

# PARENT – STUDENT HANDBOOK

## 2019-2020



CROSSROADS SCHOOL INC.

*Proud of our differences...*

*"If a child can't learn the way we teach, maybe we should teach the way they learn."*

*~Ignacio Estrada*

5822 Dolores Street, Houston TX 77057  
713-977-1221 713-977-0010 fax

**[www.CrossroadsHouston.org](http://www.CrossroadsHouston.org)**

Revised July 2019

## Welcome from the Board of Directors Chair

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Dear Parents and Students,

There is a famous story of a little boy tossing star fish back into the ocean. An older gentleman passing by explains the futility of his actions. There were hundreds of starfish along miles of beach that had washed up. They would die on the sand as the tide was retreating. The man said to the little boy, "You will never complete this task. You can't possibly make a difference." The little boy quietly tossed another starfish into the water. "I made a difference to that one."

That is the story of Crossroads School. We are not the largest specialty school in Houston. We will never serve the needs of the vast number of students who would benefit from a specialized learning environment. We don't aspire to increase enrollment to the hundreds. Our goal, our priority, is to have a life-long, and significant impact on the students we do serve. A handful of kids at a time.

The intimate school setting allows for deep connections and focused learning for our students. Teachers are given the rare opportunity to really make a difference in the life of their students. Our goal is to provide students with the academic and social skills to be productive members of society. At Crossroads, we can teach students to advocate for themselves and help them understand their own learning style and the tools that are at their disposal to reach for their own goals. One student at a time, we will make a difference.

Crossroads is a Team comprised of teachers, administrators, parents and board members. We work together to make an impact on the life of our students. One-by one, together we will make a difference.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Debi Mishael', with a stylized flourish at the end.

*Debi Mishael, MAEd.  
Board Chair  
Crossroads School, Inc.*

# The Crossroads Commitment

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## MISSION

Crossroads School, Inc. prepares students with learning differences (K-12th grades) to return to a traditional school or college by facilitating their maximum academic and social potential in an emotionally safe and supportive environment.

## OUR PHILOSOPHY

Building on our mission, Crossroads embraces individual differences and seeks to maximize students' learning potential. We think "outside of the box," using a variety of strategies to teach and support each student's educational needs as they build on existing strengths, address challenges, and experience increasing success.

## THE EDUCATIONAL PROGRAM

Crossroads serves students from third grade to twelfth grade with a varied curriculum to meet the needs of our diverse population. Our curriculum provides remedial and grade level learning to occur. The instructional program provides an opportunity for growth from each student by developing realistic and challenging goals. Our program delivers course content at a student's grade level while addressing the remediation of skills for a student's areas of deficits. Our environment of safety allows for students to build confidence, while also learning self-advocacy skills, compensatory skills, and social skills. Teachers use instructional objectives and benchmarks, which are adjusted throughout the school year and measured through chapter and unit assessments and semi-annually diagnostics.

## BASIC TENETS

- All students are unique and learn in different ways.
- A supportive environment is necessary for academic and social success.
- Creative and flexible teaching strategies are needed to accommodate diverse learning differences.
- Classrooms should support multi-level and multi-sensory learning.
- Setting incremental academic and social goals is necessary for measuring success.
- Positive reinforcement and timely feedback encourages personal responsibility.
- Students must be active participants in the process of their education and growth.

## OBJECTIVES

- Prepare students to mainstream into traditional classrooms.
- Prepare students to articulate and advocate for their own learning needs.
- Prepare students to use problem solving strategies when faced with challenges.
- Develop students' intrinsic motivation to reach their highest potential.

## WHAT IS AN "EMOTIONALLY SAFE" SPACE?

- An environment where one can make mistakes without fear of punitive discipline.
- An environment where all people communicate with kindness and understanding.
- An environment free from bullying, teasing and intimidation.
- An environment where each person's unique qualities are appreciated and celebrated.
- An environment that nurtures the care and compassion for others beyond the self.

All staff, faculty and administration are held to the high standard of making Crossroads School an emotionally safe space for students, parents and co-workers.

Crossroads School, Inc. is accredited for grades Pre-K through 12 by TAAPS – Texas Alliance of Accredited Private Schools.

*Crossroads School, Inc. does not discriminate and admits students of any religion, race, color, gender, nationality or ethnic origin.*



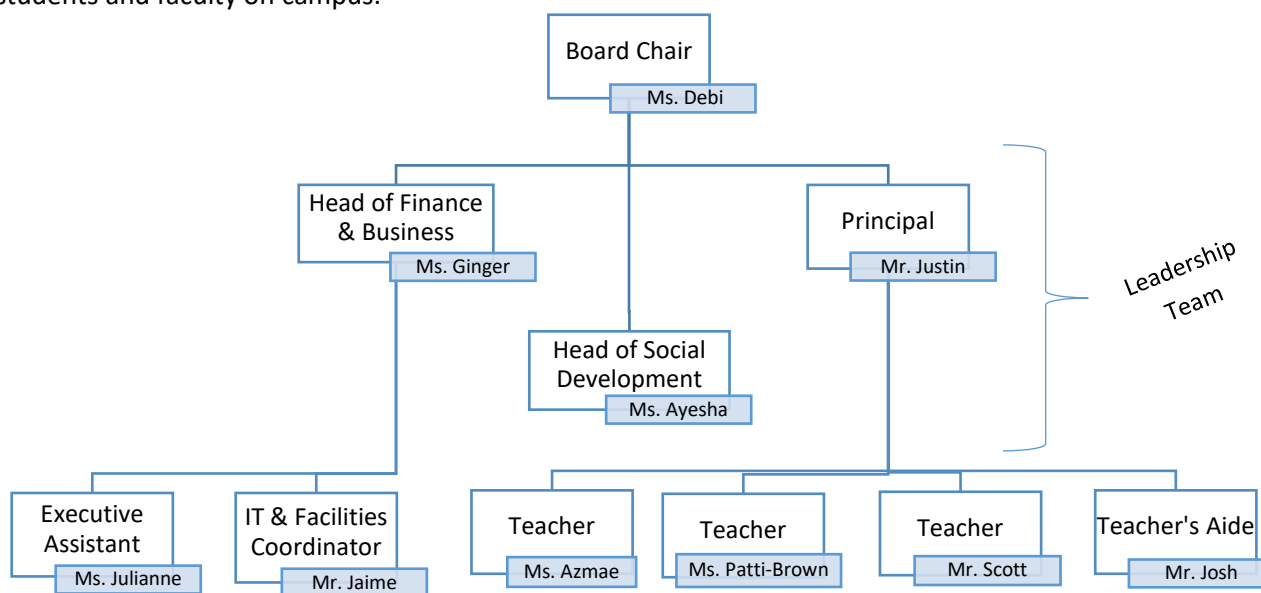
## Our History

In 1977, Crossroads School was established by Carol Garnett, a master's-level, Special Education teacher who believed that every child could achieve his/her fullest potential, regardless of his/her learning difference. Ms. Garnett taught students to embrace their learning differences and provided them with individualized curriculum, encouragement, remediation, flexibility, and compensatory solutions. This foundation, our personalized environment, and the small class size of 8 students to 1 teacher, continues to this day and allows our students to flourish. Ms. Garnett retired in 2001 but remains an active participant on the Board of Directors today.

Dr. Gila Arnoni, an alumni parent and psychologist, stepped in to continue the school's legacy, to address the educational and social needs of children with learning difficulties. Under her seventeen-year leadership, the school facilities and enrollment expanded. Today, Crossroads School, Inc. continues to offer students with learning differences an opportunity to blossom academically and socially in an emotionally safe environment.

## The Leadership Team

With the wisdom and oversight of our Board Chair, Deb Mishael, and following our "Outside the Box" thinking, we have developed an alternative management structure here at Crossroads. A Leadership Team comprised of the Principal (Justin Adams), the Head of Finance & Business (Ginger Cuellar) and the Head of Social Development (Ayesha Baig) was formed. This Leadership Team will be responsible for the oversight of all activities involving students and faculty on campus.

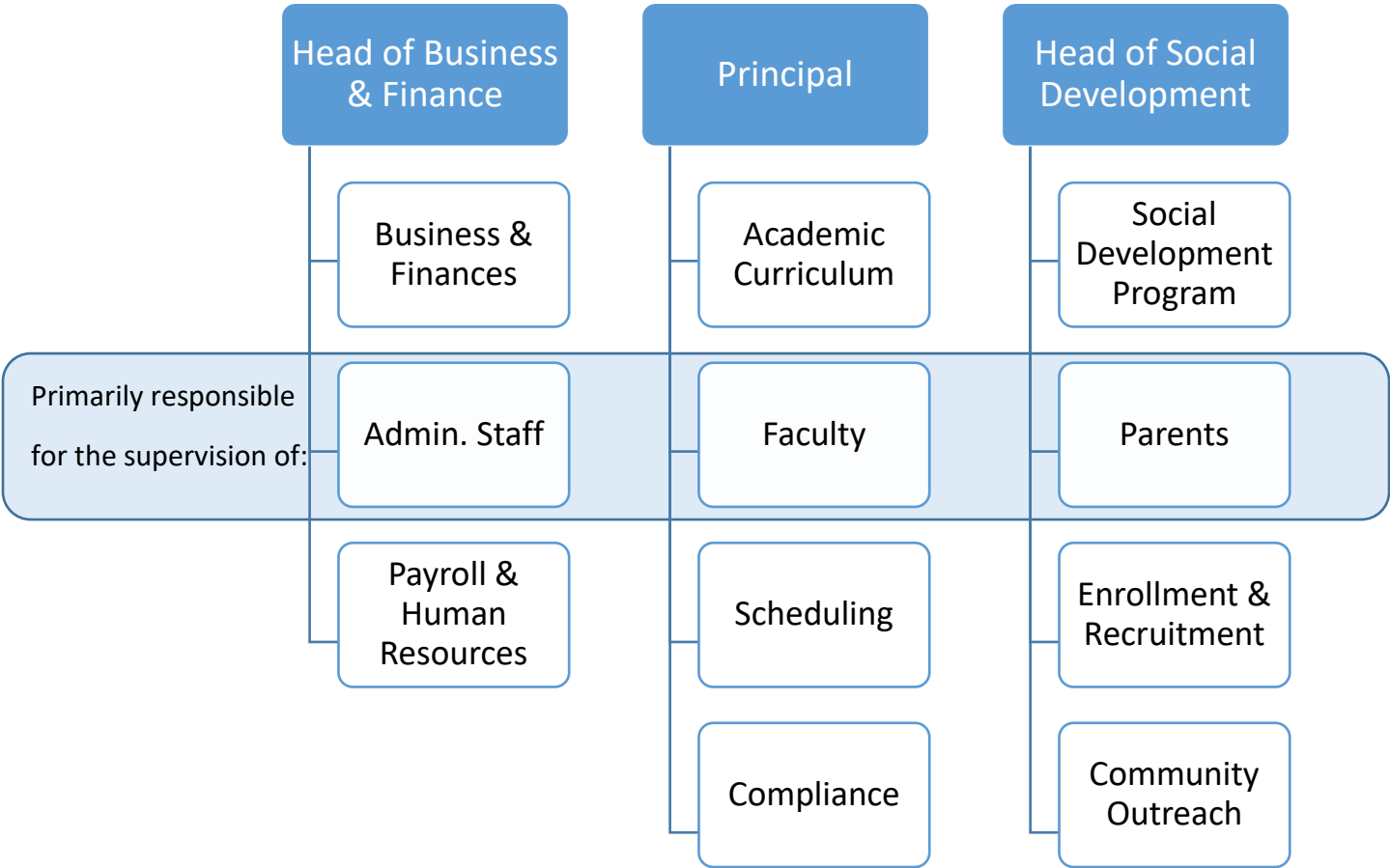


Each member holds a key role and each has the final say and responsibility to manage their area of expertise. Communication and collaboration are keys to the success of this model. This Team reports to the Chair of the Board of Directors for oversight and support.

In addition to administrative and governance duties, the Principal and Head of Social Development also have some teaching assignments. This ensures a continued, direct relationship to students and an affinity with other faculty. These are essential strengths for a good administrator.

The following illustrates the broad categories of responsibilities. Further clarifications can be found on the job descriptions, available upon request.

SUPERVISON & RESPONSIBILITY CHART



**Communication and Teamwork** are key elements to the success of this "Outside the Box" model.

## LEADERSHIP TEAM JOB SUMMARIES

The following positions make up the Leadership Team. All work is done in collaboration with other team members and all Team Members are under the supervision of the Board Chair.

### **Head of Finance and Business Management**

The Head of Finance is charged with the comprehensive responsibility for all activities involving the school's financial accounting and reporting. The Head of Business and Management oversees the school's Human Resource department.

### **Principal**

The Principal is charged with the comprehensive responsibility for academic programs on campus, curriculum and compliance regulations. The Principal supervises the hiring and supervision of teaching faculty.

### **Head of Social Development**

The Head of Social Development is charged with oversight, planning, organizing and implementing appropriate strategies and competencies to develop Social/Emotional learning. The Head of Social Development is also responsible for managing the enrollment and recruitment process.

## LEADERSHIP TEAM MODEL INTENTIONS

The Leadership Team duties:

- develop and implement a program consistent with the school mission for the educational, physical, social, and psychological needs of the members of our school community
- meet regularly to discuss and collaborate on all areas of school governance and the implementation of a mission driven plan
- work to find consensus in the implementation of decisions and to respect the expertise of the other members of the Leadership Team
- to function as the chief articulators of programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- seek input from other internal sources such as teachers, administrators, parents and students whenever appropriate or necessary.
- seek input from external resources such as accreditation agency, local professionals, and field experts whenever feasible and appropriate.
- represent the school to the community at large to advocate for the school and the community of students with Learning Differences

## Parent/School Communication

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It is Crossroads School's great privilege to serve and partner with our students and families. We are committed to bringing the highest achievement and joy to our students. To this end, we have instituted several methods of communication that we hope will help to achieve these goals:

### PARENT/STUDENT PORTAL

Crossroads utilizes a Student Information System (SIS) called *alma* for all parent and student information, attendance, schedules, school announcements, as well as distribution of report cards.



To access the Portal on your web browser, you will go to the following website. If you have not received a log in and/or password, please contact Julianne Dishongh, Executive Assistant.

<http://crossroadshouston.getalma.com/>

### PARENTS TO TEACHER

Parents are welcome to e-mail or make an appointment to visit with a teacher at any time before or after school. Teachers will attempt to respond in a timely manner. Teachers will not be available to have conference discussions during the instructional day or in the carpool line.

### PARENTS TO ADMINISTRATION

If an issue should arise regarding school rules, procedures, or curriculum that cannot be resolved with the individual teacher, parents are invited to contact any or all members of the Leadership Team. (Justin Adams, Principal, Ginger Cuellar, Head of Finance and Business, or Ayesha Baig, Head of Social Development)

### PARENT CONFERENCES

Parent/Teacher conferences for the school year are scheduled in October and February. Please check your school calendar.

### HOMEWORK BINDERS

It is important for parents to be informed about the student's daily work and events at the school. The primary means of achieving this and to maintain contact with the parents is through the homework binder. The homework binder is sent home daily with students and contains items such as the student's completed work, homework listed on the homework sheets/agendas, and notifications from the office or teacher.

The new Strategies Tracker will replace the former "point sheet" and is also in the homework binder. One of several uses for the Strategies Tracker is to communicate with the parents about the goals their child is working towards on a daily basis. Please see the section titled Strategy Tracking for more information about this new system.

### REPORT CARDS

Report cards are a measurement of a student's progress in each given class. Teachers write specific comments regarding each student's strengths and weaknesses and assign grades for all core classes. Grades are determined by assessments, quizzes, classwork, homework, and participation. Students also make corrections on assignments, which is part of a re-teaching process. Lastly, some students can be awarded bonus points for exceptional work. All of these factors are incorporated into a report card that will be digitally sent home at the end of every quarter for those families who are current on tuition payments.

## School Hours, Arrival & dismissal

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### Elementary

- (Doors Open at 8:20 AM)
- Monday – Thursday 8:30 AM - 3:00 PM
- Friday 8:30 AM - 1:30 PM

### Middle & High School

- (Doors Open at 8:20 AM)
- Monday – Thursday 8:30 AM - 3:30 PM
- Friday 8:30 AM - 2:00 PM

### School Office Hours

- Monday – Thursday 8:00 AM - 4:30 PM
- Friday 8:00 AM - 3:30 PM
- Summer Hours 8:30 AM - 3:00 PM

### DROP OFF & PICK-UP PROCEDURES

- Doors open at 8:20 a.m. for all grade levels to be dropped off and pickup is at 3:00 p.m. for elementary Monday through Thursday; 3:30 p.m. for middle/high pickup Monday through Thursday
- Enter the circular drive from the east (closest to Chimney Rock)
- A Crossroads employee will be at the front door to receive your child in the morning and to escort your child to the vehicle at dismissal
- Exit the west side of the driveway (closest to Fountain View)
- Please note that all drop off and pick up activities will occur on Dolores Street
- **If you arrive after the front door is closed at 8:30, you must go to the school office to sign your child in/out.**

**Please be prompt to pick up your child. Parents will be charged \$3.00 per minute for students not picked up within 15 minutes of school dismissal or enrichment class dismissal.**

(Please see detail on the next page for Late Pick Up policy)

### AUTHORIZATION TO RELEASE STUDENT TO NON-PARENT/GUARDIAN

It is the policy of Crossroads School, Inc. to release students to authorized individuals only. Authorized individuals are those you have listed on the Authorization to Release Student to Non-Parent/Guardian form. Carpool groups must be listed on this form as well.

If a person **not** listed on the authorization form is to pick up your child, written notice is required giving the school permission to release your child to this person (email is acceptable). **Please include the cell phone number of that person.** In an emergency, call the school office and give verbal permission. Please be aware that your child will not be released to individuals without your specific authorization. Inform anyone picking up your child to park and



go to the school office to pick up the student. A valid photo ID must be presented in order for the student to be released to them. A copy of the Authorization to Release Student to Non-Parent/Guardian form can be obtained from the School Executive Assistant.

### LATE PICK UP

- Please notify the school before dismissal if you will be late for pick-up.
- Notifying the school gives us vital information to help reduce your child's anxiety and enables our teachers and administrative staff to make appropriate arrangements.
- Failure to notify the school will result in a late fee of **\$3.00 per minute**.
- Your account will be billed for the late fee.

### EARLY PICK-UP

- If a student must be picked up early, an adult who has been authorized to pick up that student must come to the school office and sign out the student.
- Please park in a visitor's parking space. Do not block the driveway.
- The student will be called to the school office for early pick up.
- Class time is important and it can be disruptive to your child and the class if a student is frequently leaving school early. Please make every effort to make appointments outside of school hours.
- Please call ahead or send a note in advance of early pick up. This will help us make sure your child is ready with less disruption to the class and a better transition for your child.

### BEFORE AND AFTER SCHOOL CARE

**Before School Care** (prior to 8:20 AM) will be available this year. Parents can sign up for early care with Ms. Julianne on a weekly or monthly basis. The earliest drop-off time available is 7:30 am and the cost is \$20/day. **Drop-ins will only be accepted on an emergency basis.** **After School Care** (after 4:30 PM Enrichment or Homework Skills) is not available this year. If this is a significant hardship or if there is sufficient need for before school care, we will work to arrange coverage. Please contact the school office and we will work with you to accommodate.

## Enrollment

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- For the safety of the students and the school, documentation of current immunizations and testing of a student's vision, hearing, and spine must be provided, per State of Texas' Health & Safety Code, Chapter 36, prior to the first day of school.
- All other enrollment documents must be received and processed before the first day of school.
- Students with incomplete enrollment forms may not be allowed to attend school and/or financial penalties may be assessed.

## Attendance

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Good attendance and punctuality are fundamental to success in life. This is an important life skill. Students are expected to be present and ready to learn every day of the school year. A significant part of a student's learning experience depends on being in attendance for classroom instruction, discussion, and participation. Good attendance reduces the amount of make-up work to be completed, reduces stress, and optimizes opportunities for learning.

**If a student is going to be absent, please email or call the school office by 8:30 AM. If sending an email, please address your email to the school Executive Assistant AND your child's teacher.**

- Attendance is recorded on report cards and includes absences and the number of days tardy.
- Regular school attendance is required by law. Irregular attendance is a major cause of poor academic progress. Continual absence is disruptive to the normal flow of school activities.
- The Texas Education Agency (TEA) requires students with more than 10 unexcused absences within 6 months be placed on probation or withheld for the next academic grade. In extreme cases, the student will lose their place in the next academic year.
- For an absence to be recorded as excused, please submit a written excuse to the school office on the day the student returns to school.
- Excused absences include personal illness, doctor's appointments, local school visits, a death in the family, and planned absences approved by the Leadership Team. It is expected that students will complete any missed assignments.

## TARDINESS

It is vital that the importance of punctuality is emphasized at school as well as at home. Being late to class is disruptive to both the teachers and students. If continual tardiness is noticed, parents will be asked to attend a problem-solving conference where faculty and parents can lay out a plan for improvement.

- Doors and gates close at 8:30 AM. Classes begin at 8:30 AM.
- Students who arrive after 8:30 AM are marked as tardy.
- After 8:30 AM, students must go to the school office to enter the campus. Do not ring the bell at the front door of Building 1 for entrance to the campus.
- Please park and walk your child into the school office. Student must sign in to be admitted to class.
- Tardiness is documented on report cards and reported to future schools during the admissions process.
- To avoid school and class disruptions, parents are NOT allowed in classrooms or hallways after 8:30am without permission and a visitor's badge.

## SHORT-TERM ABSENCES

A parent or guardian should contact the school office (by phone or email) by 8:30 AM. If sending an email, please address your email to the school Executive Assistant and one of your student's teachers.

When to keep your child home from school:

- If your child has any kind of contagious or condition or viral infection, they should stay home.
- If your child has a temperature of 100.4F or higher, they should stay home. Students should not return to school until they have been free of a fever for 24 hours without the use of fever reducing medication.
- Please see **Communicable Disease** and **Health Record Keeping** for more details.

## EXTENDED ABSENCES

Families are strongly urged to plan family vacations during school holidays. However, we understand that sometimes it cannot be avoided. Please inform the Principal in advance. The student is responsible for missed classwork. Make arrangements with the teacher for classwork to be completed while absent.

## MEDICAL AND DENTAL APPOINTMENTS

Parents are strongly encouraged to schedule medical, dental, and other professional appointments outside of school hours whenever possible. If a student must miss school for an appointment, the student's teacher and school Executive Assistant should be notified in advance.

## INCLEMENT WEATHER CLOSURES

- ***Crossroads School follows HISD for all weather-related closings or delays.***
- In the event of bad weather, the school will announce closure or a delayed start.
- Crossroads School will do its best to announce school closures through our mass messaging system.

## EMERGENCY CRISIS AND FIRE DRILLS

- Fire drills are held monthly and other disaster drills periodically with students
- Crossroads has three “Shelter in Place” safety rooms.
- The windows in these rooms are outfitted with covers designed to withstand 150 mph winds.
- Emergency exit maps and routes are placed by the door of every room on campus.

## Campus Security

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Student safety is our primary responsibility. All staff wear identification badges. Parents and other visitors on campus are required to sign-in and wear a Visitor Badge. Access to the campus is through coded doors and gates. These are changed periodically and available only to staff.

### VISITOR POLICY

Crossroads welcomes parents and other authorized individuals to visit our campus and participate in school activities and business.

- All visitors must report to the school office, present a photo ID, and sign in.
- Visitors will be issued a visitor’s badge to be visible worn while on campus.
- After the visit concludes, the badge must be returned to the school Executive Assistant and the visitor must sign out.
- Depending on the type of visit, a signed confidentiality agreement may be required.

## Medication Administration

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- Crossroads maintains a zero-tolerance drug policy. This policy mandates that all medication administered during school hours must be under the supervision of the persons delegated by the Leadership Team.
- The Texas State Education Code **requires** all prescription medication to be in the original container labeled with the student’s name, the name of the licensed healthcare provider, date, and name of the drug, dosage, means of administration and the time interval of the dose. Your pharmacy will provide you with a duplicate prescription bottle if requested.
- All medication will be administered according to the instructions on the label unless you and/or your physician notify us in writing – email is sufficient.
- If your child is prone to headaches, sore throats, etc., please send any necessary medication to treat these conditions to school.
- Nonprescription medication must be in the original container labeled with the student’s name, directions for administration, and the date it is brought to the school.
- All medication must be listed on **Crossroads Authorization for Medication Administration Form** including over the counter medication.
- All medications administered will be documented.
- All medications (prescription and over the counter) will be stored in a locked drawer.
- Crossroads will maintain confidentiality of all health records.



## Communicable Disease

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Children should remain home or will be sent home for any of the following: fever greater than 100.4, diarrhea, vomiting, lice, pink eye, severe coughing, and any communicable disease. Students must be free from fever, vomiting and diarrhea for 24 hours without medication before returning to school.

Texas State law mandates that the immunizations and health records of each student be kept current and in the student's file at the school. It is the parents' responsibility to notify the school of any changes or new information regarding a student's medical condition. Crossroads School, Inc. will maintain confidentiality of all health records.

As recommended by the Texas Department of Health, the following communicable diseases exclude a faculty/staff person, a student, or a visitor from attendance at Crossroads until cleared in writing by a physician:

<i>Fever greater than 100.4</i>	<i>Pertussis (whooping cough)</i>	<i>Impetigo</i>
<i>Amebiasis (dysentery)</i>	<i>Giardiasis</i>	<i>Influenza</i>
<i>Ampylobacteriosis</i>	<i>Head Lice</i>	<i>Measles</i>
<i>Chicken pox (Varicella)</i>	<i>Hepatitis A</i>	<i>Meningitis</i>
<i>Conjunctivitis (bacterial or viral)</i>	<i>Mumps</i>	<i>Ringworm of the scalp</i>
<i>Cryptosporidiosis</i>	<i>Shigellosis</i>	<i>Rubella</i>
<i>E. coli infection</i>	<i>Strep Throat</i>	<i>Salmonellosis</i>
<i>Gastroenteritis viral</i>	<i>Scarlet Fever</i>	<i>Scabies</i>
<i>Hand, foot, and mouth disease</i>	<i>Pulmonary Tuberculosis</i>	

To minimize the spread of communicable disease, the following procedures will be in place and be monitored for compliance:

- Frequent hand washing. Sinks, soap, and disposable towels will be accessible for children to use. Children will be taught proper hand washing techniques by school personnel.
- Coughing and sneezing into tissues.
- Regular cleaning and sanitizing of food service utensils, toys, and other items used by students and staff.
- Children and adults are discouraged from sharing personal items.

## Immunization Policy

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Students must be current with all immunizations required by the Texas Department of State Health Services, before attending classes at Crossroads School. Prior to the first class day, all students must present valid written evidence from their treating physician that all immunizations are current and up to date. The physician must be licensed to practice in the State of Texas and the physician's license number must be included on the immunization record.

## Dress Code

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Crossroads School does not require students to wear uniforms. However, we do expect students to arrive appropriately dressed for the school day and for the weather.

The basic guideline is that clothing should be neat, clean and should not distract the student or their classmates from learning. Comfortable, closed-toe shoes are required for safety reasons.

- No flip-flops (thong sandals) or Crocs. Closed-toed shoes are required.
- No tight fitting clothing
- No short shorts
- No holes in any article of clothing
- All hair must be neat and pulled out of student's eyes
- No visible piercings except earrings

## Computer Use

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### STUDENT COMPUTER USE AGREEMENT

Our students are encouraged to use computers wherever appropriate. Each student will be provided with a school laptop for use during the school day. The laptops are stored and charged at the school each evening. Students and parents are required to sign a Student Computer Use Agreement to ensure clear communication regarding the parameters of use.

### COMPUTER USE AT SCHOOL

In addition to all rules agreed upon in the Student Computer Use Agreement, students agree to the following:

- If permitted by teachers, students are allowed to listen to music from approved sources (e.g., Spotify, iTunes) and using headphones. Setting up the software and playlists can be done during free choice time. Listening to music while working in class is allowed, unless it becomes a distraction and impedes progress on class work.
- If students are listening to music, it needs to be done in a manner that does not disrupt the class (e.g., high volume, sharing songs/playlists with peers during work time).
- All students must remain logged on to Lan School (Classroom Management Software) while working on their laptops.
- Students are not permitted to download software of any kind to school computers and/or install any software from USB devices.
- Any attempts by a student to hamper teachers' or IT Coordinator's ability to monitor their computer usage will not be tolerated.
- If a student fails to follow all expectations, they may lose the privilege of using their laptop or associated features. This may also result in more significant consequences.

### COMPUTER USE AND ONLINE BEHAVIORS OUTSIDE OF SCHOOL

A student's actions outside of school can impact behaviors and relationships on campus. We expect our students to demonstrate good judgment and responsibility when interacting with each other and the public while on the internet. If a student(s) reports any concerns related to online behaviors outside of school (e.g., students' postings, cyberbullying), we will inform the parents. We only address issues that arise at school during the school day. Parents/guardians and caregivers are responsible to monitor and set expectations for their children outside of school. We invite parents to come in for a parent conference to address any related concerns.

## Homework Expectations

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Crossroads School generally assigns homework assignments every evening. Our primary goal for giving homework is for the student to learn the life-long skill of accomplishing work outside the school environment, and gain experience in such skills as time management, focus, responsibility, and delaying gratification.

In addition:

- Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
- Homework may be assigned to students who, having been given adequate time to complete an assignment in class, **did not use the time wisely**. The homework, in this situation, serves a corrective as well as a practical purpose.
- **Please note:** We do not wish parents to do the work for the child. It is critical for the teacher to get direct feedback on what the students were able to accomplish so that appropriate class work can develop.
- If homework time becomes a home battleground, please contact your child's teacher so that school and home may work together to determine the source of conflict and plan a resolution.

## Field Trips

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Field trips are wonderful opportunities for students to enhance their learning and engage in hands-on experiences and are an integral part of the curriculum. Typically, students participate in two field trips per semester. These field trips are related to the subjects currently being studied. Parents are welcome to attend and are needed as drivers to transport students. Parent volunteers are essential and we appreciate your assistance. Teachers will provide information to parents in advance of all field trips.



- A payment of \$250 is due at the beginning of the school year to cover the price of all school field trips and festivals for the entire school year.
- For their safety, students are required to wear a Crossroads School t-shirt on all field trips. Students that arrive at school the day of the field trip without a school t-shirt will be provided with one. A charge of \$20 will be billed to the student's account.
- Parent drivers must have a copy of their Driver's License, Registration and Insurance on file in the office prior to driving any students other than their own child.

## Lunch/Snacks

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Crossroads School Inc. promotes healthy living in all possible ways. Sound nutrition is especially important for our students. As such, we have developed this nutrition guideline for parents to follow.

**Please inform the school of any allergies or food restrictions for your child.**

## LUNCH

As you know, students need to be well fed and rested every day to perform their best. Nutritious lunches are essential for efficient brain function. Children who eat a healthy lunch tend to have more energy and are able to perform better throughout the remainder of the day. Please send a nutritious, lite (at a minimum) meal which includes a protein that your child enjoys. Each student is **required** to eat or drink at least half of their meal before they may leave the lunch table.



We are very aware of the difficulties some of our students face in this area and will work hard with parents to best meet each student's needs. Please let us know if we can help with any specific concerns. Students need to bring a packed lunch Monday through Thursday. On Friday, Crossroads serves pizza. To purchase Friday pizza, please complete the Fees & Options Form and return it with your payment to the school office before school starts.

*Should a student forget their lunch at home, Crossroads will provide a peanut butter and jelly sandwich. The first sandwich will be provided free of charge, thereafter the charge will be \$5. An invoice will be emailed to the parents at the end of the month.*

## SNACKS

- Please send a nutritious snack for your child to eat at the mid-morning break.
- Crossroads will provide an appropriate snack to students attending Homework Skills and any after-school Enrichment Class.

## HOLIDAY TREATS & BIRTHDAY CELEBRATIONS

The school will allow some sweet treats on birthdays, holidays, and at school festivals. If there is a reason you would not like your child to participate, please let us know. We would be happy for your child to celebrate their birthday at school by bringing in cupcakes or a special snack. If so, please plan with your child's homeroom teacher, so any dietary restrictions of the other students can be considered.

## NUTRITION GUIDELINES

Below is a list of foods and drinks that your child is permitted and not permitted to have at school. If you choose to send prepackaged items like Lunchables, please remove the "dessert" portion at home before sending the package to school.

### Drink This:

- Milk (not chocolate)
- Bottled water
- Sparkling water
- 100% fruit juice
- Nutritious shakes

### Not that:

- Sodas of any kind
- Gatorade or other sports drinks
- Tea, coffee or caffeinated drinks
- 10% fruit juice drinks

### Eat This:

- Crackers, Pretzels, Nuts
- Pasta, Cheese, Yogurt, Eggs
- Salad, Fresh fruits and vegetables
- Meats
- Nutrition Bars
- Cereals with natural sweeteners

### Not That:

- Cookies, Cakes, Sweets, Candy
- Jell-O, Puddings
- Granola Bars
- Pop Tarts, Toaster Strudel
- Pies
- Donuts



## Behavioral Instruction

Crossroads students are learning the skills they need to become functioning members of society. While it is necessary to maintain order and discipline in the classroom, it is our priority to make sure discipline is not punitive but rather, takes the form of natural consequences. Crossroads is a “safe space” for our students to learn how to control themselves. We teach them with a consistent and patient tone, without anger and without intimidation.

Our goal is to create an environment where explanations are communicated with consistency and with understanding. Teachers are committed to listening, and students are given the time they need to express their thoughts.

Discipline at Crossroads:

- Is individualized and consistent to each child.
- Is appropriate to the child’s level of understanding and directed towards teaching the child acceptable behavior and self-control.
- Is positive and done without yelling.
- Provides consequences without anger.
- Is proactive when possible. Efforts are made to catch situations before they escalate.
- A learning situation.

Most behavior, both exceptional and inappropriate, are dealt with by our Strategies Tracker System. The vast majority of potential behavior problems are dealt with at the classroom level. The specifics and nature of each incident and the individual personality of the student involved are considered.

### STRATEGIES TRACKER SYSTEM

Crossroads School implements a carefully thought out, school wide positive reinforcement system which is known as our Strategies Tracker (Formerly-The Points Sheet). The goals of this system are:

- To provide the students with positive reinforcement and timely feedback.
- To set incremental academic and social goals to encourage long-term success.
- To provide specific strategies to reach these academic and social goals.
- To raise students’ level of personal responsibility and confidence.

### NOTICING POSITIVITY

“I Noticed” is a program at Crossroads School that is a supplement to the Strategies Tracker System with the ultimate goal of encouraging positive behaviors and empowering all members of our school community to recognize and commend positivity.

Anyone who notices someone else doing something positive, (staff, students, OR parents) are encouraged to complete an “I Noticed” form. Paper slips are located around campus and can be turned into the Head of Social Development.

I, _____	
Noticed...	
(Who) _____	
(Did what) _____	
_____	
_____	
_____	
Date: _____	

### SERIOUS MISCONDUCT

Should a student commit an act that requires more severe consequences, the school can choose to suspend or expel the student.

Examples of such serious misconduct could include:

1. Fighting or striking out in anger with the intention to harm another
2. An action which endangers someone’s life
3. Obscenity/vandalism to school facilities
4. Violations of civil law



5. A flagrantly aggressive or defiant act in clear contradiction of faculty or staff commands
6. Threatening to use or bringing of a weapon (such as a gun or knife) to school
7. Threatening of any student or faculty member
8. Unauthorized departure from school campus grounds for ANY reason

### BULLYING AND HARASSMENT

Any report of bullying and harassment is taken seriously and is investigated immediately. Language or behaviors, that insults, ridicules, intimidates or torments another person has no place in an emotionally safe environment and will not be tolerated. When bullying or harassment occurs, students are asked to notify a staff member immediately. The student(s) will then meet with the Head of Social Development, who will take action to address/stop bullying or harassment.

### MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Many student-owned electronic devices can support student learning - offering a research resource, calculator or notepad. When students bring electronics to school they assume all responsibility for the items. The school is not responsible for lost, damaged or stolen electronics at school. All electronic devices including (but not limited to) cell phones, gaming devices, MP3 players and iPods, headphones, and 'smart devices' may still pose a potential disruption to the educational process. Cell phones, iPods and MP3 players and other similar devices must be kept off and placed into the classroom caddy located on the teacher's desk at the beginning of each class. The device will remain in this caddy until the end of class or until authorized for use during approved times when students will be granted access to use them.

In the event that a device causes a disruption of the learning environment, the student must surrender the device to the faculty/staff when asked immediately. Parents/guardians may be responsible for picking up the confiscated device(s). If a student continues to use devices when not allowed, they risk losing the privilege to bring them to school.

### PUBLIC DISPLAYS OF AFFECTION

Students are expected to keep displays of affection between one another to a minimum while in school. Overt physical affection can impede concentration and disrupt learning. Inappropriate intimate behaviors on campus or at school-related events and activities will not be tolerated. When necessary, students may need to meet with the Head of Social Development or schedule meetings with parents to discuss next steps. Extreme cases could result in suspension if inappropriate behavior continues after a parent discussion.

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## Volunteering and PACK

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Crossroads welcomes and values all parent volunteers. Our parent volunteer organization, PACK (Parents Advocating for Crossroads Kids), manages and organizes volunteer opportunities. Getting involved with PACK is fun and we hope you decide to join! There are countless benefits that come from volunteering with Crossroads School, including building community support, families mentoring families, creating new friendships, and staying aware of and providing input about all the wonderful things happening on the Crossroads campus. New this year will be volunteer assistance with field trips, including scheduling support and parent drivers. Whatever your talent, we welcome and celebrate it at Crossroads School. Please let the PACK officers know you are interested in serving. A list of PACK volunteer opportunities can be obtained from the office at any time.



Crossroads School would love each family to volunteer at least 20 hours of their time during the academic school year. Your children and others will benefit from your active involvement.

Whatever your talent, we welcome it here at Crossroads. A list of PACK volunteer opportunities can be obtained from the office at any time. Please let us know where you are interested in serving.

Some ongoing projects that need Volunteers include:

- LIBRARY
- YEARBOOK
- GARDEN
- FIELD TRIP DRIVERS
- PARENT OUTREACH EVENTS
- TEACHER APPRECIATION ACTIVITIES

## DONATIONS

We are happy to provide receipts for your donations of tangible goods so that you may be eligible for credit on your income taxes. Please be aware that some businesses will make a monetary donation to Crossroads School, Inc. if you document your volunteer hours with us. Other businesses will match your donation. Is your company one of them?

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## Financial Responsibilities

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### TUITION

Tuition is an annual charge that can be paid in several different payment plans. Cost of school supplies, curriculum, workbooks, and technology are included in the tuition. A tuition agreement must be signed before attendance can begin.

***Tuition is due on the first day of each month.*** There is \$50 late fee for all tuition payments received five (5) or more days after the due date. If you have extenuating circumstances, please contact the Head of Business & Finance immediately.

### WITHDRAWAL OF STUDENTS

**Parent's contractual commitment is for the annual tuition. Our policy is that tuition for the school year is to be paid in full regardless of whether the student withdraws before the end of the school year. Our budget is based on the expected tuition of the enrolled students. We hire staff and purchase curriculum based on the expected tuition of the number of students enrolled.**

### FIELD TRIPS

Field trips are an integral part of our curriculum. We plan for students to participate in at least two field trips per semester. Field trips are valuable shared experiences for our students. Parents are welcome to attend field trips. A payment of \$250 is due at the beginning of the school year to cover the price of all school field trips and special school events for the entire school year. Please complete the "Fees & Options Form," attach your payment and return to the school office during the first week of school. **For their safety, students are required to wear a Crossroads School t-shirt on all field trips.** Students arriving at school without a school t-shirt will be given one. A fee of \$20 will be billed to the student's account.

## SCHOOL T-SHIRTS & HOODIES

**For their safety, students are required to wear a Crossroads School t-shirt on all field trips.** School t-shirts are available for purchase. The cost is \$15 per shirt. We also have Crossroads School hoodies for sale; The cost is \$30 per hoodie. To purchase your t-shirt and/or hoodie please complete a Fees & Options Form, attach your payment, and return to the school office during the first week of school. T-shirts and hoodies are also available in adult sizes if parents/siblings/grandparents would like one.

## HOMEWORK SKILLS

Homework Skills is a daily option which extends the school day to 4:30 PM on Monday - Thursday and to 3:00 PM on Friday. Students will have the opportunity to work on their homework with assistance and supervision from a Crossroads faculty member. Upon completion of their homework assignments, students can participate in a variety of other supervised group and/or individual activities such as indoor/outdoor physical activities, board games, free reading, and creative arts. A snack will be provided daily. This program is billable on a daily basis and will be invoiced at the end of each month.

## ENRICHMENT CLASSES

Crossroads is happy to offer several after school enrichment classes. These are offered once-a-week and change each quarter. Information for each class will be available at the start of school and in the school office throughout the year. Enrichment classes are conducted & billed on a quarterly basis. Fees are priced according to each activity and are due before a student is allowed to participate.

## FEES & OPTIONS FORM

The Fee & Options Form will be included in the Welcome Back to School packet, available at the beginning of school and on the school website. This form allows you to sign your child up for Pizza Friday, order school t-shirts and hoodies, and pay for after school enrichment classes. It also includes the non-optional fee for the field trips and special events for the entire school year.

## ACCEPTED FORMS OF PAYMENT

At the bottom of the Fees & Options Form is a section to indicate your preferred form of payment.

1. **Cash or check**—we accept personal or company checks or cash. There is a \$50 bank charge for all returned checks.
2. **Direct Payment Debit (ACH)**—A Direct Payment Authorization Form should be completed and returned to the school office to authorize a direct withdrawal from your checking or savings account. The Direct Payment Debit can be set up to automatically withdraw recurring payments such as monthly tuition. The Direct Payment Debit can also be used for the one-time payment of initial school fees such as field trips and special events, Pizza Fridays, after school enrichment classes, and PACK dues. The Direct Payment Authorization Form will be included in the Welcome Back to School packet, available at the beginning of school and on the school website.
3. **Credit Card**—**A 3% processing fee will be added to all credit card charges.** A Credit Card Payment Authorization form should be completed and returned to the school office. Automatic payment by credit card can be set up for recurring payments such as monthly tuition. Credit Card Payment Authorization can also be used for the one-time payment of the initial school fees such as field trips and special events, Pizza Fridays, after school enrichment classes, and PACK dues. The Credit Card Payment Authorization form will be included in the Welcome Back to School packet, available at the beginning of school and on the school website.

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## *Notes Section*

2019-2020

## PARENT – STUDENT HANDBOOK

### Acknowledgement Form

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I have read the 2019 - 2020 Parent-Student Handbook for Crossroads School, Inc.

I agree to follow the guidelines, rules, and policies in this handbook.

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Student Name (Please Print)

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Signature

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Date

I have read the 2019 - 2020 Parent-Student Handbook of Crossroads School, including the Financial Responsibilities section, and I agree to partner with the staff in upholding the standards, guidelines, rules, and policies as detailed in this handbook. Furthermore, I commit to active participation in this partnership with full philosophical support of the mission of the school.

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Parent/Guardian Name (Please Print)

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Signature

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Date

**Please sign and return this acknowledgment to the school office as soon as possible.**