology Initiative Acceptable Use Agreement

### *General Information - Subject to Change*

The Acceptable Use Agreement (AUA) and Handbook are subject to change as the administration deems appropriate and necessary. Parents and students will be notified of any substantive changes.

### **Implementation Overview**

The technology initiative at Crossings Christian School includes the provision of an iPad to all upper school students. Each student will receive one iPad 9.7 (5<sup>th</sup> generation) with 32GB, pre-installed applications, and charger. The devices will be required for all core classes and electives. For the purposes of simplicity in this document, the iPad 9.7 will be referred to as an iPad.

After the initial distribution, iPads will be distributed at the beginning of the school year and collected at the end of the school year for summer maintenance. For summer projects and reading, students may retrieve their iPad during publicized designated days in July.

### **iPad Cases**

Because our students have different needs and preferences, the school does not provide a case for the iPad. The purchase of a suitable case is the responsibility of parents.

A case is required. Before students will be issued an iPad, parents must provide an acceptable iPad mini case. Parents may select any case but it must meet these minimum standards to ensure that it provides adequate protection for the iPad.

The case must:

- Cover the corners of the iPad;
- Cover the entire back of the iPad;
- Be a single unit, not a case with two parts;
- Remain on the device during use. For example, the origami case would not meet the standards since it is removed during use.

iPads will not be issued to students until they have a case that meets the above requirements. The keyboard is optional for the iPad cases, although students will be required to type information on the iPad. English teachers have been provided with a classroom set of full-sized keyboards for use in their classroom.

### **Cost Overview**

The iPad and charger are provided at no cost to students. Insurance is available and strongly encouraged through Safeware.com for under \$25 a year. Insurance registration is available through the school Safeware portal until August 31. Parents will be responsible for purchasing insurance through Safeware or signing an insurance waiver accepting responsibility of any damages or loss of the device.

All hardware, applications, chargers, etc., remain the property of CCS. iPads will be updated on a predetermined refresh cycle as deemed appropriate by the school administration.

### **Repairing or Replacing your iPad: School Protection and Parent Responsibility**

CCS recognizes that with the implementation of the technology initiative there is a need to protect the investment by both CCS and the Student/Parent.

CCS negotiated with Safeware Insurance an affordable policy for the LU initiative. Policies are to be purchased by parents directly with Safeware Insurance. Policies cannot be purchased at the school. During the month of August, Safeware activates the CCS portal for online enrollment. The insurance cost per iPad is under \$25 per year with zero deductible.

Safeware Insurance coverage is governed by the terms of the written insurance policy, but generally covers losses such as theft, robbery, burglary, drops, falls, collisions, cracked screens, spills, submersion, power surge, vandalism, flood,

and fire. IT Department will be responsible for submitting insurance claims to Safeware. Students or parents are responsible to report any necessary claims immediately to the Upper School front desk. A loaner iPad may be available for student use during the replacement processing. Although the Safeware insurance is a zero deductible, excess claims may result in the insurance company denying your insurance coverage in later years. In this case, it will be the parents' responsibility to self-insure the iPad or find an alternative insurance company.

If an iPad is stolen, Safeware will cover the cost of the replacement. A copy of the theft report filed with police is REQUIRED and must be submitted to get a replacement.

The Safeware Insurance Plan does not cover:

1. INTENTIONAL DAMAGE
2. LOSS of the iPad or accessories

Parents are responsible for:

1. Purchasing insurance through Safeware or signing insurance waiver accepting the risk of not having insurance.
2. The full cost of repairs or replacement for items not covered by the Safeware Insurance.

Parents may wish to consult their insurance agent to determine details about personal coverage. Students may not use a damaged iPad to avoid repair costs. Lost iPads must be reported to the Director of Technology in a timely manner. Replacement iPads must be purchased through CCS. Previously owned-iPads or iPads purchased through different means are not an acceptable replacement.

#### Academic Objectives

Using the CCS mission to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life as the backbone, the technology initiative has specific academic objectives to accomplish.

The desired outcomes for technology use are:

- Help students develop a biblical perspective on the positive and appropriate use of technology in their personal and professional lives.
- Deeply and effectively integrate teacher and student use of 21st century skills and technology in each subject and demonstrate those skills in teaching and learning.
- Help students move from learning to use technology to using technology to learn.
- Seamlessly share documents between teachers and students.
- Use challenge-based learning projects to enrich and deepen student learning
- Have a common platform for document creation, sharing, and presentation
- Move progressively to the use of digital textbooks
- Provide an easy way to reach students and teachers via email.

#### **Initial Distribution, Check-In and Redistribution of iPads**

##### **Initial Distribution**

In order for a student to receive an iPad during the initial distribution, the following is required:

- Student must have an iPad case that meets the minimum requirements.
- School Apple ID is activated. Instructions are emailed to parents.
- Insurance is purchased or waiver is signed declining insurance and accepting risks.
- iPad Acceptable Use Policy is signed by student and parent.

##### **iPad Check-in**

iPads will be returned to the IT department during the final week of school each year so that they can be checked for serviceability. If a student terminates enrollment at Crossings School during the school year, the iPad and charger must be returned at that time.

##### **Check-in Fines**

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at CCS, parents will be charged for the full cost of replacement with a new iPad and applications.

If the iPad and accessories returned are not in satisfactory condition, the student and parents will be responsible for any damage to the iPad. Insurance claims must be submitted in a timely manner to the insurance company by the parent.

### **Taking Care of iPads**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the IT department for an evaluation of the equipment. For support, the student must submit a request on [techsupport.crossingsschool.org](http://techsupport.crossingsschool.org). Upon submission, the IT department will work with the student to take care of the problem.

### **General Precautions**

- The iPad is school property; all users are expected to follow the Acceptable Use Policy and comply with the CCS Student Handbook.
- Only use a clean, soft cloth to clean the screen--no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, markings, or labels that are not the property of CCS.
- iPads are not to be left in an unlocked locker, unlocked car or other unsupervised areas.
- Students are responsible for keeping their iPad's battery charged for school each day.
- If students use skins to personalize their iPads they must not take off any CCS labels.

### **Carrying iPads**

The protective cases purchased by parents must have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. iPads should always be within the protective case when carried.

### **Screen Care**

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

### **Using your iPad at School**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

### **iPads Left at Home**

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

### **iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPads for repair in the IT department. There may be a delay in getting an iPad should the school not have enough to loan. Under no circumstance will a personal iPad be allowed as a loaner.

### **Charging Your iPad's Battery**

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

### **Screensavers/Background photos**

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, pictures, or any other material in violation of school policies or biblical standards of conduct will result in disciplinary action according to the CCS Student Handbook.

#### **Sound or Music**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music played on the iPad must be consistent with school policies and standards of conduct. Songs with explicit lyrics, etc., are prohibited.

#### **Purchasing of Books**

Books may be purchased and loaded on the iPad for student educational use through iBooks.

Books must be purchased through the school assigned Apple ID. In order to purchase books, a parent purchased iTunes card must be loaded to the Student Assigned Apple ID account.

All books must meet the school policies or biblical standards.

#### **Home Internet Access**

Students are welcome to connect their iPad to their home wireless networks. This will assist them with iPad use while at home. All off-campus Internet traffic is rerouted to the school network for filtering.

#### **Managing Files and Saving Work - Saving to the iPad**

Students may save work on the iPad, but it is recommended that students save their work in school-provided Google Drive. Students may email documents to themselves for storage on a flash drive. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Learning to manage backup and saving work in the cloud in the event of technology failure is an essential 21<sup>st</sup> century skill needed for both college and work.

#### **Network Connectivity**

CCS makes no guarantee that their network will be functional 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data. Saving work on Google Docs is strongly encouraged.

#### **Applications on iPads**

Originally Installed Software

The applications originally installed by CCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or delete applications for use in a particular course. The licenses for these applications may require that the application be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

#### **Installation of Apps**

All iPads are managed through Mobile Device Management software. Teachers submit requests for apps in their classroom. Apps are then pushed automatically to the student iPads. Students will not be able to install apps. The iPad will be configured with the student's school Apple ID. Other Apple IDs are not permitted on the school-owned iPad.

#### **Inspection**

Students may be selected at random to provide their iPad for inspection. iPads are the property of CCS. iPads and all content on the iPads, including documents, text messages, emails, music, and all other content, are subject to school inspection at any time.

#### **Procedure for Reinstalling Applications**

If technical difficulties occur or illegal content or applications are discovered, the iPad will be restored to factory settings. The school does not accept responsibility for the loss of any documents deleted due to a reformat and re-image.

#### **Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

### **Acceptable Use**

The use of Crossings Christian School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by CCS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Crossings Christian School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. The iPad Acceptable Use Agreement is an addendum to the school-wide CCS Acceptable Use Agreement.

If a person violates any of the policies in this Handbook, technology privileges may be terminated, access to Crossings Christian School's technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved. CCS is not responsible for any loss, harm, or damage of any kind suffered by a third party where such loss, harm or damage is caused by use of CCS' technology resources in violation of this Acceptable Use Agreement.

### Parent/Guardian Responsibilities

- Talk to your student about Christian values and the standards that your family should follow in the use of the Internet just as you do on the use of all media information sources such as television, phones, music, movies, and radio.
- Should you want your student to opt out of having an iPad, parents will need to write a letter to the Director of Technology indicating this and understand that your student is still responsible for meeting the course requirements (which will take longer without the technology). Personal technology devices will NOT be allowed in place of the school iPad.

### **Monitoring and Supervision**

- iPad's should be used in a location where use can be monitored and supervised by a parent; unsupervised use is strongly discouraged.
- Each student is responsible for all uses of their assigned iPad.
- Use of the iPad by other family members is not allowed.
- Students should not allow others to borrow their iPad.
- Special software has been installed which allows the school to monitor the iPad, its contents, and its use.

### **Internet Access at Home**

- Students are welcome to access the Internet away from school using a wireless connection.
- The iPads are configured to use Internet filtering, whether accessing the Internet from home or from the classroom. Internet filtering not only restricts access to unacceptable sites, but also restricts access to social networking, games, video sites and other sites as set by the school.
- While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important. The school makes no guarantees concerning the filtering/monitoring software.

### School Responsibilities

- Provide initial training for students.
- Provide appropriate Internet and email access to CCS students.
- Provide Internet filtering software.
- Provide staff guidance to aid students in doing research.
- Help ensure student compliance with the Acceptable Use Policy.

### Student Responsibilities

- Use computers/iPads in a responsible and ethical manner.
- Students should apply Philippians 4:8 when using a computer or iPad.

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. (Phil 4:8)

- Abide to general school policies, standards and Honor Code concerning behavior and communication that apply to iPad, computer, and camera use.
- Protect the privacy of their username and password from others.
- Do not copy or modify files, data or passwords belonging to other users and/or use their usernames and passwords.
- Do not reveal personal information or images online or those of any other individual.
- Do not participate in any actions that may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious or dangerous.
- Use all technology resources in an appropriate manner as to not damage school equipment.
- Help CCS protect our computer system/device by contacting an administrator about any security or filtering problems they may encounter.
- If a student should receive email or any other communication, etc., containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to report the incident to a teacher and/or administrator.
- Return their iPad to the IT department at the end of each school year. Students who leave CCS must return the iPad in a timely manner or cost of replacement will be billed to parents.

### **The Appropriate Use of Technology**

- Using computers and iPads, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.
- Using the Internet to perform research related to academic and extracurricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Providing appropriate attribution for any materials gathered using information technology, using all resources to the maximum degree allowed by Federal copyright laws.
- Using technology to collaborate with students and faculty in academic and extracurricular school functions.
- Seeking permission to record or photograph classroom presentations and activities.
- Respecting and encouraging each other online through words and media.
- Using God honoring language in online communications.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services.
- Posting pictures and messages that are honorable on social networking sites.
- Speaking with an adult you trust should you receive a message that is inappropriate or makes you feel uncomfortable.
- Protecting equipment (whether assigned or loaned to student) from damage or theft.
- Supporting and respecting the school's technology security systems.
- Using technology to honor Christ and to serve others.

### **Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy and standards, biblical standards, or public law.
- Use of chat rooms, websites selling term papers, book reports and other forms of student work
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal, immoral, or any activity not consistent with school policy and standards.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information, for any reason, over the Internet unless directed by the teacher for educational purposes. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed. Jailbreaking or any other conduct that would void the iPad warranty, is not allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing or attempting to bypass the CCS web filter or monitoring software.
- Using a personal email account on the iPad.
- Using a personal device, to include a personal iPad, laptop, or netbook during school. This includes hot spots on personal phones.
- Resetting the iPad in any fashion unless directed by the IT department.

### **Legal and Ethical Use**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of rules listed in the CCS Student Handbook and Honor Code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, pictures, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by CCS.

### **Protecting and Storing the iPad**

#### **iPad Identification**

Student iPads will have a unique ID as well as a serial number and can be identified by individual student.

#### **Storing the iPad**

When students are not using their iPads, they should be stored in their lockers. Nothing should be placed on top of the iPad when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed.

#### **iPads Left in Unsupervised Areas**

Students are responsible for the iPad issued to them. iPads are not to be left in unsupervised areas. Unsupervised areas could include the school grounds and campus, the lunchroom, gym, computer lab, locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the IT department or the office. Students having consistent issues may also lose the use of the iPad for a specified period of time, which will be determined by the school administration.

#### **iPad Care**

- Students are responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day.
- Only CCS labels or stickers may be applied to the iPad.
- iPads that malfunction or are damaged must be reported immediately to the IT department. Needed repairs or replacements will be handled by IT Department. Director of Technology will submit insurance claim paperwork.
- iPad damage: Students are responsible for any and all damage.
- iPads that are stolen must be reported immediately to the School Office and the Sheriff's Office. Police report must be filed in order to submit a claim with insurance company.

#### **Contact Information**

For further information concerning the technology initiative and Acceptable Use Agreement, contact via email the Director of Technology at [technology@crossingsschool.org](mailto:technology@crossingsschool.org).

#### **Student Pledge for iPad Use**

- I will take good care of my iPad.
- I will apply Philippians 4:8 whenever I am using my iPad.
- I will not leave the iPad unattended.
- I will never loan out my iPad to other individuals.
- I will not record (voice and/or video) any other student, parent, school staff member, classroom, assembly, etc., without their expressed consent.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs. I will not jailbreak the iPad.
- I will protect my iPad by only carrying it while in a case.
- I will use my iPad in ways that are appropriate to meet CCS expectations and Honor Code.
- I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number or the iPad sticker on any iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Crossings Christian School.
- I will follow the policies outlined in the iPad Handbook and Acceptable Use Policy, the Student Handbook and the Campus-Wide Computer Acceptable Use Policy.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, charger, and power cord in good working condition.

## **Guidelines for Textbook and Literature Selection**

CCS incorporates materials of various formats of literature and textbook selection for classrooms and in the library. Materials in book format comprise a majority, but this criteria is also used in selecting periodicals/magazines, eBooks, globes, comic books, and audiobooks.

The following criteria is used in selection of materials followed by a set of general guidelines that is considered.

### **General Selection Criteria**

- Biblical worldview
- Educational significance
- Artistic quality/literary style
- Alignment with curriculum
- Favorable reviews/recommendations
- Quality of factual content
- Quality and variety of format
- Value for the price
- Timeliness or permanence
- Age/ability appropriate
- Reputation of author/publisher

### **General Selection Guidelines**

- Reputation of the author, illustrator, publisher, and producer
- Overall quality and accuracy
- Currency and appropriateness of the content
- Value in relation to cost and need
- Value to the collection

### **Accountability Measures**

- Have we read the book?
- What “sensitive topics” are present?
- What do reputable book reviews say?
- What is the appropriate grade level for the book?
- Would this book be appropriate summer reading?

*Complimentary movie/literary reviews should also be considered with sensitivity toward excessive Violence, Sex, Nudity, Vulgarity, Bloodshed, Substance abuse, Blasphemy, and Bigotry.*

## CCS Drug and Alcohol Free Campus Policy

CCS desires a drug and alcohol-free campus. Therefore, if a CCS staff member suspects that a student may be under the influence of alcohol or drugs, that staff member shall report the matter, upon recognition, to the appropriate administrator or the headmaster. The administrator shall immediately notify the headmaster of the matter. The student's parents or legal guardian shall also be notified as soon as possible.

As soon as reasonably possible thereafter, appropriate and adequate action will be taken to investigate the matter, including, without limitation, searching or allowing to be searched, those areas in the student's control including, without limitation, backpacks, lockers, and automobiles. The school may test for drug and alcohol use, which may include any commonly accepted drug or alcohol testing methods. The school will document the steps and findings of the investigation, and report the conclusions of such investigation to the student and parents of the student, as the administrator and headmaster deem appropriate.

The CCS administration may also, at its discretion, invite law enforcement, drug dog or other qualified personnel to conduct random searches or assist in a specific search on CCS property. Such a search may include any and all personal property of students and faculty, upon reasonable suspicion.

If a CCS staff member has reasonable suspicion or received what he or she believes to be proof of substance abuse, including but not limited to a student who tests positive for drug use or a student found to be in possession of drugs or drug paraphernalia or is under the influence of drugs, the student will be suspended and otherwise disciplined according to CCS policy, including expulsion and/or the filing of criminal charges, at the discretion of the appropriate administrator and the headmaster, taking into advisement the counsel of the Board's Executive Committee.

Any drug prescribed by a physician for use by a student must be in a container which includes the prescription, and possession of a drug without a prescription shall be sufficient evidence of chemical abuse requiring further investigation. Possession by a student of a prescribed drug in a manner which complies with this policy may be verified with the parent or guardian of the student. Prescribed drugs are drugs being used by a student under a current valid doctor's prescription and used in the manner prescribed.

Drug test results, positive or negative, are not required in order to establish a violation of this policy on chemical abuse. Any violation, proven to the satisfaction of the CCS administration, will subject the violating student to the procedures set out under the section herein relating to consequences for positive chemical abuse test results.

### I. Chemical Abuse Testing Definitions

A. **"Alcohol"** means any substance as defined in Title 37, Oklahoma Statutes, Sections 163.2 or 506.

B. **"Drugs" or "illegal drugs"** mean any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law. "Illegal drugs" includes but is not limited to, all scheduled drugs as defined by law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose or, otherwise as defined in Title 63 Oklahoma Statutes, Section 63-2-101. The use of the term drugs or illegal drugs shall also include alcohol, any and all mind altering substances to include synthetic variations, and performance enhancing drugs.

C. **"Drug Paraphernalia"** means equipment/apparatus designed for or used for the purpose of ingesting, measuring, packaging, distributing, or facilitating the use of drugs.

D. **"Drug use test"** means a scientifically substantiated method to test for the presence of illegal or performance- enhancing drugs or the metabolites thereof.

E. **"Medical Review Officer"** (MRO) means a physician with specialized training and certification in the evaluation of drug test results. The MRO is tasked with the review of all confirmed positive laboratory test results, notification of the student's parents or legal guardians and verification of any prescription medications the student may be taking. The MRO will make a final determination of the result status based on this review prior to test results being reported to the designated contact at CCS.

F. **"Performance enhancing drugs" or "steroids"** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions and which would not be prohibited by the Oklahoma Secondary School Activities Association for a student's use.

G. **"Mind altering synthetic variations"** to include any herbal substance sprayed or coated with a synthetic formula known as K2, Potpourri, Spice, Incense, or any variation thereof. Synthetic Bath Salts are also considered in this mind-altering category.

H. **"Positive"** when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

I. **"Possession"** means having the item in issue (e.g., drugs) on one's person or knowing of the presence of the substance and having physical control of it (actual possession), or having the power and intention to control the substance (constructive possession) such as by the owner of a motor vehicle, locker, package or case, or by the driver of a motor vehicle or the one in possession of the package or case, if the owner is not present, who is keeping or allowing to be kept in the vehicle, package or case of the item in issue (e.g., drugs).

J. **"Random selection method"** means a basis for selecting students for drug testing that: Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected and does not give the school discretion to waive the selection of any student selected under the mechanism.

K. **"Reasonable suspicion"** means a suspicion of substance abuse based on specific observations made by CCS staff of the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or plausible information of substance abuse by a student supplied to CCS staff by other students, staff members, or patrons.

L. **"Substance abuse"** means the possession of or use by a CCS student of illicit drugs, mind altering substances, abused over the counter or prescription medications, alcohol, or a combination thereof.

## II. Procedures for Substance Abuse Testing

Each CCS student enrolled or enrolling in US grades 9<sup>th</sup> – 12<sup>th</sup> (herein referred to as a "student") shall be provided with a copy of the "Drug and Alcohol-Free Campus Policy" and the "Drug and Alcohol Policy Acknowledgement" which shall be read, signed, and dated by the student and his or her parent or custodial guardian. The acknowledgement form is the consent of both the student and his or her parent or guardian that the student's locker, vehicle, or other personal possessions are subject to search or the student may be asked to provide a sample for purposes of testing in accordance with this policy, under the following circumstances: (a) when the student is selected by the random selection method for testing or to provide a sample; and (b) at any time when there is reasonable suspicion to test the student for substance abuse. No student(s) shall be accepted for enrollment at CCS unless the student(s) has/have returned the properly signed "Drug and Alcohol Policy Acknowledgement."

As often as CCS Administration deems appropriate, students in grades 9<sup>th</sup> – 12<sup>th</sup> will be chosen for testing on a random selection basis from a list of all students. CCS Administration will determine the number of student names to be drawn at random to be tested.

In addition to the drug and alcohol tests required above, any student in grades 9<sup>th</sup> – 12<sup>th</sup> may be required at any time to submit to a drug or alcohol use test when any CCS staff member has reasonable suspicion of substance abuse by that student. Any drug or alcohol use test will be administered by or at the direction of a professional laboratory chosen by the CCS administration or a trained representative of the school.

All aspects of the drug and alcohol use testing program, including the taking of specimens, will be conducted so as to provide every reasonable safeguard to the personal and privacy rights of the student, obtained in a manner designed to minimize intrusiveness, while taking into consideration the accuracy and integrity of the testing process. The headmaster or his/her designee(s) shall then determine whether the original finding was justified. No further review of the headmaster's decision will be provided and his/her decision shall be conclusive in all respects. Every CCS student has the right to appeal a

decision by CCS regarding disciplinary procedures for chemical abuse in accordance with the appeal process set out in the student handbook. Any necessary interpretation of this policy in carrying out the general intent of this policy shall be in the sole and exclusive judgment and discretion of the headmaster and shall be final and non-appealable.

### **III. Consequences for Positive Chemical Abuse Test Results**

Any student who tests positive in a drug or alcohol test under this policy shall be subject to the following procedures, requirements and restrictions:

The parent/guardian will be contacted immediately and a conference will be scheduled with the principal, to present the test results to the parent/guardian. The headmaster will be notified of the positive test results. Then, a meeting will be conducted with the student and the parent/guardian concerning the positive test.

**FIRST OFFENSE:** Upon receipt of the first positive test result, to continue as a student in good standing at CCS, the student and parent/guardian must do the following:

(1) As soon as possible, but at least within thirty (30) days of meeting with the student, show proof that the student has been the subject of a substance abuse assessment from a qualified drug or alcohol treatment program or counseling entity, and provide the principal with the written recommendation from that entity as to the need for counseling or treatment, or that there is no such need for such counseling or treatment;

(2) The student must immediately begin any counseling or treatment recommended by the treatment program or counseling entity, provide the CCS administration with proof (satisfactory to CCS) of any required attendance and/or participation by the student, and provide written confirmation of the successful completion of such treatment or counseling;

(3) Agree to submit to up to three (3) subsequent tests, at the expense of the parents or guardian of the student and to be administered at the discretion of the CCS administration throughout the remainder of the then current school year, but no more often than one (1) test per month, unless there is reasonable suspicion of another violation of this policy, and agree to submit to one (1) test prior to the beginning of the subsequent school year, in accordance with the testing provisions of this policy;

(4) At the sole discretion of the CCS administration, the student may be removed from any or all co-curricular activities for a defined period, and the appropriate sponsors or coaches of such co-curricular activities will be notified.

(5) If parent/guardian and student agree to and comply with these provisions, the student may continue enrollment at CCS, though the student remains subject to all other rules, procedures, policies and discipline of CCS. Should the student or the parent/guardian not agree to these provisions, the student will no longer be enrolled at CCS.

**SECOND OFFENSE:** Positive results for substance abuse on any subsequent drug or alcohol test (as described herein) may result in expulsion of the offending student at the sole discretion of the CCS administration.

**THIRD OFFENSE:** Subsequent to a second violation of this drug or alcohol policy, any violation of a CCS policy regarding substance abuse or other serious behavioral infraction shall result in expulsion of the offending student.

### **Refusal to Submit to Drug or Alcohol Use Test**

If any student refuses to submit to a drug or alcohol test or intentionally evades or tampers with a test authorized under this policy, such action will be treated as a positive test result. In the case of a urine test, students will be allowed up to two (2) hours if unable to immediately provide a urine sample when required under this policy.

### **IV. Self-Reporting or Parental Reporting**

Without any prior offense of this policy, any student who reports his or her own violation of this policy, or any parent who reports his or her child's violation of this policy, will be handled under the procedures for a first offense, but with due consideration for the cooperative nature of such a confession.

### **V. Assurances Provided to Students**

Results of student drug or alcohol tests will not be disclosed to law enforcement unless required by applicable law or order of court.

Results of student drug or alcohol tests will be destroyed when the student graduates from CCS or when CCS is provided with evidence of graduation from another high school.

All positive tests will be reviewed by a certified Medical Review Officer (MRO) prior to results being reported to CCS.

There will be no negative academic consequences resulting from the time required for testing under this policy.

Except where dissemination of information is required to carry out, administer or enforce this policy, CCS will maintain all student information taken and required under this policy as confidential.

*As of 6/21/17*