

STUDENT/PARENT HANDBOOK

Crossroads Charter Academy

Published for 2018-2019 School Year



PURPOSE OF THE CCA STUDENT/PARENT HANDBOOK

The CCA Parent/Student Handbook has been developed to provide you with the basic information about student policies, practices, and procedures at CCA. It is important that you understand the expectations Crossroads Charter Academy has for your children. Please take the time to become familiar with the information in the handbook. Not only is it important that you understand the expectations we have for your children, but the handbook is also a valuable reference and a means to avoid confusion and misunderstanding.

It is our belief that Crossroads Charter Academy will run smoothly when our parents are involved in their child's education. It is also our hope that we at CCA can work together with parents to provide the best learning environment for your child(ren).

We have created three sections of the handbook for family convenience: General, Elementary, and Middle/High School. This will allow you easy access to information based on your child's grade level at CCA.

NOTE: The “Acceptable Use of Technology Agreement” required for all students at the time of enrollment in CCA is printed at the back of the handbook for reference—Appendix C. CCA requires that the Student Handbook be received and read by all parents. All parents/guardians are required to sign and return to the office the Handbook Signature Page at the back of the book before students will be allowed technology access at CCA.

We extend our best wishes to our entire CCA Family for a successful school year. Please do not hesitate to call us with questions or concerns.

CCA Administration

TABLE OF CONTENTS

GENERAL INFORMATION SECTION FOR K-12

Academics/Curriculum.....	5
Administrative Right to Amend the Handbook	3
Advertising Outside Activities	5
Animals At School.....	14
Assemblies K-6	14
Athletics Eligibility K-6	14
Athletics Eligibility MS/HS.....	24
Athletics MS/HS.....	24
Attendance & Absence Notification K-6.....	14-15
Attendance & Absence Notification MS-HS.....	24-25
Band and Music	5
Behavior Disruptive to the Learning Environment.....	18
Behavioral and Consequence Rubric K-6.....	18
Bill of Rights K-6	22
Bullying Report Form.....	Appendix A...39
Calendar K-12	4
Career Center HS.....	25
Charter University	3
Character Education General.....	5
Cheating/Plagiarism K-6	16
Cheating/Plagiarism MS/HS.....	26
Closed Campus.....	5
Communicable Disease Guidelines.....	10
Community Service Information	34-35
Core Values	1
Corridor Conduct K-6.....	16
Corridor Conduct MS/HS.....	26
Credit Requirements for Graduation.....	34
Dances MS/HS	25
Definition of Terms	28
Destruction of School Property K-6.....	16
Detention MS/HS	27
Directory of Information	2
Discipline & Student Conduct Policies K-6	15-18
Discipline & Student Conduct Policies MS/HS.....	26-28
Discipline Chart MS/HS.....	29-30
Dress Code & Uniform Policy Guidelines K-6	19-20
Dress Code & Uniform Policy Guidelines MS/HS.....	31-32
Dressing for Gym K-6	20
Dressing for Weather K-6.....	20
Driving MS/HS.....	32
Dual Enrollment MS/HS	33
Early Dismissal.....	6
Elementary Building Information.....	13
Elevator Key Policy K-6.....	20
Emergency Closing, Evacuation & Safety Drill Procedures	6
Enrollment Guidelines	6
Equal Opportunity Educator.....	3
Expulsion K-6.....	17
Expulsion MS/HS	28
Family Access	6
Fees/Fines/Charges.....	7
FERPA Act.....	2
Field Trips	7
Fighting, Bullying, Intimidation & Harassment K-6.....	16-17
Fighting, Bullying, Intimidation & Harassment MS/HS	26-27

TABLE OF CONTENTS CONTINUED

Fighting, Bullying Reporting Form	Appendix A.39
Food Service Staff.....	3
Fund Raising and Outside Groups/Clubs.....	7
General Information & Guideline Section for K-12.....	5
Graduation Policy & Credits MS/HS.....	33-35
Graduation Early MS/HS.....	35
Health Alert Notice Food Allergies, Etc.....	9
Home School Students.....	7
Homebound/Hospitalization Services.....	7
Homework MS/HS	35
Honor Roll MS/HS	36
Immunization Requirements and Waivers.....	10
Internet Agreement for Students Signed at Enrollment time.....	Appendix B.40-41
Internet Security Policy	Appendix B-Pg. 40-41..7
Latch Key Program.....	13
Library& Textbooks	8
Lice Letter and Information.....	Appendix C..42-44
Lock Down Drills.....	6
Lost and Found.....	8
Lunch Program/Food Service.....	8
Maintenance Staff.....	3
McKinney-Vento Education for Homeless Children and Youth Programs.....	9
Meal Payment/Prices /Charges.....	8-9
Medication.....	Appendix D & E—Pg. 45-48 and ...9
Middle/High School Building Information.....	24
Mission Statement	1
Out of Uniform Days K-6.....	20
Out of Uniform Days MS/HS	35
Parent Student Grievance Procedures.....	10
Parking Policy MS/HS.....	32
Personal Curriculum	34
Personal Items and Electronic Devices K-6.....	20
Personal Items and Electronic Devices MS/HS.....	35-36
Progress Reports K-6.....	20
Promotion and Retention K-6.....	21
Public Display of Affection PDA MS/HS	36
Report Cards, Grading	21
Report Cards, Grading MS/HS	36
Roller Blades/Skateboards/Scooters.....	10
Rules of Engagement K-6.....	23
Rules of Engagement MS/HS.....	38
Safe Schools Student Assault Policy	10
Safety Drill Information	6
Schedule Changes MS/HS.....	36
School Fight Song	1
Search & Seizure K-6.....	17
Search & Seizure MS/HS	28
Second Family Notification.....	11
Secure School Mode.....	6
SNAP Suspensions.....	27
Special Education	11
Special Request for Parents & Guardians & Safety Precautions	5
Statements of Intent for Education	3
Student Council MS/HS	37
Student Emergency Information.....	11
Student Groups and Activities MS/HS	37
Student Parent Signature Page K-6.....	51
Student Pickup and Release K-6.....	13

TABLE OF CONTENTS CONTINUED

Student Pickup and Release MS/HS.....25
Student Planners MS/HS37
Suspensions Expulsions K-6.....17
Suspensions Expulsions MS/HS.....28
Tardiness.....24
Technology Policy.....Appendix B...40-41
Telephone Use11
Testing Out37
The School Day General.....5
The School Day K-613
The School Day MS/HS24
Tornado Watch/Warnings.....6
Universal Breakfast Program.....8
Vision Statement 1
Visitor and Guest Policy..... Appendix F--Pg. 49-50 and 11
Volunteer/Chaperone Policy.....11
Weapons12

CROSSROADS CHARTER ACADEMY

Established in 1998

MISSION STATEMENT

Developing students' lives to positively impact the world through academic excellence and higher moral character.

VISION STATEMENT

Our vision is to be the #1 School of Choice in our area, through excellence in values and education.

CCA CORE VALUES

Embracing Excellence in:

- higher moral character and integrity
- academic achievement
- a safe, nurturing environment; physically, mentally, and emotionally
- diversity by respecting differences
- resource stewardship
- life long learning and leadership
- life skills development
- community service
- critical and creative thinking

CCA SCHOOL FIGHT SONG

Words & Music by Debe Mitchell

Go Crossroads Cougars; you are proud mighty Cougars,
as we lift high the banner colors
red, white and blue!
Fighting for honor and a proud Cougar victory,
we'll be true to the colors of our school.
CCA! Go, Cats, Go!

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. To inspect a record please call for an appointment.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service \(about/contacts/gen/index.html#frs\)](http://about/contacts/gen/index.html#frs); or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

CCA's Board Policy (Operations 8330/page 4 of 6) designated "Directory Information" list is as follows:

- A. a student's name;
- B. major field of study;
- C. participation in officially recognized activities and sports;
- D. height and weight, if member of an athletic team;
- E. dates of attendance;
- F. date of graduation;
- G. awards received;
- H. honor rolls;
- I. scholarships;
- J. school photographs or videos of students participating in school activities, events or programs;

**NOTE: The U.S. Military recruiters will be given the following information unless parents give the school a written request to "OPT OUT" for their student's file.

- A. Student's name
- B. Home address
- C. Home phone numbers

CROSSROADS CHARTER ACADEMY 2018-2019

AN EQUAL OPPORTUNITY EDUCATOR

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or disability is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the public school academy. The board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

CCA Statements of Intent for Education

Crossroads Charter Academy Intends to:

- Promote academic excellence for all students in math, reading/language arts, social studies, and science
- Provide an orderly, purposeful learning environment, which is not oppressive and is conducive to teaching and learning
- Help students develop critical thinking and problem solving skills
- Encourage exemplary character development that will promote healthy self-esteem in each student
- Promote a love for life-long learning and a desire for self-development
- Equip students to use today’s technology
- Help students develop excellence in oral, written and listening communication skills
- Provide a variety of age appropriate physical education and fitness activities to assist in the physical development of each student.

CHARTER/AUTHORIZER

Grand Valley State University.....Charter School Office.....616-331-2240

FOOD SERVICE STAFF

Food Service Director.....231-796-9041, ext. 251/211

MAINTENANCE STAFF

Building Maintenance Supervisor.....231-598-2761

*The CCA Administration reserves the right
to add or amend this handbook as the need arises.*

GENERAL INFORMATION & GUIDELINE SECTION FOR K-12

THE SCHOOL DAY

The school day start and end times are as follows:

Elementary: Start—7:45AM End—3:00p.m.

MS/HS: Start—7:45AM End—3:00p.m.

Half Days: Student Dismissal Time: 12:00p.m. LUNCH WILL BE SERVED!

Parents or legal guardians need to make sure that transportation arrangements are made for their students on a daily basis.

SPECIAL REQUEST FOR PARENTS & GUARDIANS: We ask that parents who are not conducting school business, PLEASE wait outside the school.

ACADEMICS/CURRICULUM

The curriculum at Crossroads reflects the mission statement for our school and is a coherent plan for instruction and learning. It serves as the basis for teachers' and students' active involvement in the construction and application of knowledge. The curriculum is reviewed annually through the School Improvement Committee, which recommends any changes to the Board of Directors. It is a never-ending process of identifying the curriculum taught in each grade, selecting appropriate instruction, assessing student's learning in that instruction, and developing strategies which allow ALL students to learn. Complete Curriculum guides are available in the school offices.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the building principal or designee. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

BAND AND MUSIC

All parents and students involved in CCA band and music classes will be required to read the CCA "Band & Music Groups Policy," which will be distributed by the music director. Both parent and student will be required to sign the "Statement of Agreement" verifying that they fully understand the requirements and rules for taking band and music classes at CCA.

We understand that students may lose interest in band at some point or that a parent may feel it is necessary to discontinue a student's involvement with the band program; **however, if a decision has been made to withdraw a student from band class, please be advised that the student will be expected to fulfill their obligations to the class through the end of the current marking period.**

CHARACTER EDUCATION INFORMATION

Character education is an integral part of Crossroads Charter Academy. Our mission statement says we accept the responsibility to develop a *higher moral character* in our students. Character education is a process that begins in the home and continues throughout a person's life. The staff of CCA strives to cultivate character through the promotion of basic moral, civic, and intellectual virtues.

CLOSED CAMPUS

The campus of Crossroads is closed during the duration of the school day. No student will be allowed to leave school prior to dismissal time without parental permission cleared through the office either verbally or a written request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or person noted on the emergency card--without written permission signed by the custodial parent(s) or guardian. It is the discretion of the administration to deny or permit a student to leave the campus of Crossroads during the school day. Possible exceptions could include a doctor or dentist appointment, family emergency, etc.

EARLY DISMISSAL

Crossroads Charter Academy rarely dismisses early for weather related issues. We feel it is safer for students to stay at school and give the road commissions time to work on the roads before our normal dismissal times. If parents feel weather conditions are deteriorating, they are always welcome to pick up their students early and must follow the “Student Pickup/Release Procedures.”

EMERGENCY CLOSING, EVACUATION, AND SAFETY DRILL PROCEDURES

When adverse weather conditions require school delays or closures parent/guardians will receive an ALERT NOW phone message. **Please check the following radio and television stations for school closing information related to CROSSROADS CHARTER ACADEMY.**

We will NOT necessarily cancel if Big Rapids Schools cancel.

Radio

WBRN 100.9

WYBR 102.3

WXKB 103.9

Facebook: Crossroads Charter Academy Big Rapids

TV

9 & 10 NEWS

WZZM TV 13

WOOD TV 8

CCA Website

www.ccabr.org

SAFETY DRILLS: CCA will, by law, practice safety drills. The purpose of conducting safety drills is to prepare students and staff in the event of an actual emergency.

Tornado Watch: Students remain in school and our staff takes safety precautions. However, if parents want to pick up their children, they may do so by coming to the school offices and requesting their dismissal.

Tornado Warning: All students and staff members remain in the building and take shelter in designated areas. Students may be detained beyond the normal school day.

Lockdown: Students remain locked in school or at the evacuated area until released by administration or law enforcement/crisis management personnel.

Secure Mode: External doors are locked, classrooms are locked while instructional activities will continue. Any activities outside the building will be directed by administration.

ENROLLMENT GUIDELINES

The “OPEN ENROLLMENT” period is for new students to enroll for the following fall term. It is held during the month of April. Any siblings of students already enrolled/attending will have sibling preference for any openings. Students on the waiting lists to enroll in the current year will keep their position from year to year. All waiting list students will be contacted during open enrollment as to whether they want to retain their waiting list position. If not, they will be dropped. Applications received after the open enrollment period will be considered on a first-come, first-serve basis for any available openings. Once children are enrolled, they will remain enrolled for successive years without having to re-enter the selection process.

FAMILY ACCESS

Parents may monitor student progress online through “Skyward Family Access.” This password-protected, internet-based program is integrated with the school’s computer system and allows you to view, depending on grade level, your child’s homework and grades, discipline, attendance record, lunch account balance, etc. on-line. Parents may request log-in information via the school’s website (www.ccabr.org) by clicking on “Family Skyward,” then clicking on the “Forgot your login/password?” link. Instructions for setting up the account are communicated via email, so parents/guardians must have a valid email address in the school’s system to request and receive log-in information. In the interests of protecting Family Access account security, parents/guardians are strongly encouraged to utilize the electronic capabilities of the system to establish their login credentials and to retrieve/re-set passwords. Difficulties using the system should be reported to the office staff.

FEES, FINES, AND CHARGES

Crossroads Charter Academy charges specific fees for curricular and non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Fees are charged for overdue, lost or damaged library books and textbooks. The Music and Athletic departments may assess fines for unreturned, lost, or damaged equipment and/or uniforms. Fees may be charged for damage to lockers or any school property with the approval of administration. All fines, fees, and charges must be paid by the end of the school year to receive a student report card. Senior diplomas will also be held until all fines and fees are paid.

FIELD TRIPS

CCA staff will plan field trips to coordinate with school academics and activities. The field trip and its purpose will be designed by the teacher and approved by the administrator. Field trips will use a CCA bus when available. All school rules apply on field trips.

Parental Permission: Parents will be given a field trip permission form that includes pertinent information about the field trip. The parent/guardian must sign and return the form confirming permission for their child to participate in the field trip. No student is permitted to attend a field trip without a parent/guardian signature form. If a K-6 student is not able to attend a school related field trip he/she is required to stay home.

Field Trip Medication Policy: If a student needs medication administered during a school-sponsored field trip, please adhere to the medication guidelines. The medication will be taken in the original container from the high school office on the field trip. ONLY a CCA staff member or parent/guardian of the student receiving the medication may administer. Medication from home must be brought in by the parent/guardian in the original container. A Medication Authorization Form must be on file for each medication.

FUND RAISING AND OUTSIDE GROUPS/CLUBS

In any fund-raising activity involving students, the following conditions must be met:

- In accordance with Board policy, each fund-raising activity must be approved by the School leader.
- Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the School Leader and signed by the staff member in charge. The School will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit.
- Fund-raising activities will not be permitted if they interfere with the School's educational program on nutrition.

HOMEBOUND/HOSPITALIZATION SERVICES

Crossroads Charter Academy provides homebound and hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. A copy of those requirements is available in the central office. Please contact the appropriate building principal for more information if your child needs these services.

HOME SCHOOLED STUDENTS

Crossroads Charter Academy welcomes home schooled students who wish to take advantage of elective classes (referred to as "specials" for grades K-6) offered at CCA. Home schooled students must be enrolled in CCA, are expected to follow all school rules, and must be in uniform while attending class. Students should sign in at the office and be signed out by a parent in the office each time they come in for specials classes. To participate in extracurricular activities, students must be enrolled in at least 4 courses at CCA, 2 of which must be on campus.

INTERNET SECURITY POLICY See Appendix B

LIBRARY AND TEXTBOOKS

CCA is a branch of the Big Rapids Public Library. All textbooks and library books are loaned to Crossroads Charter Academy students at no cost. While normal wear is expected, unnecessary damage, loss, or failure to return books on time interferes with the access of other students to the books and is an additional burden to the district. In an effort to hold students accountable for the care of their textbooks, the following fine structure is in place:

Textbooks:

1. Lost Books: The replacement cost of the book plus a 15% shipping and handling charge
2. Damaged Books: A basic charge of \$10 for damage or wear beyond what would normally occur in one year. (Ex. Damage to cover, binding, torn pages, liquid spills, and other similar damage)

Check Out:

Students in Kindergarten through 3rd grade are able to check out one book from the CCA library system at a time. All other students may have two books each. All K-12 students will be allowed to take their books for a period of three weeks, and 7-12 students may borrow five books at one time. The borrowed material must be returned before/by the due date to avoid overdue fines.

Fines:

1. Lost Books: The replacement cost of the book plus \$3 shipping and handling charge, plus \$3 late fee. The library will not accept replacement books in return for a lost book unless it is new with the exact same ISBN.
2. Overdue Books: A fine of 15 cents per day (excluding weekends) will begin on the first day the book is overdue and continue until it is returned or paid for.
3. Suspension of library privileges will occur when a student has accumulated \$3 in fines. Once fines are paid in full, the student's library privileges will be reinstated.

LOST AND FOUND

We advise you to properly label your child's clothing and personal property. A "Lost and Found" area will be maintained in each building: K-6 hallway near the playground entrance; MS/HS office entrance hallway and locker room area. Valuables will be kept in the offices and unclaimed items will go to local charities.

LUNCH PROGRAM & FOOD SERVICE

(Students order lunch in the 1st class of the day. If tardy or coming to school late—lunch must be ordered prior to 8:15a.m.)

Meal Service:

Forms for free and reduced—price meals are available in the school building offices, as well as Central Office. Application forms are available throughout the school year in the Central Office. Within ten days of receipt of application, students will be designated with a meal status of either full pay, reduced or free. If the status letter is not received within two weeks of the application, please call Central Office. This information is confidential and will not be shared unless written permission is given by parents/guardians. Unless released at the discretion of staff members to conduct personal or class business, students are expected to remain in the cafeteria during lunch.

Meal Prices 2018-2019: Full Pay Lunch: K-6--\$2.50 and 7-12: \$2.70

Reduced Lunch: .40 cents Milk: .50 cents

Any additional food or milk served beyond the breakfast or lunch menu will have an additional charge.

Universal Breakfast:

All Crossroads' students may participate in the Universal Breakfast Program. There is no cost to the family and the student receives a breakfast that consists of dairy, grain and fruit. The program is optional; your child may decline the breakfast. Breakfast is served as follows: K-6 students in their classrooms during attendance; 7-12 students in the MS/HS Cafeteria.

Meal Payment Charges

The family balance is available on the school's website in Skyward Family Access. Funds must be available for the student's meals. Parents will be notified by email, letter, note sent with youngest child, or phone call when the family account reaches a negative balance an alternate meal will be served.

After 3 alternate meals your child will not be allowed to eat school meals until the account is brought back to a positive balance. Payments may be made at the building offices, Central Office, or sent with the child in a SEALED envelope indicating LUNCH payment for student/family named on the envelope. If student is bringing the sealed envelope payment to school: K-6 give to teacher each morning in class; 7-12 take directly to the school office. Failure to remit funds will mean that your child will no longer receive a school meal and the parent must provide a meal. We encourage a positive account balance and, as an incentive, allow families to buy 20 meals in advance and get the 21st meal free.

IMPORTANT:

HEALTH ALERT NOTICE TO PARENTS/GUARDIANS:

FOOD ALLERGY ACCOMMODATIONS

If a student has a documented disability (i.e. juvenile diabetes, severe/life-threatening food allergy, etc.) that restricts his/her diet, the school food service department **must** make substitutions listed by a licensed physician on a medical statement form. Requests for food substitutions for a student without a documented disability, **may** be accommodated at the school food service department's discretion, providing the substitutions are listed on the medical statement form signed by a recognized medical authority. It is the responsibility of the parent/guardian making the request to submit a properly filled out and documented medical statement form, available in the school offices

MCKINNEY-VENTO ACT

Education for Homeless Children and Youth Program

The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth. If you have any questions regarding homeless children, or think you may be eligible for services:

Contact CCA's Homeless/Foster Care Liaison--Debbie Bennett at 231-796-9041 ext. 273

MEDICATION

We strongly prefer that students take all medications at home whenever possible. When necessary to take medications at school, it must be brought in by the parent. Students are not allowed to transport any type of medication. **Medication will not be released to a student under any circumstances other than to be administered under the stated guidelines.** School personnel only, under the following guidelines, will administer medication:

Non-Prescription Medication: (e.g. aspirin-free pain relievers, cough lozenges, etc.)

1. Administered only with written parent authorization. A Medical Authorization Form (See Appendix D) is available in the high school office and must be completed and signed for each medication.
2. Medicine must be in its original container with recommended dosages and ages displayed on the packaging.
3. A written permission form from the parent/guardian must be on file.

Prescription Medication:

1. A physician prescribed medication only
2. Medicine in its original container with printed directions from the pharmacy label on the container.
3. A written permission form from the parent/guardian is on file and signed by the physician (See Appendix E).
4. A medical log will be maintained on the quantity of medication received, administered, and returned to the parent/guardian when desired.

Communicable Disease Guidelines:

In an effort to promote a healthy learning environment for all, we ask you to follow these guidelines when deciding whether to send your child to school.

- **Fever:** With a temperature of 100 degrees we ask that the student remain home and/or be picked up from school.
- **Vomiting or diarrhea:** Student needs to have returned to a normal diet and be free from vomiting or diarrhea for a full 24 hours before returning to school.
- **Sore Throat:** If student is awaiting strep test results, please do not send them to school until the results have been obtained. Students being treated for Strep must be on the prescribed medication for a full 24 hours before returning to school.
- **Rashes:** Require a note from your child's doctor indicating it is not contagious.
- **Pink Eye:** If student awakes with red, itchy and or crusty eyes, please keep them home. To return to school the eyes must be clear or a doctor's note must indicate they are not contagious.
- **Head Lice:** See Appendix C

Immunization Requirements:

All students born January 1, 1997 or later and entering grade 6 or a comparable special education grade level, will be required to show proof of a TDAP booster and proof of meningitis vaccine. There will be no exceptions to this policy. Those students reporting to school on September 8, 2015 who have not provided proof of immunization as required by law, will be sent home until compliance is met. Current immunization requirements are available in the offices and at the local health department.

Immunization Waivers:

Michigan now requires parents wanting immunization waivers to report directly to their local Health Department for screening and approval. Schools are no longer offering waiver forms.

PARENT STUDENT GRIEVANCE PROCEDURE

Crossroads Charter Academy asks that all parents and students use the following steps for dealing with a grievance issue:

1. Discuss the grievance with the person(s) involved directly in the situation (i.e. teacher, administrator, coach, student, parent, or board member, etc.).
2. If discussing the issue does not bring resolution, please take the grievance to the appropriate principal of CCA in writing, who will then assess the situation and determine an appropriate resolution.
3. If the issue is still unresolved, the matter should be shared with the Superintendent.

ROLLER BLADES/SKATEBOARDS/SCOOTERS/BIKES

We ask that all students leave their roller blades (in-line skates), scooters, and skateboards at home for the safety of other students and lack of adequate storage space inside the building. Heelie shoes are not permitted. Bikes may be ridden to school, but not on school property.

SAFE SCHOOLS STUDENT ASSAULT POLICY

The Board of Directors endeavors to ensure that this public school academy is a safe place for teaching, learning, and working. Physical, verbal, or written assaults against school personnel and students will not be tolerated. The school administrator will initiate appropriate disciplinary action for the following infractions: (for more detailed information refer to the School Board Policy Manual)

- Physical Assaults against school personnel
- Physical Assaults against students
- Verbal/Written Assaults against the above
- Bullying

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services. The Board of Directors will provide all due process rights as defined by law.

SECOND FAMILY NOTIFICATION

Parents who live in households designated “second family” may request to be placed on a mailing list to receive a copy of their child’s report card, progress reports, and other *official* school information. Second family parents may also make arrangements with the school or a child’s teacher to pick up other *non-essential* information, such as newsletters and classroom notices, or may bring in a supply of self-addressed, stamped envelopes so the information can be mailed to the second family home. Attendance information for all students and academic progress and schedule information for students can also be tracked using Family Access as explained in the “Parental Involvement” section. Second family weather/school cancellations will also be sent with an option to opt out of receiving messages.

SPECIAL EDUCATION

Special education services are specifically designed to meet the unique needs of students with disabilities. These services are provided in special education or general education settings with accommodations, modifications, special education support, supplementary aids, and other special arrangements. When appropriate, students receiving special education services:

- remain in the general education program with special education support, supplementary aids, or other special arrangements, if needed;
- are educated to the maximum extent appropriate with students who are not receiving special education services;
- are provided opportunities to participate in school activities on the same basis as students who are not receiving special education services; and
- are offered an opportunity for interaction on a regular basis with students who are not receiving special education services.

Each student who receives special education services has an Individual Education Plan (IEP). For further information, please contact the office.

STUDENT EMERGENCY INFORMATION

State law requires that all students must have an emergency medical card/form completed, signed by a parent or guardian, and filed in the main office. A student may be excluded from school until this requirement has been fulfilled. Parents are required to report changes in names, addresses, and telephone numbers as soon as possible to keep school records current.

TELEPHONE USE

In general, office telephones are reserved for staff use except in the case of an emergency. Important messages will be given to students or staff members upon request. There is also a student use phone in the school office for emergency use. Parents may call and leave messages for students in the office. Students will not be allowed to take phone calls during class unless it is an emergency. Abuse of phone usage may result in curtailment of students’ privileges to use school phones.

VISITOR AND GUEST POLICY All visitors must fill out a background check. See Appendix F

VOLUNTEER/CHAPERONE POLICY

Consent Form available in the school office at least 72 hours prior. This application will allow the CCA Central Office to do a criminal background check through the online ICHAT service. If approved, the individual’s name will be placed on the Volunteers list available in all offices and through teaching staff. Those listed may volunteer on CCA premises and activities, along with chaperoning events throughout the school year. The Superintendent may request a personal meeting with an individual to discuss their ICHAT results, should he deem it necessary. The volunteer approval procedures are in place to protect the safety of our students and staff. Those not approved, may attend events in public places, but must provide their own transportation to and from the event. They will not be allowed to ride a CCA student bus. The individual will not be allowed to supervise or chaperone CCA students other than their own children. **Note: This approval process MUST be renewed each school year for all volunteers**

WEAPONS

Crossroads Charter Academy is a WEAPONS FREE ZONE. CCA will not tolerate behavior that creates an unsafe environment or threat to safety.

CCA ELEMENTARY INFORMATION

THE SCHOOL DAY

Elementary: START—7:45a.m. END—3:00p.m. Half Days Dismissal Time: 12:00p.m.

The school day begins at 7:45a.m. and ends at 3:00p.m. The building will open at 7:30a.m. and students will be able to enter the building and go directly to their classrooms. There will be no early morning playground time. Students arriving prior to 7:30a.m. will wait outside the front doors in the cement area for the doors to open.

Parents or legal guardians need to make sure that transportation arrangements are made for their students at the end of the day. If you are using the Dial-A-Ride or MOTA transportation services, you are responsible for making all arrangements and assuring that your students have their tickets on a daily basis.

LATCH KEY PROGRAM

CCA offers an after school Latch Key program for students in grades K-6. The program runs from 3:00 to 5:30p.m. and is held in the CCA Elementary Cafeteria. There is a daily or weekly fee for the convenience of families. You must enroll your child in the program ahead of time and pay the fees required. If only needed occasionally, you must call the office before 2:30p.m. on the day needed and the fee must be paid upon pick-up of the child that day. If fees are not paid children will not be allowed to attend the program.

STUDENT PICKUP AND RELEASE

All students who must leave during the school day must be signed out by a parent or guardian in the main office. If the parent/guardian wishes to have someone else pick up the child (other than the people designated as emergency contacts), they must call the office or send a note stating the day, time, reason, and individual's name that will be signing out their child from CCA. Crossroads students **WILL NOT** be released if the parent/guardian does not call, send a note, or come in to sign them out. This is for the protection of your child and CCA.

An emergency contact card for each child is maintained in the office. Individuals listed on this card who are designated to be called in case of an emergency will be allowed to remove a student from the building for illness or injury when parents cannot be reached. Parents need to inform the school office whenever changes are made in addresses, phone numbers, emergency contacts, jobs, etc.

Children in kindergarten through third grade will remain under the supervision of their classroom teachers until an authorized person/transportation system comes for them. Fourth, Fifth and sixth grade students will be allowed to walk down to the lower parking lot east of the high school to be picked up.

If students have not been picked up by 3:30 p.m., the student will be brought to the Latch Key Program, and parents will be responsible for charges incurred.

If you are running late and don't anticipate being at the school by 3:00p.m., please call the office (796-6589) and let us know where you are. This information provides peace of mind for your child and eliminates the need for phone calls to your emergency contacts.

Please use caution when operating vehicles during the busy times before and after school and remember to use the right-hand curb lane to drop off and pick up, keeping the left-hand lane free for exiting vehicles. Parking is not allowed at any time in the fire lane ("circle drive"); it should be used for drop off and pick up only. Unless participating in a supervised after school activity, students should not be in the school or on school grounds after school has been dismissed. Arrangements should be made to pick up children whose siblings are staying after school for club meetings, athletic practices or games, etc.

ANIMALS AT SCHOOL

Families are asked **NOT** to bring dogs or other pets onto the sidewalk in the mornings or afternoons during drop-off or pick-up or any other time students are present. *Exception:* Service dogs are welcome at all times. Students should receive permission from the building administrator or designee before bringing pets to school for show and tell or class projects. With permission, animals such as dogs, cats, rabbits, etc. may be shown to classmates outside, but may not be brought into the school building.

ASSEMBLIES

Monthly. To encourage scholastic achievement and good citizenship, awards will be presented to students who reach goals in math and reading and who exemplify the character qualities for a particular month. Other awards, such as those for athletics and community contests, may also be presented at the assemblies. Monthly awards assemblies are normally held the last week of the month. Since it is occasionally necessary to reschedule assemblies due to conflicts in scheduling with other events and activities, it's a good idea to check before coming in to make sure the assembly is being held as planned. Year-end. Year-end awards will also be presented for the following accomplishments:

- Academic Excellence Award. To students meeting proficiency levels in core content areas.
- Most Improved Award. To the student who has shown the most improvement in *any* area.
- Cougar Character Award. For the student who exhibited all of the character qualities focused on throughout the school year.
- Perfect Attendance Award.* To students who maintained a perfect attendance record for the entire school year, which consists of *no* absences and *no* tardies.
- Outstanding Attendance Award.* In recognition of those students who accumulated no more than 1 day's absence (total of 2 half days) and/or 2 tardies for the entire school year.

**Professionally excused absences are counted when determining who qualifies for the attendance awards; school-related absences are not counted.*

ATHLETICS ELIGIBILITY K-6

Eligibility checks will be conducted on Monday--every two (2) weeks. Student-Athletes must have all work completed. If a student-athlete is eligible during the initial eligibility check, then they're eligible for the two weeks. If a student-athlete is ineligible during the initial eligibility check, the student is ineligible for contests for a minimum of one week. The Athletic Director will recheck all student-athletes who are ineligible during the initial check on the following Monday. If the student-athlete has completed all work for classes during the recheck then they're eligible. If a student is assigned Out-Of-School or In-School Suspension, they will be immediately ineligible until the next eligibility check. Any student athlete who is ineligible three (3) times in a season will be removed from the team.

Athletic Passes:

Family Passes (2 adults and all current CCA students)	\$150
Single Pass Adult	\$70
Single Student Pass	\$30

Athletic Admissions:

Adults	\$5
Students	\$3
65 and over	Free
Military	Free
Pre-School-0	Free

ATTENDANCE AND ABSENCE NOTIFICATION

Students are required by state law to attend school at least until age eighteen. Students who do not maintain good attendance may lose privileges, fail, or even discontinue their studies at Crossroads Charter Academy. Regular attendance is necessary for the continuity of the teaching-learning process and to help young people develop qualities of dependability and responsibility. Therefore, we strongly suggest that interruptions to the academic day be kept to a minimum.

Tardiness

At CCA, we believe that being prompt is an important aspect of training for your student for adult life. It is essential that your child arrive at school on time. Tardiness interferes with the progress of the student and the classroom by disrupting the day. Reasonable explanations are always acceptable. However, habitual tardiness is not acceptable behavior and may result in parental contact, loss of privileges, detention or possible suspension or expulsion from CCA.

Truancy

Students arriving more than 30 minutes late to school will be marked absent. Lunch may not be ordered after 8:15a.m. School administration will check attendance once a month. Students who are tardy or absent 10% of accrued days during a check will be given a WARNING and a letter sent home. Students who exceed 10% of accrued days for tardies or absences a second time will have a letter sent home and parent meeting scheduled. Students who exceed 10% tardies or absences a third time will be referred to the Truancy Officer. Only Professionally Excused and School Excused are exempt.

Attendance Codes. Following is a list and explanation of the attendance codes used by the school's Skyward computer system:

"W"	=	Web Absence: Teacher has reported the student absent from class.
"Y"	=	Tardy: Teacher has reported the student tardy to class.
"L"	=	Tardy: Parent has notified the school of student's late arrival
"N"	=	Notified Absence: Parent has notified school of the reason for the student's absence.
"P"	=	Professionally Excused (Note from a professional—such as an orthodontist, medical doctor, dentist, counselor—or funeral/death documentation excusing the absence)
"S"	=	School Excused (sports, field trips, school related-activity)
"I"	=	In-School Suspension
"O"	=	Out-of-School Suspension

Reporting Student Absences to the School

Please notify the school by phone (231-796-6589 or 231-796-9041, ext. 350 or 351) if your child is going to be absent and provide an explanation for the absence. If prior notification is not possible, a parent/guardian note must be brought to the school upon the student's return. Please try to provide a written note or statement from the doctor (or other professional) with whom your child had an appointment whenever possible. If the school is not notified of a student's absence, the student will be considered truant. Phone calls may be made to the home to ascertain the reason for a student's absence.

DISCIPLINE & STUDENT CONDUCT POLICIES

BEHAVIOR EXPECTATIONS FOR STUDENTS

All students are expected to:

- Respect all staff members, other adults affiliated with the school, and fellow students at all times.
- Respect the property of the school, fellow students, staff members, and neighbors (restitutions for damage or loss is determined by the principal).
- Use acceptable language at all times
- Cooperate in keeping the school buildings and premises neat and clean
- Be honest, courteous, and kind in relationships with students, staff members, and other adults.
- Obey rules and regulations necessary for the safe and orderly operation of the school.
- Wear appropriate clothing (See Dress Code) that is neat, clean, modest, and not distracting to others (final judgment of the principal is binding).
- Be punctual and in attendance at school each day.

CHEATING/PLAGIARISM

Plagiarism, cheating on tests, and copying other student's work carries with it serious penalties. It will absolutely result in a "0" on the assignment/test given to all students involved, and may also entail a suspension.

CORRIDOR CONDUCT

Hallways of any building give a lasting impression of the institution to visitors. Favorable impressions can be obtained by keeping corridors clean and orderly and by maintaining proper conduct therein. Students are expected to pick up/clean up what they drop/spill on the floor.

The office will need to be notified of a spill, so it can be quickly and properly cleaned up. There should be no yelling, inappropriate language, running, pushing, shoving, hitting, taunting, or bullying in the hallways at CCA. **There should be no belongings of any kind left sitting in hallways; i.e. book bags, backpacks, gym bags, etc. All personal belongings, including backpacks, should be kept in the student's locker.**

DESTRUCTION OF SCHOOL PROPERTY

The deliberate destruction of school buildings, grounds, materials, supplies, etc. will not be tolerated and will be subject to severe punishment, which could include prolonged suspension and/or expulsion.

FIGHTING, BULLYING, & INTIMIDATION

Fighting/Assault: Incidents that are deemed especially malicious or violent, premeditated, involve weapons, or multiple individuals that gang up to assault another student will be subject to disciplinary measures that could include prolonged suspensions and/or expulsion.

Any deliberate act that causes undue stress, fear, or makes another student uncomfortable and there is a power differential between victim and perpetrator will be considered bullying.. Acts of ridicule, mean spirited teasing, threats, or any other forms of sexual or non-sexual harassment will be subject to severe punishment, which could include prolonged suspensions and or expulsion.

This policy applies to all activities on school property and to all Academy sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including (but not limited to) Board members, parents, guests, contractors, vendors, volunteers, coaches is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a students, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, staff, and volunteers to provide positive examples for student behavior.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, telephone or cell phone, or technological device that is reasonably perceived as being motivated either by any actual perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any Academy sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct in its intensity or duration, to negatively impact a student's educational, physical, or emotional well-being. Such behavior is including (but not limited to) bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

“Bullying” is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the Academy’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and
- D. is based on a student’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior, should immediately report the situation to any staff member, and fill out the form in the back of the handbook—Appendix A, or on our website and give to the building principal.

SEARCH & SEIZURE

The Board of Directors has charged Academy authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, Academy authorities may search school property such as lockers and computers used by students and/or the students’ personal property.

SUSPENSIONS

In-School Suspension – Refers to an Administrative decision to temporarily remove a student’s right to attend class or any school-related activity for a specified period. This suspension is served in school. Schoolwork must be completed while in suspension. Parents/guardians will be notified of the suspension and given the opportunity to discuss the incident.

Out-of-School Suspension – Refers to an Administrative decision to temporarily remove a student’s right to attend school or any school-related activity for a specified period. A meeting with parents will be convened to discuss the incident that led to the suspension and to develop a plan of action for the future. Other details related to out-of-school suspensions are the following:

- Students suspended from school are not allowed to visit the school or attend any school-related activities during the period of the suspension. They are not permitted on school premises for any reason.
- Students **will** receive credit for homework completed while on suspension.

Expulsion – Is defined as a decision that can only be made by the Crossroads Charter Academy Board of Directors to suspend a student more than 10 consecutive days.

BEHAVIORAL AND CONSEQUENCE RUBRIC

Note: Behaviors include, but are not limited to those listed below.

<p>Potentially Harmful: Behavior that is horseplay or goofing around and could include any of the following:</p> <ul style="list-style-type: none"> • Shoving, grabbing • Tripping, pushing • Play Fighting • Name calling • Running at inappropriate times 	<p>Consequences</p> <ul style="list-style-type: none"> • Staff/student communication • Discipline Form sent home • Parent Communication • Time to Think Form (Optional for grades K-2) • Skyward Documentation
<p>Slightly Harmful:</p> <ul style="list-style-type: none"> • Name calling, put-downs, insulting comments • Mean/rude gestures • Rumors, mean notes • Inappropriate language • Graffiti • Playing a mean trick • Throwing objects • Punching, hitting, kicking, elbowing, pinching, fighting 	<p>Consequences</p> <ul style="list-style-type: none"> • Staff/student communication • Discipline Form sent home • Parent Communication • Time to Think Form (Optional for grades K-2) • Skyward documentation • 1 supervised recess/lunch or loss of fun activity
<p>Harmful:</p> <ul style="list-style-type: none"> • Threatening • Spitting • Throwing objects in anger • Taunting, ridiculing, humiliating • Swearing • Punching, hitting, kicking, elbowing, pinching, fighting • Bullying 	<p>Consequences</p> <ul style="list-style-type: none"> • Staff/student communication • Discipline Form sent home • Parent Communication • Time to Think Form (Optional for grades K-2) • Skyward documentation1 supervised recess/lunch or loss of fun activity • Parent Call (Possibly by student) • Possible In-school Suspension (ISS) or Out-of-School Suspension (OSS)
<p>Seriously Harmful:</p> <ul style="list-style-type: none"> • Damaging property • Racial, ethnic, or sexual name calling • Severe harassment or behavior that may injure self or others • Inappropriate touch • Biting • Stealing • Punching, hitting, kicking, elbowing, pinching, fighting • Bullying 	<p>Consequences</p> <ul style="list-style-type: none"> • Staff/student communication • Discipline Form sent home • Parent Communication • Time to Think Form (Optional for grades K-2) • Skyward documentation1 supervised recess/lunch or loss of fun activity • Parent Call (Possibly by student) • In-School or Out-Of School Suspension • Possible liaison officer consultation • Parent Meeting • Possible Expulsion
<p>Disrupting The Learning Environment:</p> <ul style="list-style-type: none"> • Inappropriate use of voice • Inappropriate movement throughout classroom • Disruptive fidgeting • Other disruptive behavior 	<p>Consequences</p> <ul style="list-style-type: none"> • Staff/student communication • Discipline Form sent home • Parent Communication • Time to Think Form (Optional for grades K-2) • Skyward documentation1 supervised recess/lunch or loss of fun activity • Parent Call (Possibly by student) • Possible In-school Suspension (ISS) or Out-of-School Suspension (OSS)
<p>Bullying:</p> <ul style="list-style-type: none"> • Verbal/physical/social harm directed toward a student with less power 	<p>Consequences</p> <ul style="list-style-type: none"> • Staff/student communication • Discipline Form sent home • Parent Communication • Time to Think Form (Optional for grades K-2) • Skyward documentation1 supervised recess/lunch or loss of fun activity • Parent Call (Possibly by student) • In-School or Out-Of School Suspension • Possible liaison officer consultation • Parent Meeting

Note: Consequences may be more severe in any category above based on intensity and frequency of offenses.

DRESS CODE POLICY

Our dress code policy is designed to assist the parents by setting school standards of dress and appearance. All students and parents should consider this before enrolling at Crossroads Charter Academy.

Students arriving at CCA out of compliance with this policy will not be allowed in class until they are properly attired. Parents may be asked to either bring clothing, or to pick up their child. This policy will be enforced and we ask that you assist your student(s) in complying with CCA's Dress Code.

Dress Code—UNIFORM GUIDELINES FOR K-6

Uniforms may be purchased locally and the approved list of “Outfitter” stores is available in the school offices and on our CCA website.

The following dress code criteria is approved for K-6th grade students:

- **Approved uniform tops must have “Crossroads Charter Academy” embroidered on the left chest side. NO other logo or text may be included. Embroidery must be a print font--not cursive, thread must be a solid color—no multicolor thread. Tops may be any solid color long- or short-sleeve polo shirts, crew neck sweatshirts, sweaters, or sweater vests. NO HOODS are allowed on any shirt style.**
- Uniform shirts may not be made from print fabric.
- No clothing will be worn that obstructs the school logo.
- A plain/solid color turtleneck with “CCA” embroidered on the neck may be worn alone or underneath solid color jumpers or approved uniform shirts, sweatshirts, sweaters, or sweater vests.
- Garments such as turtle necks, blouses, shirts, or long-sleeved t-shirts worn under an approved uniform shirt, sweatshirt, sweater or sweater vest must be a plain color. Print fabrics are not allowed.
- Shirts longer than fingertip length must be tucked in.
- Shirts must be long enough so that when a student’s arms are raised the student’s body is not exposed.
- Proper fitting dress pants, khakis, chinos, corduroys, or jeans are allowed. Bib-overalls, camouflage pants, sweat pants, nylon sport or wind pants are not allowed. Tight fitting stretch pants are not allowed unless worn under a skirt or shorts. All shorts and skirts must be no more than 2 inches above the knee. If stretch pants are worn, shorts or a skirt must be worn at the same length as required for shorts/skirts—no more than 2 inches above the knee. Clothing shall be neat in appearance without holes or frayed edges and pants must be worn at the waist.
- No words are allowed on the seat of pants or shorts.
- No handwriting or printing is allowed on clothing.
- The same standards and restrictions that apply to pants also apply to shorts. No sport shorts.
- Approved CCA athletic attire may be worn to school on game days or the day prior if a weekend competition. Uniforms for community athletics **may not** be worn to school unless it is on a designated “out of uniform day.” *(Please see the “Out of Uniform Days” section below for out of uniform guidelines.)*
- Scouting uniforms may be worn to school for after-school functions.
- Students must be in uniform for all official school functions (trips, assemblies, outings).
- Students attending CCA part-time, such as home schooled students or those who leave to receive off-site services, must be in uniform when attending CCA.
- **No flip-flops, clogs, thong sandals or open-toed footwear are allowed. Back straps must be worn with closed-toed sandals or cros.**
- Roller shoes or “Heelie” shoes are not allowed.
- Snow boots are not to be worn in the classroom.
- No hats may be worn in school.
- **Administration reserves the right to determine whether clothing, make-up, jewelry, and shoes worn are appropriate. Teachers will check between 8:00-8:30a.m.**

Dress Code Violation:

- Teacher sends note home requiring signature. Student is sent to office to change. Teacher will inform the office that a note was sent home.
- Teacher sends student to office. Phone call home to bring in change of clothes.
- Student is sent home.

Gym Shoes:

A separate pair of non-marking tennis shoes/sneakers are required for all students and are a gym uniform requirement.

Dressing for Weather

Parents should check temperature and weather conditions and dress children accordingly so they are comfortable in the classroom and on the playground. Children who wait before or after school should be dressed appropriately for cold and rainy weather. Students are expected to go outside for recess if the weather is “0” degrees or above—actual temperature. Hats, boots, gloves, and snow pants need to be worn when it is cold or snowy. If a child is unable to be outside for more than a day due to illness or other physical limitations, a doctor’s note is required to excuse the child from regularly scheduled activities. If your child is not well enough to participate in outdoor recess or classroom activities, she/he may not be well enough to be at school and should stay at home until she/he has recovered sufficiently to participate

Out of Uniform Days

Out-of-uniform days are scheduled occasionally and provide a source of funding for school-related activities, projects, athletics, etc. Participation in an out-of-uniform day is not mandatory, but if a student chooses to participate s/he must pay the fee that has been determined by the class or group sponsoring the event, i.e. one dollar for a non-uniform shirt, two dollars for both a hat and a shirt, etc. If students choose to participate in an out-of-uniform day, they must still adhere to the general guidelines of the school’s dress code policy. Additional Dress Allowed on Out of Uniform Days Only: bib overalls, hoodies, sweat pants, camouflage, wind pants.

ELEVATOR KEY POLICY

Due to medical reasons or physical limitations, students may be unable to use the stairs and will need to utilize the elevator to move between floors of the building. Students should request an elevator key from the office, bringing in a doctor note stating the reason why an elevator key is necessary. Students will be issued a key to use for the day; **keys must be returned to the office at the end of each day it is checked out.** Students are responsible for the keys issued to them and will be required to pay for a replacement key if the one issued to him/her is lost. The fee to replace a lost key is \$10. A new key will not be issued until the lost key has been paid for.

PERSONAL ITEMS & ELECTRONIC DEVICES

Because we do not accept responsibility for students’ personal items, we suggest items such as laser pointers, electronic games and toys, iPods, MP3 players, cell phones, etc., be left at home. Any other personal items that administration determines to be unsafe or inappropriate for school will be confiscated and held in the office until parents retrieve them. CCA does not assume responsibility for any lost or stolen items. Using or possessing electronic devices during the school day will result in confiscation. Parent may pick up at the end of the day.

PROGRESS REPORTS

Progress reports are prepared at mid-point during each of the four quarters. For the first marking period only, progress reports will be sent home for **all** students, regardless of academic achievement. For subsequent marking periods, only students who are experiencing difficulty in a class will receive a mid-term progress report.

PROMOTION AND RETENTION POLICY

In general, a student at CCA is promoted to the next grade level each spring based upon student performance. Factors such as the academic level attained (as measured by individual assessments), academic progress (as measured by the academic standards met in each subject), maturity level, and age of the child are taken into account when making promotion determinations. However, the school administration reserves the right to retain a student in the same grade when, in their professional judgment, a combination of the aforementioned factors strongly suggest that a student needs to have another year of growth in order to be successful at the next grade level. Such a decision is never made frivolously, and is preceded by detailed communications between the school and the parent. CCA recommends that the retained student be placed with a different teacher for the retained year, unless otherwise specified by the parent.

REPORT CARDS AND GRADING

The primary purpose of grading and grade reporting is to communicate clearly to students and parents information regarding student progress toward educational goals. The report card is one of many ways teachers communicate with parents regarding student progress.

Crossroads Elementary feels strongly that traditional letter grades do not convey the true story of a child's learning. It is seen as a reward or punishment. Students should experience their success and failures not as a reward and punishment but as information. One way we can improve this communication is to assess students on the standards that we are required to teach. Teachers will be utilizing the Skyward Standards-Based Gradebook to report on a student's learning and to provide comments related to their learning. All fines, fees, and charges must be paid by the end of the school year to receive a student report card.

In the primary grades (kindergarten through 3rd grade), report cards are formatted to represent a student's developmental progress through the curriculum on the grade level content standards determined by the Michigan Department of Education. By using indicators such as:

1 (Advanced), 2 (Proficient), 3 (Not Proficient), and including formative comments, teachers can provide necessary information to parents (and students) regarding the student's progress. In intermediate grades (4th through 6th), teachers will use standards-based grading throughout the school year.

BILL OF RIGHTS

- We have the right to be safe at Crossroads Elementary.
- Everyone has the responsibility to refrain from physically harming others.
- We have the right to be treated with kindness and respect at Crossroads Elementary.
- Everyone has the responsibility to be kind to all, fair to all, and considerate of others' feelings.
- We have the right to hear and be heard at Crossroads Elementary.
- Everyone has the responsibility to talk quietly, listen, and avoid interrupting or disturbing others.
- We have the right to have personal property respected at Crossroads Elementary.
- Everyone has the responsibility to be careful with and properly use things belonging to others.
- We have the right to attend a clean and orderly school.
- Everyone has the responsibility to show respect for school property and to keep the school clean by not littering or defacing property.
- We have a right to know that adults are respected at Crossroads Elementary.
- Everyone has the responsibility to be considerate and to cooperate with all adults who work at Crossroads Elementary.

"RULES OF ENGAGEMENT"

CCA Student/Parent Agreement K-6th

My parents and I have read and agree with CCA's Mission, Vision and Core Value Statements as presented in the Student/Parent Handbook. We have read the following "Rules of Engagement" and therefore, agree to become a CCA Student by signing the Agreement form

CCA Teacher Agrees:

- I will provide teaching and leadership by helping students set, achieve, and surpass goals.
- I will be an example of the character traits I teach such as: perseverance, empathy, kindness, and wisdom.
- I will make efficient use of academic learning time.
- I will provide an environment that allows for positive and open communication for all.
- I will encourage students and parents by providing timely information about progress through skyward, email, phone, and through written communications.
- I will teach students strategies to increase academic and personal competence.

Parent Agrees:

- I agree to see that my child is punctual and attends school regularly.
- I support the CHAMPS guidelines stated in the Student Handbook. I understand CHAMPS provides expectations for student behaviors in the classroom and in common areas.
- I agree to encourage my child to be persistent and to ask for help from adults.
- I agree to stay aware of what my child is learning and encourage my child to do their best.
- I agree to encourage my child to use the Habits of Mind to enable him/her to succeed.
- I agree to attend parent-teacher conferences and other school functions.
- I agree to communicate with teachers and/or school officials.
- I agree to keep contact information updated and current.
- I agree to establish a time for sharing daily school experiences and overseeing homework completion.

Student Agrees:

- I agree to come to school ready to learn and ask questions if I do not understand something.
- I agree to help set my goals for learning.
- I agree to complete assigned work and turn it in to my teacher.
- I agree to follow school rules according to the code of conduct in the student handbook.
- I agree to respect others and myself.
- I agree to return school supplies (library books, textbooks, etc.) in a timely way.
- I agree to do my part in keeping my school clean and safe.

MIDDLE SCHOOL/HIGH SCHOOL BUILDING INFORMATION

THE SCHOOL DAY

The school day **BEGINS: 7:45 AM and ENDS: 3:00PM** Half Days Dismissed at 12:00p.m. **Middle School students** who arrive before 7:35 AM **must** report directly to the cafeteria. **Middle School students** are not allowed in the hallways and locker areas earlier than the first bell, which rings at 7:35 AM.

ATHLETICS

Please see the Athletic Website: www.crossroadsathletics.com

The role of interscholastic athletics at CCA is to provide educational experiences in the framework of competitive athletics. Our motto is: "Pursue victory with honor." Crossroads Charter Academy is a proud member of the Michigan High School Athletic Association (MHSAA) and will comply with all MHSAA regulations.

Siblings who have brothers or sisters staying after school for games or practices are not allowed to be in the school building or on school property after school is over. Parents must make after-school arrangements (transportation, day care, etc.) for their children unless those students are personally involved in a supervised after-school athletic activity.

ATTENDANCE AND ABSENCE NOTIFICATION

It is the position of Crossroads Charter Academy that a strong positive correlation occurs between attendance and academic performance. Therefore, punctual attendance is expected of every student enrolled. Students are required by state law to attend school at least until age eighteen. Students who do not maintain good attendance may lose privileges, fail, or even discontinue their studies at Crossroads Charter Academy. Regular attendance is necessary for the continuity of the teaching-learning process and to help young people develop qualities of dependability and responsibility. Therefore, we strongly suggest that interruptions to the academic day be kept to a minimum.

Tardiness

At CCA, we believe that being prompt is an important aspect of training for your student for adult life. It is essential that your child arrive at school on time. Tardiness interferes with the progress of the student and the classroom by disrupting the day. Reasonable explanations are always acceptable. However, habitual tardiness is not acceptable behavior and may result in parental contact, loss of privileges, detention or possible suspension or expulsion from CCA. Students arriving more than 30 minutes late to a class will be marked absent for that period. Lunch may not be ordered after 8:15a.m. (See Lunch Program and Food Service Section). Tardiness will be handled as follows:

1. Parents must call in and "NOTIFY" the office of their student's late arrival. **If the school is not notified, the parent/guardian will receive an automated phone call and the student may be considered truant.**
2. Tardy to class is considered unexcused, unless excused by the teacher.
3. If tardiness continues in spite of corrective measures by the teacher and administrator, the problem will be addressed and handled from an aspect of insubordination.

Attendance:

- 1st Hour: The Dean of Students will check attendance once a month. Students who are tardy or absent 10% during a check will be given a WARNING and a letter sent home. Students who exceed 10% tardies or absences a second time will have a letter sent home and parent meeting scheduled. Students who exceed 10% tardies or absences a third time will be referred to the Truancy Officer.
- 2nd-6th Hour: The Dean of Students will check attendance once a month on the same date. Students who reach 8 tardies will be given a WARNING. On the 11th tardy to 2nd-6th hour class, the student receives a detention. Every 3rd tardy after reaching 11 will be a detention
1st Hour:

Attendance Codes

The following codes are used in the Skyward computer system and detailed explanations are stated below:

- N = Notified: Parent has notified school of the reason for absence. **Ideally, parents will notify the school the same day the student is absent or as soon as possible afterward.**
- W = Web Absence: Student is absent from school without notification or written excuse by parent/guardian
- P = Professionally Excused: Professional note excusing the entire absence.
- S = School Excused: Sports, Field Trips, School related--excused
- I = In School Suspension
- O = Out of School Suspension
- Y = Tardy: Student is tardy to class
- L = Tardy: Notified by parent of late arrival

NOTE: To participate in any after school activity, a student must be in attendance for any three (3) periods of the school day. Exceptions to this requirement are absences incurred as the result of school-related activities, i.e. field trip, band festivals, etc.

Student Pickup and Release

All students who must leave during the school day are to be signed out by a parent or guardian in the main office, or released to leave by a parent phone call or note. If the parent/guardian wishes to have someone else pick up the student (other than the people designated on the Emergency Form), they must call the office or send a note stating the day, time, reason, and name of individual that will be signing the student out.

Crossroads students **will not** be released if the parent/guardian does not call, send a note, or come in to sign them out. This is for the protection of the student and CCA.

An Emergency Form for each student is maintained in the high school office. Individuals listed on this form who are designated to be called in case of an emergency, will be allowed to remove a student from the building for illness or injury when parents cannot be reached. Parents need to update the CCA office whenever they change address, phone number, emergency people, jobs, etc.

Students may not sign themselves out for lunch. CCA MS/HS is a closed campus. Students can be released for lunch to a parent or guardian or an adult sibling with a parent/guardian's permission.

CAREER CENTER

CCA high school students have available, in 11th and 12th grade, the opportunity to attend the MOISD Career Center for part of each school day. The career center offers a variety of career choices and experiences for students. Students must have all current grade level course requirements completed to be eligible for placement at the Career Center. CCA provides the transportation to and from the Career Center for our students. In certain situations, CCA Administration may give permission for a student to drive only themselves to the Career Center.

DANCES

CCA expects and has the right to demand that students and guests in attendance adhere to a higher standard of decency. Appropriate student dress is expected. Dancing that is provocative, lewd, suggestive, and/or indecent is unacceptable. Chaperones and staff reserve the right to decide if students and/or guests are in violation of this policy. Students and/or guests in violation of this policy will be asked to leave the school dance and their actions may result in further administrative action.

DISCIPLINE & STUDENT CONDUCT POLICIES

BEHAVIORAL EXPECTATIONS:

All students are expected to:

- Respect all staff members, other adults affiliated with the school, and fellow students at all times.
- Respect the property of the school, fellow students, staff members, and neighbors (restitutions for damage or loss is determined by the principal).
- Use acceptable language at all times
- Cooperate in keeping the school buildings and premises neat and clean.
- Be honest, courteous, and kind in relationships with students, staff members, and other adults.
- Obey rules and regulations necessary for the safe and orderly operation of the school.
- Wear appropriate clothing (See Dress Code) that is neat, clean, modest, and not distracting to others (final judgment of the principal is binding).
- Be punctual and in attendance at school each day unless ill or given an excused absence.

Cheating/Plagiarism

Plagiarism, cheating on tests, and copying other student's work carries with it serious penalties. It will absolutely result in a "0" on the assignment/test given to all students involved, and may also entail a suspension. In addition, it may result in loss of membership in the National Honor Society and possible forfeiture of class rank.

Corridor Conduct

Hallways of any building give a lasting impression of the institution to visitors. Favorable impressions can be obtained by keeping corridors clean and orderly and by maintaining proper conduct therein. There should be no yelling, inappropriate language, running, pushing, shoving, hitting, taunting, or bullying in the hallways at CCA. **There should be no belongings of any kind left sitting in hallways; i.e. book bags, backpacks, gym bags, etc. All personal belongings, including backpacks, should be kept in the student's locker. Violations will result in detention.**

Fighting, Bullying, & Intimidation (SAME AS ELEMENTARY SECTION)

Fighting/Assault: Incidents that are deemed especially malicious or violent, premeditated, involve weapons, or multiple individuals that gang up to assault another student will be subject to disciplinary measures that could include prolonged suspensions and/or expulsion.

Any deliberate act that causes undue stress, fear, or makes another student uncomfortable and there is a power differential between victim and perpetrator will be considered bullying.. Acts of ridicule, mean spirited teasing, threats, or any other forms of sexual or non-sexual harassment will be subject to severe punishment, which could include prolonged suspensions and or expulsion.

This policy applies to all activities on school property and to all Academy sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including (but not limited to) Board members, parents, guests, contractors, vendors, volunteers, coaches is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a students, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, staff, and volunteers to provide positive examples for student behavior.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, telephone or cell phone, or technological device that is reasonably perceived as being motivated either by any actual perceived characteristic, such as race, color, religion, ancestry, national

origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment, or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any Academy sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct in its intensity or duration, to negatively impact a student's educational, physical, or emotional well-being. Such behavior is including (but not limited to) bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the Academy's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior, should immediately report the situation to any staff member, and fill out the form in the back of the handbook—Appendix A, or on our website and give to the building principal.

Detention:

- It is the responsibility of the student to inform parents of detentions. CCA will expect the student to be the primary line of communication regarding their discipline. Detention will generally be assigned for Wednesday or Thursday following the day the slip was issued to the student. If a student is absent or circumstances don't allow it to be served on the day assigned, the student will be expected to stay for detention the next day he/she returns to school. Parent/Guardians should call the school if there is a reason the detention cannot be served.
- CCA will assign the date that the detention is to be served from 3:15-4:00p.m.
- Students are to come to detention with schoolwork or a book (magazines are not acceptable) and be ready to work.
- Sports practices or games are **not** a valid excuse for missing a detention assignment.
- Failure to serve an assigned detention on the proper date without first getting approval of the principal may result in an **In-School suspension**.

Discipline

The staff of Crossroads Charter Academy uses discipline strategies that help students develop responsibility for their behavior. We teach students to make good decisions and solve problems in safe, respectful ways. If, after trying other methods to help a child correct his/her behavior (i.e. verbal reminder/warning, time out, parent contact, etc.) he/she is still not demonstrating appropriate behavior, a referral is made by staff and given to the Dean of Students.

SNAP Suspension

Michigan Law states that a teacher may suspend a student from the teacher's class, subject, or activity for up to one full school day in accordance with state law and this board policy. If the student engages in any of the following types of conduct during the class, subject or activity:

1. Fighting
2. Blatant, repeated disrespect for the peer group or teacher
3. Possessing, using or under the influence of alcohol or a controlled substance

DEFINITION OF TERMS

Corrective Action Plan – Is a document written by a staff member who specifies what steps will be taken in order to help a student overcome inappropriate behavior. The parent, student, and staff member sign the plan.

Detention – Refers to an after-school discipline period scheduled each week for students who receive three or more discipline slips in any given week, or four slips in two weeks. Discipline will be progressive.

Study Session: Students who are failing a class will be required to attend a study session once a week. Students will be notified on Tuesday each week if they need to serve. Study Sessions will take place during lunch.

In-School Suspension – Refers to an Administrative decision to temporarily remove a student's right to attend class or any school-related activity for a specified period. This suspension is served in school. Schoolwork must be completed while in suspension. Parents/guardians will be notified of the suspension and given the opportunity to discuss the incident.

Out-of-School Suspension – Refers to an Administrative decision to temporarily remove a student's right to attend school or any school-related activity for a specified period. A meeting with parents will be convened to discuss the incident that led to the suspension and to develop a plan of action for the future. Other details related to out-of-school suspensions are the following:

- Students suspended from school are not allowed to visit the school or attend any school-related activities during the period of the suspension. They are not permitted on school premises for any reason, including extra-curricular activities.
- Students **will** receive credit for homework completed while on suspension
- At the discretion of the Administrator, out-of-school suspension reports, conduct reports, and/or corrective action plans can be removed from the student's permanent school file at the end of the school year if that student showed noted improvement in behavior after the disciplinary action was implemented

EXPULSION – Is defined as a decision that can only be made by the Crossroads Charter Academy Board of Directors to suspend a student more than 10 consecutive days.

SEARCH & SEIZURE

The Board of Directors has charged Academy authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, Academy authorities may search school property such as lockers and computers used by students and/or the students' personal property. Examples of students personal property include but are not limited to: vehicles, backpacks, clothing, electronic devices, etc.

Lockable lockers are provided to each student, and gym lockers may be locked with a school-provided padlock or a personal lock. If a personal lock is used, the teacher must be given the combination or extra key to the lock. Locks that are not accessible by school staff may be cut off or otherwise removed, if necessary.

**Crossroads Charter Academy
DISCIPLINE CHART**

BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Possession of a weapon (Guns, Knives, etc.)	1 to 10 day OSS with possible recommendation for expulsion, police referral, and parent conference.	5 to 10 day OSS with possible recommendation for expulsion, police referral, and parent conference.	10 day OSS with possible recommendation for expulsion, police referral, and parent conference.
Sexual misconduct on school grounds or at a school function/Criminal Misconduct (CSC will follow permanent state mandated expulsion laws).	5 to 10 days OSS with possible recommendation for expulsion, police referral, and parent conference.	X	X
Physical battery of a person	5 to 10 day OSS with possible recommendation for expulsion, possible police referral, and parent conference.	10 day OSS with recommendation for expulsion, possible police referral, and parent conference.	X
Fight	1 to 10 days ISS/OSS with possible police referral, possible behavior contract and parent conference	5 to 10 days OSS with possible police referral, possible behavior contract and parent conference	10 days OSS with possible recommendation for expulsion, possible police referral, and parent conference
Instigating a fight	1 to 3 day ISS/OSS	3 to 5 day OSS	5-10 day OSS with possible recommendation for expulsion
Aggressive Behavior	Up to 3 day ISS/OSS with possible recommendation for expulsion, possible behavior contract and parent conference	3 to 5 day OSS with possible recommendation for expulsion, possible behavior contract and parent conference	5 to 10 day OSS with recommendation for expulsion, possible police referral, and parent conference
Threatening or intimidating a staff person	3 to 10 days OSS with possible recommendation for expulsion, possible police referral and parent conference	10 day OSS with recommendation for expulsion, possible police referral and parent conference	X
Threatening or intimidating a student or other member of the district	1 to 3 days OSS	3 to 5 days OSS	Up to 10 days OSS with hearing with Superintendent
Use of drugs/alcohol (use or possession).	5 to 10 day OSS with possible recommendation for expulsion, possible police referral and parent conference	10 day OSS with recommendation for expulsion, possible police referral and parent conference	X
	Pg. 29		

Drug distribution	10 days OSS with recommendation for expulsion, police referral and parent conference	X	X
Use of tobacco (electronic paraphernalia) on school grounds	1 day ISS	3 days OSS	5 days OSS
Theft	1 to 3 days OSS with possible police referral and parent conference	3 to 5 days OSS with possible police referral and parent conference	5 to 10 days OSS with possible police referral and parent conference
Insubordination	Up to 3 days ISS/OSS with parent conference	Up to 5 days OSS with parent conference	Up to 10 days OSS with possible recommendation for expulsion and parent conference
Refusing to accept discipline (Ex: detention, lunch study hall or suspension)	Up to 3 days ISS/OSS	Up to 5 days OSS	Up to 10 days OSS with possible recommendation for expulsion.
Engaging in displays of affection (PDA)	Verbal Warning with student calls home to parent	Detention with parent phone call	Detention or suspension with parent phone call
Profanity, Obscenities, or Offensive Materials/Actions	Detention with possible suspension and confiscation of material	1 to 3 days OSS	Up to 5 days OSS with possible expulsion
Dress Code Violations	Change or call home (must wait in office for change of clothes to come).	Detention	1 day ISS
Harassment and/or bullying. Includes online harassment and bullying.	Up to 5 days OSS with possible recommendation for expulsion and police referral	5 to 10 days OSS with possible recommendation for expulsion and police referral	10 days OSS with possible recommendation for expulsion and police referral
Arson /Purposely setting a fire or explosion	10 days OSS with recommendation for expulsion and police referral	X	X
Cell Phone Violation	Confiscation of cell phone, warning and parent must pick up phone	Confiscation of cell phone, phone held at school for 24 hours and parent must pick up phone after 24 hours	Confiscation of cell phone, phone is held for 5 days and parent must pick up cell phone
Disruption of the educational process	Up to 10 days suspension with possible recommendation for expulsion	1 to 10 days suspension with possible recommendation for expulsion	1 to 10 days suspension with possible recommendation for expulsion

How we dress reflects and affects our view of ourselves. It also has a strong influence on the classroom atmosphere and school climate. CCA students are expected to set a high standard by dressing modestly and respecting themselves and their peers. Parents are expected to use discretion in guiding their children in the matter of dress. We ask parents to assist us in minimizing negative attitudes and promoting the positive qualities of orderliness and respect by making sure clothes and accessories are mended, clean, safe, and worn in such a way as to promote neat and modest appearance.

Our dress code policy is designed to assist the parents by setting school standards of dress and appearance. All students and parents should consider this before enrolling at Crossroads Charter Academy. Students who willfully do not adhere to the rules are subject to suspension or expulsion.

Students arriving at CCA out of compliance with this policy will not be allowed in class until they are properly attired. Parents may be asked to either bring clothing, or to pick up their child. This policy will be enforced and we ask that you assist your student(s) in complying with CCA's Dress Code.

Exceptions: In order to adequately accommodate a student with physical limitations or medical needs, it may be necessary to exempt that student from certain aspects of the uniform policy. Parents are asked to advise their child's teachers and the building principal of accommodations that must be made.

The standard dress code policy applies to all students in grades seven through twelve. All students are expected to be in a CCA shirt/sweatshirt with an approved CCA logo prominently displayed on the chest. Students may wear approved items as described below or purchase additional shirt options and colors available through local merchants. Following is the detailed Middle School/High School dress code:

1. Approved long or short-sleeved polo shirts, plain or hooded sweatshirts, crew neck tee shirts, Henley shirts. **No V-Neck shirts are allowed. Shirt necklines must be as high as the collar bone. Shirt logos must include lettering with the school's name and may include a school appropriate design displayed on the upper chest area of the shirt.**
2. If a vest is worn, it must have the CCA logo prominently displayed, and must be worn over a plain, solid color shirt.
3. Properly fitting dress pants, khakis, chinos, or jeans. Pants are to be worn at the waist. Sagging and holes are prohibited.
4. Uniform sweat shirts with zippers or uniform vests with zippers may be worn to school as long as an approved uniform shirt with the school's logo is worn underneath.
5. No sweatpants or gym shorts will be allowed as part of the uniform.
6. No non-CCA logo sweatshirts, jackets, etc. will be allowed.
7. No hats or coats worn in school from 7:45 AM to 3:00 PM.
8. All shorts and skirts must be **extend to the top of the knee or longer**. Staff reserves the right to determine whether they are appropriate.
9. Students may wear their team's athletic jersey/shirt on game days only. No other part of the uniform is to be worn during the school day. Athletic shirts must follow the conditions for a CCA logo.
10. Leggings must be covered to knee length by skirt, jumper or similar clothing apparel. Shorts and skirts must reach the knee. No sweats, wind pants or gym shorts. No spandex.
11. Students are expected to be in uniform while on school trips, unless the sponsoring staff member has specifically asked for and received permission from the principal to allow alternative attire that is school appropriate and clearly defined.

Gym clothing should be as follows:

1. T-shirt, full length (plain or school approved; no tank tops or midriffs)
2. Shorts: Gym shorts should have an inseam of at least 4".

3. If a student chooses to wear a skirt on gym day, s/he must wear shorts or

pants underneath during gym activities.

4. **Gym Shoes:** A separate pair of tennis shoes/sneakers will be required for all students. These are a gym uniform requirement. They may be brought and left at school to change into for all gym class participation, sports practices, and games.
5. No spandex or yoga pants allowed unless covered with appropriate shorts.

Discipline will be issued for non-compliances with the Dress Code. Multiple infractions may result in suspension.

DRIVING

- All students are **required** to register their automobile with the office and obtain a parking permit.
- The initial permit is **free** of charge. If the permit is lost, a replacement can be purchased for \$5.
- All students are to park in the lot behind the High School, but not in the first row closest to the school building. Students may not park in either of the upper parking lots during the school day.

Career Center Driving:

- Driving to the Career Center is **prohibited**. If special circumstances require that students drive, then a form will be made available in the MS/HS main office. The High School Principal will determine if the situation warrants the necessity to drive individually. Exceptions will be **extremely rare**, and this policy will be strictly enforced. There are numerous safety and legal liability concerns that are avoided by the implementation of this policy.
- If an exception is approved, at no time will non-family members be allowed to ride with another student.
- Violation of this policy will constitute stiff penalties to be determined by the Administration.

Parking Policy

Students who have obtained a valid Michigan Drivers License will be permitted to drive to school and park their vehicles based on the following policies and procedures:

1. Student and parent/guardians must complete and sign the "Student Parking Permit Agreement" (available in the CCA High School office).
2. Students will be required to have a "Student Parking Pass," which will allow them to park in the CCA MS/HS south parking area. The parking pass may not be borrowed by other students or used on any other vehicle. Space is limited, so passes will be issued to students in the highest grade level first.

This Policy will be enforced--students driving to school must have a parking pass!

3. Day Passes: In situations where a student may need to drive to school only for a day, i.e. doctor appointments, family business, etc., students and parent may fill out the Student Parking Permit Agreement. Administration will determine if a day pass will be issued.
4. Passengers: Only passengers specifically named on the "Student Parking Permit Agreement" will be allowed to ride with the student-driver. If a change in passengers is necessary, parents must contact the school and give written approval of the change in passengers. If any violation to this rule is made, the parking pass will be immediately revoked.
5. If a family vehicle change is made permanent or temporary, the pass may be used with administrative notice and approval.
6. Students violating the Student Parking Permit Agreement will have their parking pass revoked.
7. Students who skip class by using their car will have their parking pass revoked.
8. CCA assumes no liability or responsibility for passengers or drivers.
9. CCA administration reserves the express right to revoke a Student Parking Pass at any time. Reckless driving is not tolerated and will result in the Student Parking Pass being revoked.

All students will use the south parking lot by the gym.

CCA HS Dual Enrollment: The purpose of the Dual Enrollment program is to provide educational opportunities to currently enrolled high school students who are academically talented and motivated. Students may take one to three courses each semester. Credits earned may be applied toward a degree at any other college or university after high school graduation. Dual Enrollment is open to CCA high school students who meet the following requirements:

- Student must pass one of the following with the Minimum Dual Enrollment Qualifying Score: MME, ACT, PLAN, SAT, OR PSAT
- Must meet the college/university G.P.A. requirement, if applicable.
- Must be enrolled in grades 9th-12th
- Must have recommendation of guidance office to take the courses
- May not take classes in the future if an "F" is received for final grade

Students must understand the following as their obligation to attend Dual Enrolled classes:

- Attend all classes and provide own transportation.
- Pay for the cost of books required in the class.
- Attend the college course as scheduled.
- Receive permission from the High School Principal or Student Services Coordinator to change their schedule.
- Reimburse Crossroads Charter Academy for the full amount of tuition if you drop the class after the full reimbursement drop date or fail the class.
- Keep the high school office aware of their schedule and any changes made, so that CCA knows where the student is at all times.
- Have parents sign the correct forms in the high school office stating that they are in agreement with their student attending Dual Enrolled Courses.

GRADUATION POLICY

To receive a Michigan Merit Diploma from Crossroads Charter Academy, students must meet all of the criteria of the Michigan Merit Curriculum and CCA's own requirements.

Diplomas are earned by completing graduation requirements, but participating in a graduation ceremony hosted by the school is a privilege, and it is optional. The commencement ceremony is not a graduation requirement. Students are encouraged to participate in the ceremony to celebrate the successful completion of their high school careers, but they must meet the criteria for participation as determined by the high school administration. In addition to meeting the criteria for satisfying course requirements, students will be expected to maintain standards as it relates to behavior and attire for the formal commencement ceremony. Students must purchase new graduation attire (caps, gowns and tassels) via the ordering process used by the school-approved supplier in order to participate in graduation, and orders must be paid for in full before graduation items will be released. Students who cannot comply with the expectations regarding behavior and attire and do not intend to participate in graduation should inform the high school principal in advance so other arrangements can be made to award the diploma that has been earned.

Required Curriculum:

Mathematics – 4 Credits

Required: Algebra I, Geometry, Algebra II, and 1 math elective, a math class must be taken in the senior year

English Language Arts – 4 Credits

Required: English 9, English 10, English 11, and English 12

Science – 3 Credits

Required: Biology, Concepts in Chemistry, Concepts in Physics

Required: .5 Credit in Economics and .5 Credit in Government, 1 Credit in World History and 1 Credit in U.S. History

Physical Education and Health – 1.5 Credit

Required: 1 Credit in Physical Education and .5 Credit in Health

Visual, Performing and Applied Arts – 1 Credit

Online Learning Experience

Required Course: .5 Credit in Online Learning (SAT Prep meets this requirement)

Foreign Language: 2 Credits of the same language

On-Line Credit Recovery

Students that fail required core classes may be permitted to take equivalencies online with the approval of the principal. A core class is defined as being a required math, science, language arts, or social studies course.

Personal Curriculum

The parent or legal guardian of a student at Crossroads has the right to request a personal curriculum. The personal curriculum will be developed by a group of individuals that includes a teacher or guidance counselor. The developed personal curriculum needs to be agreed upon by the parent or legal guardian and the superintendent or school designee before taking effect.

Credits Required for Graduation: 22 Credits

Community Service

Community Service is a required component of the educational experience at Crossroads Charter Academy. Students may begin earning Community Service hours the summer after successfully completing 8th Grade. Hours may accrue throughout the summer and school year, but must be turned in within 90 days of the date of service in order to count towards the required hours (summer hours must be turned in within 30 days of the start of the school year).

Community service hours (50 total throughout a student’s high school career) will be earned as follows:

- Freshman: 10 Hours
- Sophomore: 10 Hours
- Junior: 15 Hours
- Senior: 15 Hours

For students transferring to CCA, the amount of time expected will be pro-rated as follows:

- Entering in Grade 10: Complete 40 hours by graduation
- Entering in Grade 11: Complete 30 hours by graduation
- Entering in Grade 12: Complete 15 hours by graduation

When there are extenuating circumstances that impact the student’s ability to reasonably satisfy the community service requirement, the principal may waive or adjust the requirement on a case-by-case basis.

Community Service can be defined as a voluntary (non-paid) action that benefits the community (food drives, nursery service at a local church, Salvation Army bell ringer, etc.) while not directly benefiting the individual or their family (mowing grandpa’s lawn, babysitting a sibling, etc.). It is the responsibility of the parent/guardian to determine if an organization or service opportunity is appropriate and safe for their child. Please contact the school in advance of the service event if there is any uncertainty about whether the service hours meet the requirements. The Principal and/or Student Services Coordinator will make

the final determination of qualifying hours and have the right to decline service hours as unacceptable.

Community Service hours will only count towards the required hours if they occur outside of the normal school hours of 7:45a.m. – 3:00p.m., with no exceptions. Community Service cannot be tied to any class for which the student is earning credit, and participating in a club and its activities do not count toward community service.

GRADUATION EARLY POLICY

Crossroads Charter Academy Board of Directors established the following early graduation policy for its students.

1. Successful completion of required credits for graduation.
2. Have defined an acceptable alternative to high school (job, college, family need, marriage, children (pregnant), military, etc.).
3. Written application must be made by January of the junior year.
4. A one-page letter telling why the student needs to graduate early.
5. Conference with the high school guidance counselor.
6. Two letters of recommendation presented to a meeting with a faculty committee (Principal, Guidance Counselor, recommending Teacher, and Parent).
7. Present recommendation to school board.

Final approval will be made by the Superintendent, after steps 6 and 7 are completed. CCA Board reserves the right to make recommendations to the Superintendent.

HOMEWORK

At Crossroads Charter Academy, we believe that homework is an integral part of the education process. Teachers often give assignments consisting of reading, problem solving, or writing that the students start in class but usually have to finish at home. Ideally, the purpose of homework is to help what was taught in class or prepare students for the material that will be discussed the next day. Homework will always have a specific learning goal and is not simply “busy work”. Believing in the value of homework, CCA requires that homework be done and will provide students with the opportunity to accomplish it during extra time at school if it does not get done outside of normal school hours. Requests for homework for absent students should be called in to the office no later than 11:00a.m. Parents may also email teachers directly with homework inquiries. If you know ahead of time that your child is going to be gone for more than a day or two, please request homework in advance as much as possible so teachers have time to compile the assignments.

OUT OF UNIFORM DAYS

Out-of-uniform days are scheduled occasionally and provide a source of funding for school-related activities, projects, athletics, etc. Participation in an out-of-uniform day is not mandatory. But if a student chooses to participate s/he must pay the fee that has been determined by the class or group sponsoring the event, i.e. one dollar for a non-uniform shirt, two dollars for both a hat and a shirt, etc.

PERSONAL ITEMS & ELECTRONIC DEVICES

Because we do not accept responsibility for students’ personal items, we encourage them to leave at home those belongings that are not necessary for their education. Any other personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office until parents retrieve them. CCA does not assume responsibility for any lost or stolen items (this includes all personal belongings, clothing, jewelry, money, electronics, etc.). Considering the cost and problems associated with many digital devices, CCA strongly recommends that these items be left at home.

MS/HS Cameras and Cell Phones: Camera phones, digital cameras, and video cameras are strictly prohibited during normal school hours unless a school staff member, for the purposes of academics or other school related issue, grants prior approval. Students filming or taking pictures during the school day without permission may have their camera(s) confiscated.

Students are not permitted to carry or possess a cell phone during the school day. If your child brings a cell phone to school, it must be off and in their locker until school is dismissed or it may be confiscated for the day. Students caught in violation of this policy will be subject to discipline as determined by administrative staff. The first violation will result in CCA holding the phone until a parent/guardian picks up the phone. Further violations will result in more serious consequences, including the possibility of suspension or confiscation of the item for more than a day.

PUBLIC DISPLAY OF AFFECTION “PDA” POLICY

It is the position and expectation of CCA that all students will demonstrate respect for one another in all manners of interaction. Crossroads is an educational institution, existing for the purpose of teaching, modeling, and preparing students for success in adulthood. Respect of others and CCA policy is foundational to an effective learning community. Displays of affectionate behavior such as: kissing, lap sitting, and embracing/hugging are strictly prohibited by CCA. Holding hands—one hand to one hand will be allowed. CCA Staff reserves the right to determine if students are in violation of this policy. Students are expected to adhere to this policy in all CCA functions and on all school grounds including the elementary building and grounds. Students in violation of this policy are subject to the CCA Disciplinary Policy.

REPORT CARDS AND GRADING

Report cards are issued at the end of each semester. The final report card is issued at the end of the school year to parents only, and after all obligations and fines for the student have been paid.

Parents also receive mid-term progress reports at the halfway point of each semester marking period.

Middle School/High School Grading Scale

Percentage	Grade	GPA Pts.	Percentage	Grade	GPA Pts.	Percentage	Grade	GPA Pts.
100-95	A	4.0	82-80	B-	2.7	69-67	D+	1.3
94-90	A-	3.7	79-77	C+	2.3	66-63	D	1.0
89-87	B+	3.3	76-73	C	2.0	62-60	D-	.7
86-83	B	3.0	72-70	C-	1.7	59-0	F	.0

Honor Roll

Honor Roll is determined by the student's GPA as follows:

- High Honors: 3.50-4.00
- Honors: 3.00-3.49

Middle School students who earn all A’s or B’s for semester grades will be included on the honor roll. Students who receive credit only for any core class will be exempt from the honor roll. Students who receive a D or F will not be eligible for the CCA Honor Roll.

SCHEDULE CHANGES

Schedule changes (adds and drops) will only take place within the first two weeks of a course. The change must be shared between the student, parent, instructor of the course and the principal. It should be noted that the school also reserves the right to adjust student schedules dependent upon course availability and the need to balance the number of students in a particular course.

STUDENT COUNCIL

CCA has a 7th-12th Grade Student Council. Student council members are elected by their peers and supervised by CCA staff members.

STUDENT GROUPS AND ACTIVITIES

No outside speakers will be permitted to come into the school building and take part in a student-led group during the school day without school approval.

STUDENT PLANNERS

All 7th – 12th grade students will be provided with a planner. The planners will be used to gain organizational and time management skills, and will be monitored by staff to insure that they are being used properly.

TESTING OUT

Michigan law requires that students be given the opportunity to test out of any of the core required Michigan Merit Curriculum classes. These tests are given once a year during the week prior to the start of school. A written request must be made to the high school office at least three weeks prior to the start of school.

"RULES OF ENGAGEMENT"

CCA Student/Parent Agreement for 7th-12th

I have read and agree with CCA's Mission, Vision and Core Value Statements as presented in the Student/Parent Handbook. I have read the following "Rules of Engagement" and therefore, agree to become a CCA Student by signing the Agreement form.

- CCA will do everything in its ability to provide a safe learning environment.
- CCA will provide opportunities for the success of all of its students.
- I agree that the administrators, teachers and staff are to be treated with respect as the authority over me while at school and CCA sponsored events.
- I am part of the CCA family. I will treat others with kindness, respect, and consideration; realizing we are all unique; no two of us alike.
- I have the responsibility to refrain from physically or emotionally harming others.
- I will listen to others and share opinions respectfully.
- I will be responsible to avoid interrupting or disturbing others around me.
- I will respect the property of CCA and of all others; using it carefully and properly.
- I will respect our CCA facilities by picking up after myself and taking pride in my school.
- I will be helpful, considerate, and cooperative with other students who may need help or assistance.
- I will answer when spoken to by adults at CCA; learning how to engage in conversation preparing me for my successful future.
- I will accept responsibility for all of my actions; therefore, striving to be the best I can be.
- I will be a person of my word. What I promise, I will do, fulfilling the trust other people place in me.
- I will complete projects and assignments given for the courses I study.
- I will strive for excellence in all of my work; to be the best that I can be.
- I will respect and cheer the achievements of my fellow students.
- I will follow the directions and recommendations given to me to help me improve both academically and as a person.
- I will learn to discipline myself, recognizing that long-term achievement is more important than short-term pleasure.
- I will not use any substance that will destroy or threaten my health, or undermine my dignity and integrity.
- I will respect the authority of my parents and teachers. I recognize their authority is established for my welfare; teaching and training me to be a responsible citizen and leader in my community some day.
- I will work together with others and personally, to be involved with improving my community and the world.

APPENDI X A

REPORTING OF POSSIBLE BULLYING FORM

Name of Reporter or Victim: _____

Where did the incident(s) occur? _____

At what time? _____

Who observed the incident(s)? _____

What was the nature of the incident? What exactly happened?

Use the back of this sheet or more paper if needed for incident explanation.

Other information you feel is relevant to the incident or person(s) involved?

Print Your Name _____ Date _____ Time

Signature _____ Date _____ Time

Turned in to School Official:

School Official Signature of Receipt _____ Date _____ Time

APPENDIX B

STUDENT TECHNOLOGY ACCEPTABLE USE
AND SAFETY AGREEMENT

To access and use Academy Technology Resources (see definition in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of Academy Technology Resources is a privilege, not a right. The Board of Director's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using Academy Technology resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using Academy Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Please complete the following information:

Student User's Full Name (please print): _____

School: _____ Grade: _____

Parent/Guardian's Name _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the board (or any of its staff, administrators or officers) responsible for materials my child may acquire or come in contact with while on the in Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

Please check each that applies:

- I give permission for the board to issue an e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: _____

Date: _____

Student

I have read and agree to abide by the student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of Academy Technology Resources, I agree to communicate over the Internet and through the Technology resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's

Signature: _____

Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke, or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and Related Guidelines, and take such other disciplinary action as is appropriate pursuant to the student Code of conduct.

APPENDIX C

Dear Parent:

Your child has been sent home today because s/he was found to have head lice. This is an easily-treated condition that is generally not associated with any serious complications but is highly contagious.

To prevent the spread of head lice, it is important to treat your child today after school. We have included a document that provides you with information on how to treat head lice as well as information on when your child may return to school. Form 8450A F1. Also, remember to check everyone in the household and treat anyone that has live head lice or nits within one quarter (1/4) inch of the scalp. You should check your student and others in the household for two (2) to three (3) weeks following any treatment. A second treatment may be required seven (7) to (10) days after the first treatment to kill any lice that may have hatched after the first treatment.

Head lice are usually transmitted through:

- A. close personal contact with another person who is infested with the lice or through the use of shared combs, brushes, and other grooming aids, or
- B. sharing caps, hats, or coats or co-mingling of such items at homes of friends, at school or church, or at other places.

Many parents have the impression that a person becomes infested with head lice because s/he is unclean. This is NOT TRUE. Frequent bathing neither prevents head lice nor eliminates the infestation.

Head lice are elongated insects about (--) long and range in color from red to brown, yellow, tan, gray, white or black. They do not have wings nor can they jump. They do move very quickly which can make it difficult to find in a child's hair. Because they can be so hard to see, the diagnosis of head lice is often made by examining the scalp for NITS. A nit is the louse egg. It is tear-shaped, about (/) in size, and varies in color from white to yellowish-brown. Head lice attach each nit to a hair shaft in a water-proof, cement-like substance. This means they cannot be washed or brushed out of the hair or scalp like dandruff and other such particles that sometimes look like nits to the naked eye. Clusters of nits may be found in any section of the hair so a careful examination should be made of the entire scalp. Combing the hair when wet with a lice comb is a good way to find evidence of lice and removed nits;.

Please carefully review Form 8450A F1, which describes the necessary treatment. We have also enclosed a treatment verification form which must be completed and returned with your child to the school office. Your child's hair will be re-examined by designated school personnel prior to returning to class. If you have any questions, please call the school office as soon as possible. You may wish to consult with your physician or the local health department concerning the treatment.

Thank you for your attention to this matter.

Sincerely,

School Leader

TREATMENT OF HEAD LICE

The following is a suggested procedure you may wish to confirm with your physician or local health department prior to use.

A. *Treatment of the Child*

1. Choose an appropriate head louse treatment. There are medicated liquids (pediculicides) available for head lice available by prescription only. There is no published evidence to indicate that one (1) product is superior to the others. Parents need to consult their physician regarding such products. Many of these shampoos are insecticides and should be used with caution, especially on children and by pregnant or nursing women. If your child has allergies or asthma, please consult with his/her physician. Head louse treatments may be found at area drug stores or grocery stores. Prescription treatments are also available from your physician or local health department.
2. Remove all your child's clothing and place him/her in a bath or shower stall and place the clothing in a plastic bag.
3. Apply head louse treatment according to your physician's instructions or label instructions provided by the drug manufacturer. It is very important that you follow the label instructions on the product exactly. If the package directions indicate, apply a second treatment ten (10) days later to kill lice that hatch after the initial treatment. If the label does not provide for a second treatment, repeat the treatment nine (9) days following the initial treatment if live lice or nits within one quarter (1/4) inch of the scalp are found. **Do not over apply.**

Malathion (Ovide) should be used with extreme caution and Lindane is not recommended by the Michigan Department of Public Health.

Never use any volatile, synthetic pyrethroid or lindane or Malathion shampoos on your child.

4. Do not apply any household insecticide or other chemicals not specifically labeled for treating head lice on people. Toxic or flammable substances, particularly when used with hair dryers, may cause injuries or death. Because it is easy to burn the hair and the scalp, this method should not be used.
5. Have your child put on clean clothing after treatment.
6. All family members and close friends of your child should be examined. Family members who have evidence of infestation (crawling forms or nits within a quarter (1/4) inch of the scalp) should be treated. Anyone who shares a bed with a known infested child should be treated, whether or not there is evidence of infestation at the time of the examination.

B. *Decontamination of Personal Articles and Environment*

Since heat is lethal to lice and their eggs, many personal articles can be disinfected by machine washing in hot water and/or drying using the hot cycle of the dryer. Eggs are killed in five (5) minutes at 51.5 °C/125° F, and crawling forms succumb to slightly lower temperatures. Home hot water heaters keep water at about 60°C/140°F when the heat selector is set on medium or high. However, some water heaters are not able to sustain the 60°C/140°F water temperature when several loads of laundry are processed one after the other or when other

demands for hot water (bathing) are made simultaneously. To maintain the water at 60°C/140°F or higher, allow time between loads of laundry or baths for the water heater to regain its maximum water temperature. If total reliance is placed in the clothes dryer for disinfestation, dry articles for at least thirty (30) minutes at the high heat setting. Some non-washable articles may be disinfested in the dryer provided that the heat will not harm them.

1. Machine-wash-all washable clothing and bed linens that have been in contact with your child within the previous three (3) days.
2. Personal articles of clothing or bedding that cannot be washed or dried may be dry cleaned or simply left in a plastic bag and sealed for a period of two (2) weeks.
3. Combs, brushes, and similar items can be disinfested by soaking them in one of the pediculicide liquids for one (1) hour or by soaking them in a pan of water heated on the stove to about 150°F for five (5) – ten (10) minutes (caution: heat may damage some combs and brushes).
4. Floors, carpets, upholstered furniture, pillows and mattresses should be vacuumed to pick up any hairs that may have living lice or nits attached.
5. Using household insecticides to treat the home, vehicles, carpets or furniture will unnecessarily expose your household to harmful chemicals. Consult with your doctor or the public health department for recommended treatments to disinfect these areas.

C. *Notification of Other Parents*

Parents of your child's closest friend(s) should be notified that their child may also be infested since the children play together. This is particularly important if the children have had head to head contact, such as if they slept together or participated in activities involving frequent body contact such as wrestling, ballet classes, football, etc.

D. *Returning to School*

Your child may return to School when you complete Form 8450A F1 when you complete Form 8450A F1 and it is confirmed that the child is free of any nits.

For detailed information on treatment on head lice, see the Michigan Lice Head Manual, a comprehensive guide to identify, treat, manage and prevent head lice, August 2013, at:

http://www.michigan.gov/documents/Final_Michigan_Lice_Manual_106828_7.pdf

AUTHORIZATION FOR THE POSSESSION AND USE OF ASTHMA INHALERS, EPI-PENS
OR PRESCRIBED EMERGENCY MEDICATION

This form must be provided to the School Leader assigned to the building the student attends.
Appropriate school staff should be notified.

Student Name: _____ Date: _____
Address: _____

Authorization is hereby given for the student named above to:

- receive the prescribed medication indicated from the designated school personnel
- self-administer the prescribed medication as permitted by law.

Medication Name: _____

Dosage: _____

Date the administration is to begin: _____ Date the administration is to cease: _____

Adverse reactions that should be reported to the physician: _____

Adverse reactions for unauthorized user: _____

Procedure to follow in the event that medication does not produce the expected relief from student's
asthma attack/**allergic reaction**: _____

Other special instructions: _____

Any additional information required should be attached to this form.

Physician and parent/guardian names, signature, and emergency phone numbers are required.

Physician Name: _____ Phone: _____

Signature: _____ Date: _____

Parent/Guardian Name: _____ Home Phone: _____
Work Phone: _____
Cell Phone: _____

Signature: _____ Date: _____

Received By: _____ Date: _____

School Leader

APPENDIX E

AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE PRESCRIBED MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETED.

_____ Name of Student	_____ Address
_____ School	_____ Grade

- A. I am requesting permission for my child named above to: (Check all that apply)
- _____ use or receive prescribed medication
- _____ receive prescribed treatment
- _____ self-administer prescribed medication(s) in my presence or that of an authorized staff member.
- in accordance with the Doctor's prescription.
- B. I will assume responsibility for safe delivery of the medication to school.
- C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.
- D. I release and agree to hold the board of directors, its officials, and its staff harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

_____ Signature of Parent	_____ Date
_____ Home Telephone	_____ Work Telephone
_____ Physician's Name Printed	_____ Physician's Telephone #
_____ Physician's Signature	

AUTHORIZATION FOR STAFF

The following staff members are authorized to administer the above-prescribed medication(s) treatment(s):

Principal

PHYSICIAN STATEMENT

To the Physician:

The School requires that all of the following information be provided before it will administer medication or treatment to the student.

Name of Student

Address

School

Class/Grade

I have prescribed the following medication _____

Beginning Date: _____ Ending Date: _____

Dosage, instructions, or precautions: _____

Report the following side effects to my office immediately:

Physician's Signature: _____ Telephone: _____

Printed/Typed Name: _____ Date: _____

APPENDIX F

VISITS TO THE SCHOOL

- A. Persons wishing to visit the School are to make arrangements in advance through the school office. Any person who comes onto School property without registering at the office is trespassing and may be reported to the authorities.
- B. No visitor may see a student in school unless it is with the specific approval of the principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the School with anyone who is not clearly identified as his/her parent or an appropriately-authorized person.
- C. Students may not bring guests to School unless permission to do so has been granted by the principal.
- D. No staff member is allowed to transact business with a visitor who has not duly registered at the School office and received authorization to be present for the purpose of conducting business.

Classroom Visitations

Because classroom visitations can be distracting to the students, it has been necessary to establish the following guidelines:

- A. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation.
- B. Visitations will not be allowed during examinations and independent study periods.
- C. A visitation should be no longer than _____ minutes or _____ class periods.
- D. The number of visitors at any one (1) time should not exceed _____ parents.
- E. The frequency of visits for any student's parents should be no more than _____ every _____ weeks and the aggregate number of visits per week should not exceed _____.
- F. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- G. Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always be immediately available during the visitation.
- H. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- I. Use of audio or visual equipment to record classroom activities must be approved by the principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.

**STUDENT HANDBOOK
SIGNATURE PAGE
for
Elementary Parents & Guardians**

**Please sign this page to verify
that you have received and read the
2018-2019
PARENT/STUDENT HANDBOOK**

**Signing this page will allow your students to use
the Technology/Internet at CCA providing their
agreement is on file in the school offices.**

Print Student Names: _____

Parent Signature: _____

Return this form to the Elementary School Office!