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# ***Welcome Letter***

Dear CRCS Families,

It is with great joy that I welcome you to CrossRoads Community School. What a tremendous privilege it is to partner with you in the education of your children! This unique venture is an exciting experience for all of us.

It is my belief that God has handpicked the CRCS School Board, staff, and families who are involved in this innovative approach to education. I am committed to working with you and look forward to a wonderful school year.

Communication is an essential part of successful teamwork. Please feel free to call me any time with questions, concerns, or comments. Thank you for standing with me in prayer for CrossRoads Community School.

Expectant with Joyful Hope!

Barbara Cummings  
Principal

# ***CrossRoads Community School***

CrossRoads Community School is a non-denominational school that offers classes for grades K – 8 and utilizes a unique combination of classroom and home instruction. Families partner with teachers to provide students with academic and spiritual growth. Teachers introduce new concepts in the classroom setting on Tuesday, Thursday and Friday each week, while take-home work is facilitated by parents on Monday and Wednesday. This unique educational model helps to promote a family-friendly environment where an extraordinary and loving community of students, parents, teachers and administrators is assembled.

## ***Mission Statement***

It is our commitment to partner with families to equip their children – spiritually, academically, physically, and emotionally – so that they may impact their community and world for Christ.

## ***Statement of Faith***

### **We believe:**

- In one God - the Father, Son, and Holy Spirit
- That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living
- That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin
- That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ
- That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers
- That our Lord will return, the dead will be raised, and the final judgment will take place.

## ***Philosophy of Education***

The CrossRoads Community School foundational philosophy of education:

- Teaches a biblical view (see Statement of Faith)
- Teaches everything in light and through the filter of Scripture
- Upholds the behavioral and character standards of a godly home
- Respects the parents' role as the God-ordained trainers of their children
- Provides godly role models whose lives are strong in character and personal discipline.

## ***CRCS School Board***

The members of the CrossRoads Community School Board are as follows:

Matt McCarville, Chairman

Mark Carlson, Treasurer

Kristy Smith, Secretary, Marketing

Cassie Pewitt, Community Committee

Barbara Cummings, Principal

Troy Reynolds, Community Committee

Joey Hamby, Operations Committee

Tambra Stuber, Finances

Kimberly Perkins, Assistant Principal

# **CRCS Staff**

CRCS Staff for the 2010 - 2011 school year:

Barbara Cummings	Principal
Kimberly Perkins	Assistant Principal
Amanda Johnson	Office Manager
Kindergarten	Marcia Shelberg
1 <sup>st</sup> Grade	Deb Gorla
2 <sup>nd</sup> Grade	Trinka Henderson
3 <sup>rd</sup> /4 <sup>th</sup> Grades	Angie Gillette
5 <sup>th</sup> Grade	Kathy Moll
6 <sup>th</sup> Grade	Andrea Triano
7 <sup>th</sup> /8 <sup>th</sup> Grades	Cheri Graham
Music (Grades 1 – 4)	Liz Griggs
Art (Grades 5-8)	Sherry McCarville
Spanish (Gr. 5-8)	Margie Glenn
P.E. (Grades 1 – 8)	Lance McClure

## **Partnership With Parents**

As your partner, we promise to....

*Pray for you and your child regularly.*

*Add value to your parental leadership.*

*Recognize that we serve a common goal.*

*Teach to a high academic standard.*

*Never take for granted the trust you place in us.*

*Embody excellence in everything we do.*

*Respect and honor your child's uniqueness.*

*CrossRoads Community School Staff*



## ***Admissions Requirements***

The school is open to all children regardless of race, color, gender, or national or ethnic origin. Neither students nor parents are required to sign a Christian statement of faith. However, families must understand the purpose of the school (as defined in the Mission Statement) and the fact that the curriculum and programming of the school will be decidedly Christian in nature. It is our heartfelt desire that every student and family member associated with CRCS come to know Jesus Christ as their Lord and Savior, grow deeper in their faith, and live a fulfilled life in the center of God's will.

### **Enrollment**

Enrollment in CRCS is finalized when the following steps have been completed:

- Completion of enrollment packet
- Completion of family meeting and signing of family covenant
- Initial non-refundable tuition payment of \$200.00
- Completion of student file, which includes birth certificate, up-to-date immunization records, health forms

### **Age Requirements**

- Students entering kindergarten must be 5 years old by September 1.
- Students entering first grade must be 6 years old by September 1.  
\***The Administrator, Staff, and CRCS Board must approve any exceptions to this requirement.**

### **Affidavit of Intent**

According to Arizona Revised Statute 15-802, the parent(s) of a child between the age of six and sixteen must choose public, private, charter, or home school for their child's education. If you have chosen the private or home school option, you are required by this state to file an Affidavit of Intent with the Maricopa County School Superintendent stating that your child is not enrolled in a public school. This affidavit must be filed with the county school superintendent within thirty days from the time your child begins school. CRCS will provide the necessary affidavit form, but will not notify the county superintendent's office of your child's enrollment or withdrawal from school. This is strictly the responsibility of the parent.

# **School Week and School Day Schedule**

## **School Week**

- Monday and Wednesday: Student is at home where the parent supervises assignments prepared by the teacher. Parent reviews concepts, but does not generally introduce new concepts. *A key portion of our CRCS Covenant is that a parent is responsible for assuring that the assigned work is completed to the best of their child's ability.*
- Tuesday, Thursday, and Friday: Students attend class conducted by a teacher at CRCS.
- Enrichment Classes include Art, Spanish, Music, and P.E.

## **School Day** (Tuesday, Thursday and Friday)

- School begins at **8:15am.** and ends at **3:15pm.** Kindergarten hours are **8:15am – 12:00 noon.**
- Students are **not** to arrive on the school campus **before 8:00am.**
- Tuesday/Thursday – Upon arrival, students will go directly to their classroom. Class will begin **promptly** at 8:15am. **Please be on time.**
- Friday – Chapel will take place each Friday. Upon arrival, students will leave their backpacks in their classrooms and go directly to the gym. They will sit with their classmates, using inside voices.
- Assignments for sick children should be picked up at school. Please see your child's teacher for details about his/her make-up work.
- Lunch – Lunchtime is from 12:00 – 12:45 for Grades 1 – 8. Students in Grades 1- 4 have lunch recess from 11:40 – 12:00, then eat lunch from 12:00 – 12:25. Students in Grades 5 – 8 will eat lunch from 12:05 – 12:25, then have lunch recess until 12:45. Students will quietly enter the lunchroom, use appropriate table manners, and use inside voices during lunch. When lunch is completed, the “clean-up crew” will help clean up the lunch area.
- Students **MUST** bring a sack lunch or lunch box. There will be **NO** microwave or refrigerator available. Lunches must be adequately packed to remain fresh by lunchtime.
- **Chapel** – Chapel is held weekly. Chapel reinforces the concept of worship that the family has on Sunday and provides inspiration and worship for the entire student body. Speakers include pastors as well as lay persons.

*“Let the Word of Christ richly dwell within you, with all wisdom,  
teaching and admonishing one another with psalms and hymns and spiritual songs,  
singing with thankfulness in your hearts to God.”  
(Colossians 3:16)*

## ***Achievement Testing***

Achievement Testing (Grades 2 – 8) – Math, Language, Reading, Science, Social Studies, and Bible) will be given during the month of April. If test results are not received by the end of the school year, they will be mailed to the parents during the summer.

## ***Field Trips***

All potential school field trip activities must be cleared through the school office, to ensure that the timing does not conflict with school and/or church activities. The content and length of the trip should also be cleared through the office and the CRCS Administrator. This should be done at least **three weeks prior** to the field trip and prior to any information being released to students. Students will wear their CRCS uniform on field trips. Exceptions to the uniform dress code must be cleared through the Administrator.

If the field trip coordinator is a parent, he/she will receive CRCS service hours credit and is responsible for the following. (Chaperones accompanying students on a field trip will not receive family service hours.)

- Securing permission from the school office three weeks prior to the field trip
- Composing and distributing correspondence regarding the field trip (any correspondence should be cleared through the office prior to distribution and should be distributed following office protocol)
- Distributing school permission slips following office protocol and collecting completed permission slips (signed permission slips should be in the possession of the coordinator at the time of the field trip, in case of emergency)
- Collecting any monies that may be necessary
- Securing adequate transportation and/or chaperones for the students and turning in a list of the drivers and/or chaperones to the school office at least **two days** prior to the event. All drivers must provide proof of insurance (\$100,000 - \$300,00, plus the first page of the policy) and a valid driver's license to the CRCS Office
- Planning no more than four field trips per class per year
- The classroom teacher and at least two parents must accompany students on each field trip
- Siblings from a different classroom may not attend a field trip with a brother or sister
- Siblings may not attend any classroom field trips.

## ***STANDARDS OF BEHAVIOR***

*Obey your leaders and submit to their authority.*

*They keep watch over you as men*

*and women who must keep an account.*

*Obey them so that their work will be joy, not a burden,*

*for that would be of no advantage to you.*

*Hebrews 13:17*

It is the expectation that all CRCS students will demonstrate first-time obedience. It is also the expectation that parents hold their children to these standards each time they are on campus; i.e., before/after school, during Meet the Teacher Night, Parent/Teacher Conferences, etc. **Unless otherwise assigned, students should remain with their parents during these times.** CRCS students will uphold the following standards of behavior:

### **Toys (Please note change)**

Students may **not** bring toys, games, stuffed animals, dolls, etc. to school. These items tend to cause distraction during the school day. Exceptions may be made by the teacher for special occasions.

### **Playground Boundaries**

Students will play only in designated areas during recess and must be supervised by an adult. Students **must not play or hide** on the north side of the building, the parking lot, or in the dirt field across from the school. Students may not play near the windows of the CrossRoads Church Worship Center or the gravel in the circle that contains the American flag.

### **Respect**

Students will demonstrate respect for all adults in authority by displaying first-time obedience and maintaining the CRCS Standards of Behavior.

### **“Walking” Areas**

Students will walk at all times in the building – in the halls and on the stairs.

Students will walk to and from the gym for any activity.

Students will walk in the gym during lunch.

Students will walk on all sidewalks.

### **Hats**

Students will not wear any type of hat to school.

(Exception: Special occasions, with special permission).

### **Students Who Make Wise Choices**

Students who make wise choices are displaying Biblical principles and are honoring God.

The following are examples of rewards for students who make wise choices:

Soaring Eagle Awards

Free Homework Pass from classroom teacher

Classroom Awards

Special Privileges

### **Students Who Make Unwise Choices**

Students who choose not to demonstrate first-time obedience will receive one of the following consequences, according to the teacher and/or administrator’s discretion.

## Kindergarten – Grade 2

Reminder  
Time Away  
Lunch (No recess)/Call to Parent

## Grades 3 – 8

Reminder  
Writing Assignment  
Lunch (No recess) /Call to Parent

**Call to Parent** – Parent may be asked to take student home for the remainder of the day or student may be assigned in-school suspension for one day. The misbehavior may result in student being suspended from school at least one day or student may be placed on probation. If behavior does not improve, this may be cause for dismissal from CRCS.

**The following behavior will result in the possibility of behavioral probation, suspension or expulsion.** These behaviors are very serious and will not be tolerated.

Threats of any kind (even in jest)	Vandalism
Fighting	Foul Language
Stealing	Lying
Disrespect to Authority or Property	Cheating

We ask you to work with us to uphold the Standard of Behavior at CrossRoads Community School. Please partner with us to help develop your child's character so that he/she will become the respectful, responsible, well-rounded student that we all desire for those who attend our school.

Thank you for your support in this important area of discipline. We commit to you and your child to consistently implement these Standards of Behavior. We believe that all CrossRoads Community School students are capable of maintaining these standards.

Students at CRCS are expected to exemplify Christ at all times. Students will exhibit the following characteristics:

- Respect Authority
- Respect Others
- Respect Property
- Self Control

Each teacher will implement his/her standard of behavior for the classroom. This plan will be communicated to the parents at the beginning of school.

### **School-wide standards of behavior:**

- Students will be positive, truthful, and edifying with their words
- Students will obey the first time a direction is given
- Students will respect the preciousness of others
- Students will respond to all adults in a respectful manner and are expected to acknowledge that adult by answering him/her politely
- Students will refrain from chewing gum
- Students may bring toys or other play equipment **to be used only** at times approved by the teacher

- Students will use the elevator only if accompanied by an adult or other designated person
- Students will walk at all times on campus. (The playground, grassy field, and gymnasium are exceptions when appropriate.)

**Standards of behavior for the playground:**

- One child on the swing at a time. If others are waiting to swing, the student may count to 100 before his/her turn ends. Students will not use “baby” swings
- Students will refrain from throwing or digging in the wood chips
- Students who are playing tag may only **touch** each other. They will not push, grab, or tackle
- Students will refrain from hanging, climbing, or playing on the fence
- Students will refrain from climbing and/or sitting on top of any playground equipment
- Students will refrain from running up the slides
- Students will refrain from throwing balls over the swings and/or running in the path of the swings.

**Standards of behavior during chapel:**

- All students should have their eyes on the speaker
- Students shall sit with their feet still
- Students shall remain silent unless they are instructed to speak
- Students shall raise their hand when they want to speak and lower it when someone else is speaking
- Students shall not touch, whisper to or in any way communicate with others while chapel is in progress.

**Standards of behavior for Grades 5 – 8 in the Worship Center:**

- Students will walk at all times in the Worship Center
- Students will be only in areas designated for CRCS use
- Students will respect and care for the property in the Worship Center and their classrooms, remembering that this space is shared with adults on non-school days.

**Standards of behavior during lunch:**

- Students will show respect to lunch helpers who are on duty
- Students will always walk in the lunchroom
- Students will use “inside” voices while they are eating
- Students will show respect for the lunch area, leaving it clean
- Students will raise their hands for permission to be excused by an adult
- Students will neither play with nor throw food. Food must be kept in front of the student at all times
- Students will refrain from saving seats at the lunch table.

## ***Student Service Teams***

Each class will be assigned a service at different times during the school year (Lunch Set-Up Team and Clean-Up Team). These teams will provide the students with the opportunity to take ownership of the school and develop a positive work ethic.

## ***Social or Academic Probation***

The administration of CrossRoads Community School reserves the right to place students on social or academic probation status at any time during the school year. This may include the first grading period if there has been a history of a substantial social or academic problem during the previous school year. Substantial social or academic problems include behavior, attitude, dress code, attendance or academic efforts.

Students and parents/guardians should be aware that any excessive problems in the areas of behavior, attitude, dress code or academic efforts could result in the students being asked to withdraw from the school at any time.

This probationary system is meant to focus on improvement toward self-discipline, a changed heart and ultimately a more personal, loving relationship with Christ. The student, the parents, the teacher and the administration will agree upon the plan of improvement during this probationary period.

Each probationary period will last until the end of the current nine-week grading period. At the end of the probationary period, the parents, the student, the teacher and the administrator will be asked to meet again to review the student's progress. At that time, the school will utilize one of the following three options regarding the probationary status of the student.

- If the student is progressing well, the probationary status will be lifted after the interview meeting is completed.
- If minor concerns still exist, the school may require the student to remain on probation for an additional grading period, followed by another evaluation of the student's progress as previously stated.
- If substantial progress is not being made and problems continue to exist in any of the areas listed above, the school will require that the student be withdrawn from the school at that time.

*No discipline seems pleasant at the time, but painful.  
Later on, however, it produces a harvest of righteousness  
and peace for those who have been trained by it.  
Hebrews 12:11*

### ***\*\*\*Issues of Discontent\*\*\****

Issues of discontent are to be handled according to the Matthew 18 Principle. If you have a concern about a teacher or any other situation at CRCS, please follow this principle:

- Speak first to the teacher or person directly involved in the issue
- If the issue is not resolved to your satisfaction, speak to the CRCS Administrator. He/she will schedule a meeting with you and the teacher or person directly involved

- Please refrain from discussing your discontent with other parents or anyone involved in CRCS. This is not Biblical and causes even more discontent.

We are a family and it is our desire to be in unity. **There is a fine line between “discussing” an issue of discontent and gossip.** We all strive to please the Lord and not sow discord, thereby causing unnecessary hurt to someone else.

## ***Attendance***

Due to the limited time our teachers have to teach new concepts, regular attendance during school days is of the utmost importance. **Therefore, we strongly encourage parents to schedule medical, dental, or orthodontic appointments on Mondays and Wednesdays only. Also, when school is in session, family vacations are strongly discouraged. Fall Break, Christmas Break, and Spring Break are on the calendar for these purposes.** Preparing work in advance for the student to complete during his/her absence and/or teaching new concepts to students when they return to school puts an extra burden on our teachers. If a child must be absent for family reasons, his/her assignments must be completed and returned within three school days of the student’s return to school. Any work not completed by this time will receive a zero.

If an absence is absolutely necessary, please notify the school office and teacher as early as possible. Attendance and punctuality are essential in developing successful schoolwork and good character. Absences should be avoided except for illness and emergencies. **In case of illness, students will be given one day per days missed to make up school work.**

All parents are responsible for notifying the school before classes begin on the day when the student will be absent. Please notify by phone, leaving a message at **(480) 722-1445**. A member of the school staff will call parents of any student not accounted for by mid morning.

If a student must leave school before the end of the day, the school office must be notified. **An authorized adult must sign out a student if he/she must leave early.** Students are required to make up any work that is missed.

**Tardy Policy** – We believe that punctuality is a vital life skill and it is our desire to partner with you to build this skill in your child. Since our opening includes pledges, prayer, and important announcements, all students should be in attendance during this time. Out of respect for classmates and teachers and because time is such a precious commodity, we encourage you to **help your child learn the discipline of punctuality.**

**If your child is more than five minutes late, you must sign your student in at the school office stating the reason for the tardiness.** Teachers will require a pass from the office for students who arrive after 8:20am. Excused tardies include medical appointments, illness, etc. Unexcused tardies include oversleeping, running behind, forgotten items, etc. Please allow yourself enough time for travel.

**\*\*\*Please Note: After the third unexcused tardy in a quarter, parents will be notified. Beginning with the fourth unexcused tardy, students will be required to sit out during lunch recess for each additional tardy during that quarter.**

## Dress Code

The purpose of the dress code is to develop a standard that honors our Christian heritage. The dress code also prevents our students from emphasizing external distinctions while helping emphasize internal character attributes. It also helps minimize financial distinctions between students.

*“Let your light so shine before men, that they may see your good works,  
and glorify your Father which is in heaven.”  
(Matthew 5:16)*

**\*\*\*\*\*CRCS Students may not wear “Heelies” or any shoes with wheels attached to the sole of the shoe.**

### Boys

- 1) A clean CRCS polo shirt is to be worn daily, with the exception of designated dress-down days. The shirt may be either tucked in or worn on the outside. However, shirts worn on the outside must be no longer than the top of the leg. **Only a plain white short-sleeved t-shirt may be worn under the uniform shirt.**
- 2) Pants or shorts must be solid tan/khaki in color and may be purchased at **Simply Uniforms (480-275-8202)** or **Educational Outfitters (480-429-5126)**, Tempe, AZ. They should be a fitted style and **worn at the waist**. Cut off, sloppy, or excessively baggy pants and shorts are not allowed.
- 3) Body piercing jewelry is prohibited. However, small chains, bracelets, or necklaces may be worn. The jewelry worn must not include symbols that represent any cult, religion or belief system that is in conflict with Christianity.
- 4) Hairstyles must be neat, clean, and conservative. No tails are allowed. Hair must be cut neatly. Any hairstyle that is a distraction to the education process of CRCS is unacceptable.
- 5) Open back shoes may not be worn (they must have at least a strap in the back). Tennis shoes must be worn on P.E. days. **\*\*\*NEW....** Shoes and socks must be of a single main color that either matches the school uniform colors or be khaki, brown, black or white. Patterned shoes, socks, tights, and leggings are not permitted. Shoes which contain a small logo or adornment of a non-uniform color are allowed as long as the overall appearance is of a permitted color. Shoe laces should not be a distraction, and must be of a single color (no pattern, no neon) which coordinates with the shoe.
- 6) Hats or visors may not be worn at school except for sports or designated special occasions.

### Girls

- 1) A clean CRCS polo shirt is to be worn daily, with the exception of designated dress-down days. The shirt may be either tucked in or worn on the outside. However, shirts worn on the outside must be no longer than the top of the leg but must also be long enough (past the waist) so that no part of the mid-section shows. **Only a plain white short-sleeved or long sleeved t-shirt may be worn under the uniform shirt.**
- 2) Pants, shorts, jumpers, skorts, skirts, or capris may be worn and may be purchased at **Simply Uniforms, (480-275-8202) or Educational Outfitters (480-429-5126)**, Tempe AZ. They must be solid tan/khaki in color (this does not include green khaki). **They may**

**not have stripes, colors, embroidery, etc. on them.** Cut off, sloppy, excessively baggy, **form fitting**, or cargo type pants or shorts are not allowed. **The appropriate length for shorts, skirts, and /or jumpers is no more than 2 inches above the knee.** Girls in Grades K-4 must wear shorts or tights under their skirts or jumpers.

- 3) Conservative jewelry may be worn, but must not include symbols that represent any cult, religion or belief system that is in conflict with Christianity. Body piercing jewelry is prohibited except for earrings worn in the ear.
- 4) Hairstyles must be neat, clean, and conservative. Any hairstyle that is a distraction to the education process at CRCS is unacceptable.
- 5) Open back shoes may not be worn (they must have at least a strap in the back). Tennis shoes must be worn on P.E. days. **\*\*\*New....** Shoes and socks must be of a single main color that either matches the school uniform colors or be khaki, brown, black or white. Patterned shoes, socks, tights, and leggings are not permitted. Shoes which contain a small logo or adornment of a non-uniform color are allowed as long as the overall appearance is of a permitted color. Shoe laces should not be a distraction, and must be of a single color (no pattern, no neon) which coordinates with the shoe.
- 6) Girls in Grades K-6 are not allowed to wear make-up, including eye shadow, lipstick, lip-gloss, colored Chap Stick, etc. Students in Grades 7 and 8 may use makeup with modesty that sets a Christ-like example. All girls may wear nail polish that is conservative and modest.

Students who do not comply with these standards will be sent to the school office in order to contact their parents. **If there is any question in your mind regarding what to wear, the best thing to do is not wear it!**

## ***Dress Code – Winter Attire***

Sweat shirts in royal blue and forest green (Grades K – 6), navy (Grades 7 – 8) are available through the CRCS Office. These may be worn inside during the day. Zippered sweat shirts or sweaters in royal blue and forest green (K – 6), navy (7-8) may be worn inside the classroom. Jackets and sweaters that are not CRCS colors must be removed inside the classroom.

## ***Dress Code – Dress-Down Days***

The last Friday of each month is designated as dress-down day. Students may wear “regular” clothes on these days. Dress for these days must be in accordance with CRCS standard of modesty that exemplifies Christ. Tank tops, spaghetti straps, low-cut, midriff tops, form fitting, etc. are not acceptable. Tops that need to be “tugged” on in order for skin at the waist area not to show are not acceptable. Shirts with any logo or sayings that are offensive to our CRCS standards should not be worn. **Again – if there is any question, do not wear it!**

## ***Dress Code – Eighth Grade Promotion***

Eighth Grade Promotion is a milestone in a student’s life. It is a time of celebration, but also an important occasion that warrants the following dress code. Students must dress with modesty that sets a Christ-like example.

### **Girls:**

Dresses may be sleeveless. Spaghetti straps, halter-tops, low-cut dresses or blouses are not acceptable. In addition, shawls to cover halter-tops, spaghetti straps, or low-cut dresses are not acceptable. Dresses must be at least knee length.

### **Boys:**

Boys must wear dress slacks and a dress shirt with a tie. Dress shoes must be worn. Jeans are not acceptable.

## ***Dress Code – CRCS Swim Parties***

Girls should wear a one-piece swimsuit to any CRCS class swim party. Any two-piece suit must be covered by a colored tee shirt.

## ***Cell Phones/Text Messaging***

**If a student brings a cell phone to school, it must be turned off and placed in the student's backpack during the school day.** Any cell phone being used during the school day will be confiscated.

## ***Boy/Girl Relationships***

Flirtatious behavior or public display of affection is not permitted at school or at any school function. All “boyfriend/girlfriend” type relationships are discouraged.

## ***The Role of the Parents***

### **Academically**

**\*\*\*The partnership between the parents and teachers is what makes CRCS unique. Please note the following very carefully:**

Although teachers will primarily introduce new concepts in the classroom, learning is naturally accomplished in the home. Parents will maintain a role of support, follow-up, and maintenance of what has been introduced conceptually in the class. On the home-based learning days, parents **must** review their child's work. This is **not** a time to send your child off alone to complete his/her work and simply inform you when it is finished. Each teacher will give instructions regarding parent signature, grading homework, etc.

**\*\*\*Neglecting this responsibility will result in a meeting with the teacher, administrator, and member of the CRCS Committee. It may also result in dismissal from the school.**

### **Parent Directed Home-Based-Learning Days**

On the school day following the CRCS Early Dismissal Days, parents will conduct a parent-directed-home-based-learning-day. The CRCS Teachers will present ways to conduct these days, as well as ideas of parent-directed instruction.

## **Classroom Time/CRCS Service Hours**

Per the covenant agreement, parents are required to serve at least 4 hours a month supporting the needs of the teacher (preferably in the classroom) and/or the school in some non-classroom capacity (lunch aid, arrival and dismissal support, publications, sports coordinator, child-care, etc.) Classroom service must be coordinated with the teacher and CRCS service must be coordinated through the office. This service should be scheduled in advance. Parents must document their teacher/CRCS service hours on a log sheet in the school office. The teacher/CRCS service hours will be calculated on a monthly basis. At the end of each month, the service hours will be evaluated. **REMINDER: You have signed a covenant that you will fulfill these service hours. Therefore, you are on your honor to sign the Family Service Hours Book each time you serve. Thank you ahead of time for honoring your covenant with us.**

An ongoing pattern of not fulfilling the family covenant may result in the dismissal of the student from CRCS.

\*\*\*We understand that special circumstances arise occasionally. Please call the CRCS Office so that we can work with you during these times.

## **Outreach**

Each family is required to complete one community outreach project per semester. This outreach must be done as a family. Students will be required to report on their projects when completed. Examples include serving at a homeless shelter, visiting a care center, cleaning the yard of a neighbor who is ill, etc.

## **Textbooks**

Teachers will inspect student books as they are collected at the end of the school year. Each student is expected to care for his/her textbooks in a respectful manner, understanding that the student who uses this book the following year will have a book in good condition. If a textbook is damaged, the student is expected to make restitution to CRCS. **Textbooks may not be checked out during the summer.**

# ***Financial Matters***

## **Tuition**

Tuition for the 2010 - 2011 school year is \$2900.00 for Kindergarten and \$3900.00 for Grades 1-8. **The first tuition payment of \$200.00 must be paid at the time of registration. This payment is non-refundable.** Families will be billed in 10 monthly payments of \$270.00 and/or \$370.00 respectively. Checks should be made payable to CrossRoads Community School or CRCS. A family with more than one child enrolled in CRCS will pay full tuition for the first child, 12% discount for the second child, 16% for the third child, and 20% for any additional siblings.

## **Billing Procedures**

Financial statements will be prepared by the 1<sup>st</sup> school day of each month. Payments will be due on or before the 15<sup>th</sup> day of the same month. A \$20 late fee will be assessed on each student

account if the payment is not received by the 15<sup>th</sup> of the month. Payments may either be made in person in the school office or mailed to the school (must be postmarked by the 15<sup>th</sup>). If school is not in session on the 15<sup>th</sup>, payment may be dropped off at the church office on that day only.

You may be receiving money from a School Tax Organization. However, because of our ongoing expenses, we cannot wait to be paid until your scholarship money is received. If you receive enough money from one of these organizations, we will refund your out-of-pocket payments at the end of the school year.

### **Delinquent Accounts**

When an account is 15 days past due, the bill must be paid or satisfactory arrangements made within 15 days. If financial arrangements are not made within 15 days (30 days total overdue) the student(s) may be dismissed from the school.

### **Returned Checks Policy**

A \$25 fee will be assessed (with the subsequent bill) for a check returned for insufficient funds.

### **Withdrawal Procedures**

If a student is enrolled for the following school year and withdraws on or after August 1, tuition for the month of August must still be paid.

If a student is withdrawn during the school year for any reason, a **two-week advance notice must be given to the school office in writing**. Tuition will be prorated to reflect the actual time in school when advance written notice is received. Otherwise, accounts will be charged for the full monthly billing period. Please note that registration fees are non-refundable once a student has been accepted into the school. If a student is withdrawn from school, registration fees cannot be used as a donation for tax purposes.

### **Refund Policy**

No refund will be made in case of absence from school due to illness, extended vacation, or other reason. School expenses continue whether a student is present or absent.

### **Donations**

All gifts to CRCS are tax deductible. Any financial gifts to the school will be gratefully received and receipts will be given. All checks should be made payable to CrossRoads Community School. Contact the school administration to make a donation of other assets (such as stocks).

### **ACSTO and Other Student Tuition Organization Scholarships**

If you have received a Credit Memo from any Student Tuition Organization Scholarships, you may receive a refund of any unused credit up to the amount paid out of your pocket for the 2009 - 2010 school year. This amount will not be refunded until June, 2010 or upon withdrawal from CRCS.

If your child has received funds from ACSTO, any unused credits will rollover for the following school year or will be returned to ACSTO (if student is withdrawn). ACSTO will hold your

funds for a specified time if your child withdraws from CRCS. Please check with them for details. Please be sure to notify ACSTO in writing if your child is transferring to another Christian school. Otherwise, any undesignated funds will be returned to the CRCS school pool distribution after one year. Donation forms for ACSTO as well as the annual application form are available in the literature rack in the school foyer. You may access the ACSTO website for further information.

## ***CRCS Family Agreement***

### **Member families agree to:**

- Honor the school's philosophy and operating policies
- Abstain from promoting or encouraging any philosophy/teaching contrary to the school's Statement of Faith or Philosophy of Education
- Abide by school administration decisions with respect to policy and/or behavior issues
- Homeschool by a parent or legal guardian on Monday and Wednesday, using the materials and instruction provided by the teacher
- Participate as a family in outreach that complements school philosophy (as indicated in our Mission Statement, Statement of Faith, and Philosophy of Education). Students and/or families will present outreach experiences in the classroom
- Serve at least 4 hours per month supporting the needs of the teacher (preferably in the classroom) and/or the school in some non-classroom capacity (lunch aid, arrival and dismissal support, publications, sports coordinator, child-care, etc.) to support the school as coordinated by the Family Service Coordinators
- Communicate regularly with the teacher(s) on student progress – spiritually, academically, physically, and emotionally
- Promptly pay tuition and fees per payment schedule.

### **CrossRoads Community School agrees to:**

- Welcome students from any race, color, sex, national origin, or ethnic origin
- Hire qualified teachers who are committed to the Christian faith and the purposes of the school
- Select and provide curriculum necessary for the educational process
- Maintain a student to teacher ratio of approximately 16:1 in all grades
- Model and maintain high moral standards in our administration and classroom.