



**Crossroads Charter Schools**

# OPERATIONAL POLICIES

## **INTRODUCTION**

This Operational Board Policy will provide an adaptation of the requirements of state and federal law and Missouri Department of Elementary and Secondary Education rules applicable to charter schools in the State of Missouri.

For purposes of this Policy, the following terms will have the meaning set forth below:

“Crossroads” shall mean Crossroads Academy of Kansas City, Inc., a Missouri non-profit corporation

“Board” shall mean the Board of Directors of Crossroads Academy of Kansas City, Inc.

“Executive Director” shall mean the person maintaining the position of Executive Director for Crossroads Academy of Kansas City, Inc. or such person’s duly authorized designee.

“Principal” shall mean the person maintaining the position of Principal for Crossroads Academy of Kansas City, Inc. or such person’s duly authorized designee.

“the school” shall mean Crossroads Academy of Kansas City, Inc., a Missouri non-profit corporation.

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## **APPENDIX A**

### **Civil Rights, Title IX, Section 504**

The Board of Directors of Crossroads Academy of Kansas City, Inc. ("Crossroads") adopts the following policy effective on the date that the policy is adopted by the Board.

Crossroads assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., prohibiting discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

Crossroads shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. Crossroads may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators.

It is the policy of Crossroads to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner.

## **APPENDIX B**

### **Official School Year and School Day**

The Board will annually adopt a school calendar that will provide for a minimum of 174 days and 1,044 hours of pupil attendance.

The length of the school day will meet State Department of Elementary and Secondary Education requirements for not less than six (6) clock hours of instruction. A school year and school day, in excess of the state required minimum, may be recommended by Crossroads' leader and approved by the Board.

If Crossroads is dismissed due to inclement weather after school has been in session for three or more hours, that day shall count as a full day. When the total hours lost due to inclement weather exceed the number of days built into the calendar will be made up in half or full day additions at the end of the school term.

Crossroads shall be required to make up the first six (6) school days lost or canceled in excess of the days built in to the calendar due to inclement weather and half the number of days lost or canceled in excess of six days. For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, flooding or a tornado.

## **APPENDIX C**

### **Fiscal Year**

The fiscal year for the School shall be July 1 – June 30.

## **APPENDIX D**

### **School Annual Report**

Crossroads will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be available to all Crossroads patrons, and to each member of the General Assembly representing a legislative Local Education Agency (LEA) that contains a portion of the School's attendance area.



## **APPENDIX E**

### **Public Inspection**

As required by Missouri statutes, Crossroads shall make available for public inspection, and provide upon request, to the parent, guardian, or other custodian of any school-age pupil resident in the LEA in which the school is located the following information:

- (1) Crossroads' charter;
- (2) Crossroads' most recent annual report card published according to section 160.522;
- (3) The results of background checks on the charter school's board members; and
- (4) If operated by a management company, a copy of the written contract between the Board of Crossroads and the educational management organization or the charter management organization for services. The charter school may charge reasonable fees, not to exceed the rate specified in section 610.026 for furnishing copies of documents under this subsection.

## **APPENDIX F**

### **Title I**

#### **Parent Involvement**

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

#### **Reporting Requirements**

Pursuant to the provisions of the No Child Left Behind Act of 2001, Crossroads will submit its Federal Title I LEA Plan, describing the School's Title I services.

## **APPENDIX G**

### **Equal Educational Opportunity**

It is the policy of the Board to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

Crossroads' programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the LEA will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended.

## **APPENDIX H**

### **Students of Legal Age**

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement and reporting.

## **APPENDIX I**

### **Student Educational Records**

Crossroads will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended Crossroads have the right to inspect and review the educational records of their students and to request amendment of their students' educational records due to errors and/or omission. Crossroads has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by Crossroads, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, Crossroads will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

## **APPENDIX J**

### **Health Information Records**

Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

## **APPENDIX K**

### **School Safety Plan and Emergency Closing Procedures**

SECTION 1. School Safety Plan: Crossroads will cooperate fully with local emergency management preparedness authorities to develop and implement an emergency management preparedness program addressing man-made and natural disasters.

SECTION 2. Emergency Suspension of School Operations or Activities

SECTION 2.1. Crossroads may abide by school closures for school LEA.

SECTION 2.2. The Board further authorizes the Executive Director to suspend school operations or activities in the event of abnormal conditions, hazardous weather, or other emergencies that threaten the safety, welfare, or health of students or employees and to take whatever measures he/she deems necessary to protect students and staff.

SECTION 2.3. The Executive Director shall establish orderly procedures to assure that appropriate communications with students, staff, and other stakeholders are maintained before, during and after the abnormal conditions potentially or actually causing suspension of school operations or activities. At a minimum, instruction on obtaining information pertaining to suspension of school operations and activities for students, staff, and other stakeholders shall be published in the student and staff handbooks.

SECTION 2.4. School activities, defined as extracurricular events, activities, clubs, competitions, and the like, held before or after the official school day, shall not be held if normal school operations have been suspended on the same day. The Executive Director shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.5. At the Executive Director's discretion, school activities as defined above, may be canceled even after operation of a regular school day if conditions exist to warrant such suspension. The Executive Director shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

## APPENDIX L

### Communicable Diseases

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Executive Director or his/her designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School personnel may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with Crossroads' policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The School will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the School leader.



## **APPENDIX M**

### **Distribution of Medicine**

#### **SECTION 1. General Policy Provisions**

SECTION 1.1. If Crossroads employs a school nurse, the nurse (or another employee designated by the Executive Director) may provide assistance with medication (this includes prescription or over-the-counter medication) only if all of the following requirements are met:

SECTION 1.1.1. Prescription drugs must be in the original container, bear the name of the student, the name of the physician and the name of the pharmacy filing the prescription. Over-the-counter drugs must be maintained in the original container.

SECTION 1.1.2. The appropriate approval form for medication must have been completed and signed by the parent or guardian for each medication.

SECTION 1.1.3. The school nurse, or appropriate staff member of Crossroads, shall refer to the directions for the consumption of any medication prior to each instance in which the school nurse or staff member administers such medication to a student.

SECTION 1.1.4. The school nurse or other designated employee shall keep a written report of medication taken by the student.

SECTION 1.2. Crossroads reserves the right to refuse to administer certain types of medication (at the discretion of the school nurse or other employee authorized by the school leader or other authorized school leader) when such administration could prove harmful to staff or student without proper training or direction of a doctor.

## **APPENDIX N**

### **Immunizations**

SECTION 1. All students attending Crossroads are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with school immunization requirements will result in exclusion from Crossroads until proof of compliance is provided. Homeless children will be granted a temporary, twenty-four (24) hour grace period within which to submit proof of compliance.

SECTION 2. The Executive Director shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending Crossroads, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

## **APPENDIX O**

### **Transportation**

The Board is committed to safe transportation of all students to and from school and events and hereby adopts the following policy effective on the date of adoption.

#### **SECTION 1. Car Riders**

SECTION 1.1. Crossroads' primary transportation method shall be parent or guardian drop off or pick up of students to and from school daily.

SECTION 1.2. To ensure the safety of all students, staff, and visitors, the Executive Director shall establish procedures including, but not limited to: authorization processes for dismissal and pickup, drop off and pick up times, routes, supervision, and load/un-load processes. These procedures shall be published in the student handbook each year and updated periodically as needed for efficiency and safety.

SECTION 1.3. Parents, guardians, day-care buses/vans, and other authorized individuals dropping off or picking up students shall comply with all procedures set forth by the Executive Director. The Executive Director is authorized to take measures (including debarment from access to the property) to address habitual non-compliance with the School's transportation policy and procedures which infringe upon the safety of students, staff and visitors or which impedes the efficiency of arrival and dismissal processes.

#### **SECTION 2. Busing**

SECTION 2.1. When available, students may be transported to and from school in vehicles owned, leased or contracted by Crossroads or other approved vehicles, including charter buses or vans, which are compliant with applicable laws and state regulations related to transporting public school students.

SECTION 2.2. For fieldtrips and other off-site events where transportation is provided, Crossroads shall procure the permission and medical release for students by parents or guardians and shall maintain records in accordance with the approved records retention schedule.

SECTION 2.3. For school-sponsored events, such as fieldtrips, priority of transportation to be used should be in the following order:

1. School owned, leased or contracted buses
2. Alternate transportation secured by Crossroads

SECTION 2.4. Students shall be required to follow all safety regulations required of passengers riding on school vehicles.

#### **SECTION 3. Staff Vehicles**

SECTION 3.1. It shall be the Policy of Crossroads that students shall not be transported in the private vehicles owned by members of the school's staff. In the event a student must be transported and a bus

or other means of transportation owned, leased or contracted by Crossroads is unavailable to transport the student(s), a member of the school's staff shall accompany the student on an alternative means of public transportation to the student's final destination.

SECTION 3.2. In the event a secure means of public transportation is unavailable to transport the student, a staff member that has been designated by Crossroads to transport students in the staff member's personal vehicle may transport the student to the student's final destination.

Section 3.3. Any and all staff members of Crossroads approved by Crossroads to transport students in such staff members' personal vehicle shall keep and maintain a current, valid driver's license, an executed acknowledgement and acceptance of liability for the transport of any and all students, and vehicle insurance in an amount that is not less than the minimum coverage required by the State of Missouri and maintain current, written proof of the good standing of such insurance coverage in the administrative office of the school.

SECTION 4. Walking and Biking.

SECTION 4.1. The Board recognizes the benefits of exercise, including walking and biking. However, to ensure the safety of all students, Crossroads prohibits unaccompanied minors under the age of 18 from walking or biking to and from school where established cross walks, crossing guards, or signage on streets within 1 mile of the school are not present.

SECTION 4.2. Crossroads will accept or release students from the car rider area only to the care of a parent or guardian or other individual previously approved in writing by the parent or guardian.

## **APPENDIX P**

### **Building Maintenance**

Safe and adequate grounds shall be maintained for the educational and recreational programs of children. The Board shall maintain the building(s) and equipment through a continuous program of assessment, repair, reconditioning, and remodeling. The Board, in collaboration with Executive Director, shall develop and implement capital improvement projects that ensure proper maintenance of the school in accordance with the approved budget.

The Executive Director shall manage janitorial and custodial staff in maintaining all school facilities and grounds.

## **APPENDIX Q**

### **Student Group Use of Facilities**

Pursuant to the Equal Access Act, the Board will provide an opportunity for student-initiated non-curricular groups to conduct meetings on school premises, during non-instructional time, and will not discriminate against students on the basis of the religious, political or philosophical content of the speech at such meetings.

## **APPENDIX R**

### **Procurement**

Any procurement of goods or services provided for in the annual budget up to \$1,000 may be made by a member of the Crossroads Staff. Any procurement of goods or services provided for in the annual budget exceeding \$1,000 shall be made by either the Executive Director or Principal of the school. Any procurement of goods or services less than \$25,000 that is not otherwise provided in the annual budget shall be made by either the Executive Director or Principal of the school. Any procurement of goods or services in an amount greater than \$25,000 that is not otherwise provided in the annual budget shall require the release of a request for proposal (RFP) from not less than three (3) providers of such goods or services, which proposals shall contain the anticipated price and type of goods or services to be provided and shall be approved by the Board prior to such procurement. The foregoing obligation to secure proposals for good or services in excess of \$25,000 may be waived by the Board, at its sole discretion, if a provider of such goods or services previously contracted with Crossroads to provide the same goods or services within the one (1) year period immediately prior to the date upon which a request for proposal was to be made. All purchases shall be in the best interest of Crossroads, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

Crossroads shall not purchase any goods or services from any member of the Board, an immediate family member of any member of the Board nor from any entity in which any member of the Board or an immediate family member of a Board member may benefit from such a procurement, unless authorized by the Board after a full disclosure of the conflict of interest or any potential conflict of interest and after the consideration set forth in Paragraph 1 above.

This policy applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

## **APPENDIX S**

### **Solicitations of Staff and Students**

#### **SECTION 1. Approval of Solicitation**

SECTION 1.1. The Board maintains that employees have the right to privacy and shall have the freedom to perform professional duties in an environment uninterrupted by solicitations from colleagues or from outside agencies without approval of the Executive Director or Principal. Solicitation within the school must have prior approval of the Executive Director or Principal.

SECTION 1.2. Prior to each school year the Board shall approve an annual Fundraising Plan.

SECTION 1.3. No fund raising organizations shall be permitted to solicit funds from students or employees without prior approval from the Executive Director or the Principal. Charitable organizations' solicitations must be approved annually.

SECTION 1.4. Door-to-door collection within the school shall be prohibited for all students.



## **APPENDIX T**

### **Student and Classroom Observations**

SECTION 1.1. While Crossroads acknowledges that some educational benefit may be derived from third parties wishing to conduct classroom observations for research purposes for educational products or services, it is the responsibility of Crossroads to protect the privacy of all students.

SECTION 1.2. Requests for observations by an outside educational or clinical professional must be submitted in writing to the Executive Director for consideration at least two weeks in advance of the requested observation. The request must include the name and credentials of the professional who will be observing the classroom, the purpose of the classroom observation, the data that will be collected and a certification that the third party will comply with the Family Educational Rights and Privacy Act ("FERPA") and any other applicable state or federal laws pertaining to student privacy. In addition, the third party may be required to execute a confidentiality agreement.

SECTION 1.3. The Executive Director must provide parents of students in the classroom written notice of a third party's desire to observe the classroom, and parent concerns regarding outside observers shall be taken into consideration in the decision whether or not to allow the third party to observe the classroom.

SECTION 1.4. If the outside professional is approved for the observation, all data collected shall be provided to the Executive Director.

SECTION 1.5. Upon request, the Executive Director may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines for all visitors plus the following additional guidelines: (1) the third party must currently provide educational or therapy services to the student; (2) provide the Executive Director an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian; (3) have the parent/guardian coordinate the observation date and time; (4) limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation; and (5) conduct the session in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

## **APPENDIX U**

### **School Attendance**

SECTION 1. The Board shall abide by the compulsory attendance laws of the state, with the exception of those students who may be excused from full-time attendance by the Executive Director. Individual petitions for any deviation from full-time attendance shall be considered by the Executive Director on the merits of the individual student's application and in compliance with state law and regulations.

SECTION 2. Students may attend Crossroads on a part-time basis as provided by state law and regulations of the Board.

SECTION 3. In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Students and parents must assume responsibility for being punctual and regular in attendance.

SECTION 4. Attendance Rules.

SECTION 4.1. Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

- a) Personal illness or attendance in school endangers a student's health or the health of others.
- b) A serious illness or death in a student's immediate family necessitating absence from school.
- c) A court order or an order by a governmental agency mandating absence from school.
- d) Observance of religious holidays.
- e) Conditions rendering attendance impossible or hazardous to student health or safety.
- f) A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

SECTION 4.2. Unexcused absences are all failures to attend school other than those specifically listed above.

SECTION 4.3. If a student is absent from school, the student must bring an excuse from home the day the student returns.

SECTION 4.4. When the student is absent, Crossroads will attempt to contact the parent to determine the cause of absence. However, the written excuse must be brought, whether or not a contact is made by phone. The school leader designee for absentee calls will maintain an accurate phone log.

SECTION 4.5. All work missed due to illness must be made up by the student within a reasonable time or the student risks not receiving credit for the missed work. It is the student's responsibility to make arrangements with the teacher for make-up work.

SECTION 4.6. In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

SECTION 4.7. For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

## **APPENDIX V**

### **Student Attendance and Accounting**

An accurate accounting of student attendance, transportation and food service records shall be kept by Crossroads. The records will be in accordance with state law and appropriate regulations of the Missouri Department of Elementary and Secondary Education.

The Executive Director will be responsible for maintaining student attendance accounting, and for submitting monthly reports of such records to the Board, which will in turn be responsible for preparing reports to be submitted to the appropriate state offices.

## **APPENDIX W**

### **Eye Protection**

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following:

(1) Vocational, technical, industrial arts, chemical, or chemical-physical shops or laboratories involving exposure to the following: Hot molten metals, or other molten materials; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding, or other forms of welding processes; repair or servicing of any vehicle; caustic or explosive materials; or

(2) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated.

"Industrial quality eye protective devices" means devices meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc.

## **APPENDIX X**

### **Course Requirements – Constitution, American History, Missouri Government**

Section 1. If Crossroads offers high school education, Crossroads shall offer in grade nine, ten, eleven, or twelve a course of instruction in the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States, and in the electoral process. Each pupil who receives a high school diploma or certificate of graduation shall satisfactorily complete such a course of study. Such course shall be of at least one semester in length and may be two semesters in length. Crossroads may waive the requirements of this subsection for any student who transfers from outside the state to a Missouri high school if the student can furnish documentation deemed acceptable by Crossroads of the student's successful completion in any year from the ninth through the twelfth grade of a course of instruction in the institutions, branches, and functions of state government, including local governments, and of the government of the United States, and in the electoral process.

Section 2. American history courses at the elementary and secondary levels shall include in their proper time-line sequence specific referrals to the details and events of the racial equality movement that have caused major changes in United States and Missouri laws and attitudes.

Section 3. No pupil shall receive a certificate of graduation unless he or she has satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the state of Missouri, and in American history and American institutions.

## **APPENDIX Y**

### **Reading Instruction**

Pursuant to the Missouri Reading Instruction Act (Section 170.014) Crossroads shall have reading programs in kindergarten through grade three based in scientific research. Such programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension, and all new teachers who teach reading in kindergarten through grade three shall receive adequate training in these areas. The program may include "explicit systematic phonics", which, for the purposes of this section, shall mean the methodology of pronouncing and reading words by learning the phonetic sound association of individual letters, letter groups, and syllables, and the principles governing these associations.

## APPENDIX Z

### Human Sexuality and Sexually Transmitted Diseases Instruction

Pursuant to Missouri law (section 170.015):

SECTION 1. Any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

(1) Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried pupils because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;

(2) Stress that sexually transmitted diseases are serious, possible, health hazards of sexual activity. Pupils shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;

(3) Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases; or shall present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law, 42 U.S.C. Section 710;

(4) Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;

(5) Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the pupil has the power to control personal behavior. Pupils shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Pupils shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Pupils shall be taught to resist unwanted sexual advances and other negative peer pressure; and

(6) Advise pupils of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise pupils of the provisions of chapter 566 pertaining to statutory rape.

(7) Teach pupils about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing and Exploited Children's CyberTipline; and

(8) Teach pupils about the consequences, both personal and legal, of inappropriate text messaging, even



among friends.

SECTION 2. When providing human sexuality instruction students may be separated according to gender for instructional purposes.

SECTION 3. The school shall notify the parent or legal guardian of each student enrolled in the school of:

(1) The basic content of the district's or school's human sexuality instruction to be provided to the student; and

(2) The parent's right to remove the student from any part of the school's human sexuality instruction.

(3) All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.

(4) The school will not provide abortion services, or permit a person or entity to offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if such person or entity is a provider of abortion services.

## **APPENDIX AA**

### **Textbooks**

SECTION 1. The term "textbook" means workbooks, manuals, or other books, whether bound or in loose-leaf form, intended for use as a principal source of study material for a given class or group of students, a copy of which is expected to be available for the individual use of each pupil in such class or group.

SECTION 2. Crossroads shall purchase and loan free all textbooks for all children who are enrolled in grades kindergarten through twelve, and may purchase textbooks and instructional materials for prekindergarten students.

## **APPENDIX BB**

### **Grading and Reporting**

#### **SECTION 1. Grading.**

SECTION 1.1. The Board shall vest responsibility in the Executive Director for developing a grading scale which comports with the school's instructional philosophy, curriculum, and state mandates.

SECTION 1.2. Teachers shall use a variety of methods to assess student progress.

#### **SECTION 2. Reporting.**

SECTION 2.1. A report card will go home with students every quarter.

SECTION 2.2. The report card shall provide accurate reporting of student progress against academic and other standards based on qualitative and quantitative evidence collected on classroom work, projects, tests, quizzes, performance based tasks, observations, and other evidence.

SECTION 2.3. Cumulative grades shall be transferred to students' individual permanent school record and report cards and permanent records shall be maintained in the student's files according to the adopted records retention schedule.

SECTION 2.4. Teachers are expected to maintain regular communications with parents by providing timely return of graded classwork and convening informative student conferences.

## **APPENDIX CC**

### **School Admissions**

SECTION 1. Crossroads shall enroll only students that reside in the Kansas City, Missouri LEA or students eligible to attend under an urban voluntary transfer program. This Charter School does not limit admission based on race, ethnicity, national origin, sexual orientation, disability, gender, income level, status of student or parent as homeless, proficiency in the English language or athletic ability, but may limit admission to students within a given age group or grade level.

Section 2. Students applying to enroll in Crossroads not otherwise part of any preference group will be admitted to Crossroads to the extent Crossroads has the capacity to enroll those students. Preferential enrollment will be given to children of families who live or work in Crossroads' priority enrollment area: State Line Road on the west to Woodland Ave. on the east and the Missouri river on the north to Linwood Blvd. on the south. Preferential enrollment will also be given to children of Crossroads' staff members and to siblings of current students of Crossroads.

SECTION 3. If the capacity of Crossroads is insufficient to enroll all students who submit an application during the open enrollment period (established in March of each year), Crossroads will use a lottery admissions process in order to assure all applicants an equal chance of gaining admission. Students who are not admitted either upon application for enrollment or during the lottery admissions process will be placed on a waiting list. To the extent a slot becomes available, then students will be enrolled to fill the vacant slot in the order the student's name appears on the waiting list.

SECTION 4. Students will not be required to complete any test or measure in order to be admitted to Crossroads. Once students are formally enrolled, formal and informal assessments may be administered to determine the most appropriate instructional plan and placement for each student.

SECTION 5. Registration.

SECTION 5.1. Regardless of when mailed, all applications for Crossroads must be physically present in the administrative office of Crossroads located at 1015 Central Ave., Kansas City, Missouri on or before 3:00 p.m. on March 31. In the event Crossroads is closed on March 31, all applications must be received by 3:00 p.m. the Monday immediately following March 31.

SECTION 5.2. All applications must be complete. Regardless of reason, failure to have a completed application package in the office of School by registration deadline may constitute a waiver of inclusion in the lottery for the following school year.

SECTION 5.3. In order to complete the registration process the following must be received by Crossroads: completed enrollment application, including the release of records and all required supporting documentation such as proof of residency, immunizations. Applications timely received but are incomplete due to circumstances beyond the control of the applicant may be included in the lottery at the discretion of the Executive Director with a right of appeal to the Board.

SECTION 5.4. Any applications not present in Crossroads' office by the deadline will be deemed to have waived participation in the lottery regardless of reason.

SECTION 5.5. Crossroads' admission procedures will be published annually.

SECTION 5.6. A register of all complete applications, received in a timely manner, will be maintained in Crossroads' office for review by applicants. Applicants will only be allowed to review the application of their student and will not be allowed to review the application(s) of any other students. Applicants are required to assure their application is registered prior to the deadline.

SECTION 5.7. Priority for enrollment will be given in the following order in accordance with the approved charter petition:

1. CURRENTLY ENROLLED STUDENTS
2. FACULTY and STAFF CHILDREN: Children of faculty and instructional staff.
3. SIBLINGS: Siblings of students currently enrolled on the date of the lottery.
4. PRIORITY ENROLLMENT AREA: Children residing in the priority enrollment area described in Section 2 above.
5. OTHERS: All other eligible children.

SECTION 5.8. Pursuant to the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as amended, no child seeking enrollment into Crossroads shall be segregated or enrolled in a separate school or separate program of Crossroads based upon such child's status as homeless, and the status of any such child as homeless shall not be a factor in the child's application for enrollment into Crossroads. In the event a homeless student that meets the admissions criteria is admitted to Crossroads, the homeless student's admission into Crossroads shall not be voided or invalidated upon such homeless student's failure or inability to produce records normally required for the enrollment of students, such as previous academic records, medical records, proof of residency or other documentation. In such event, Crossroads shall contact the school last attended by such homeless student to obtain academic or other records and refer the parent(s) or guardian(s) of any homeless student seeking enrollment to Crossroads to a designated staff member of Crossroads to assist the student in obtaining immunizations or immunization or medical records necessary for the student's enrollment.

SECTION 6. Lottery.

SECTION 6.1. When more registrants than seats in a class, grade level, or the school have been received, a lottery shall be held.

SECTION 6.2. The lottery process shall be published in advance and articulated prior to commencement of the lottery.

SECTION 6.3. The lottery shall be observed and certified by a third party.

## SECTION 7. Wait List.

SECTION 7.1. Lottery positions and waiting list positions will not be secured from year to year. Those offered the opportunity to enroll from the waiting list will have three days to complete the enrollment process before the opening will be offered to the next student on the waiting list.

SECTION 7.2. It is the responsibility of the wait listed parent or guardian to provide updated contact information including a phone number and address, and an email if possible.

SECTION 7.3. Waitlist parents must also provide an emergency contact person in the event they cannot be reached regarding an opening. Failure to keep updated information throughout the school year resulting in an inability to notify the parent of an opening waives the student's placement on the waitlist.

SECTION 7.4. A school designee shall contact the next person on the wait list if a slot becomes available. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

SECTION 7.5. The parents will be given 72 Hours to contact Crossroads and make a decision to accept the opening. If contact or a decision is not made within this time frame, the next student on the wait list is extended the offer.

## APPENDIX DD

### Student Promotion and Remediation

#### SECTION 1. Promotion Standards.

The philosophy and dedication to student success suggests that whether through promotion of students already attending Crossroads or via enrollment of new students, Crossroads will not place a student at a particular grade level if he/she is not academically equipped to be successful with the curriculum at that grade level. Crossroads will enroll any student of appropriate age living within the KCMSD boundaries, but will assess a student's incoming academic level once that student is enrolled to determine at which grade level he/she will best be able to master content and ultimately reach their full academic potential. All students will receive focused individual attention to help them reach their academic and personal goals, particularly those requiring extensive remediation or intensive support. Special needs populations will be assessed in accordance with state and federal policy when determining promotion and placement. Crossroads will communicate clearly and consistently with parents/guardians regarding promotion and placement policies to ensure all parties understand the reasoning behind any decision and can view the best interests of the student in proper context.

SECTION 2. Student Promotion Policy. Crossroads students will be promoted on the recommendation of the classroom teacher and approval of the Principal. The classroom teacher and Principal will base their recommendation upon the following criteria:

1. The student has mastered at least 70% of Missouri Learning Standards for Communication Arts and Math in the assigned grade level as measured by common assessments and class work.

2. The student has demonstrated Proficiency in Communication Arts/Reading and Math as measured by the Missouri state assessment or the NWEA. Proficiency on the NWEA Reading and Math test is defined as 70th percentile. Pursuant to RSMo 167.640.1, a student not demonstrating Proficiency in Communication Arts/Reading and Math based on the Missouri state assessment of the previous school year or the fall NWEA assessment of the current school year, will be required to participate in the school's current year remediation program as a condition of promotion to the next grade level.

3. The student maintains a 90% attendance rate.

4. Social/emotional development, successful participation in the school's current year remediation program and other pertinent data will also be considered in determining promotion.

Students enrolled in special education may also be retained but these decisions will be made on a case by case basis, consistent with each student's Individualized Education Plan.

SECTION 3. Student Remediation Policy. The regular school day of Crossroads ends at 2:30 pm. Pursuant to RSMo 167.640.1, students who require remediation as a condition of promotion to the next grade level will have remedial tutoring in Communication Arts and/or Math from 2:30-4:00 pm. A student in grades K-8 must participate in Crossroads' remediation program if he/she meets one of these criteria: 1) The student is not demonstrating Proficiency in Communication Arts/Reading and Math as measured by the Missouri state assessment of the previous school year or the fall NWEA assessment of

the current school year; proficiency on the NWEA Reading and Math tests is defined as 70th percentile, or 2) Students who have been assigned to the PACE class or are repeating a grade. Students who are not participating in Crossroads' remediation program will participate in other core subject activities from 2:30-4:00 pm, so all students will remain in school until 4:00pm.



## **APPENDIX EE**

### **Student Fees**

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study, which are offered for credit. Students shall be required to pay for materials or supplies, which are used in constructing projects or other items, which are to be removed from the school, and are thereby the property of the student.

Students may be charged fees or admission for participation in activities such as attendance at school athletic, or other co-curricular events and fieldtrips.

## **APPENDIX FF**

### **Student Records**

SECTION 1. Crossroads will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

SECTION 2. The parents/guardians of students who are attending or have attended Crossroads have the right to inspect and review the educational records of their students and to request amendment of their students' educational records due to errors and/or omission. Crossroads has adopted procedures for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

SECTION 3. All information contained in a student's educational record, except information designated as directory information by Crossroads, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students. For the purposes of this section, directory information shall be considered the name and grade-level of students.

SECTION 4. Upon request by military recruiters or an institution of higher learning, Crossroads will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

## **APPENDIX GG**

### **Fieldtrips and Enrichment Activities**

#### **SECTION 1. Fieldtrips and Enrichment Activities.**

SECTION 1.1 All field trips and enrichment activities should be a cooperative activity involving teachers, pupils, administrators and parents. Trips/activities should be carefully planned for timely implementation as part of the instructional, co-curricular, or extracurricular programs of the school.

SECTION 1.2. The Executive Director has the responsibility of developing field trip procedures. These procedures furnish guidelines for field trips and enrichment activities, planning information; parental permission forms, solicitation letters, and approved categorized lists of recommended field trips/activities. The procedures are to be revised and updated when necessary.

SECTION 1.3. Annual field trip plans for school day instructional trips should be developed by each teacher early in the school year and submitted to the Executive Director for approval.

#### **SECTION 2. Board Notification.**

The Executive Director shall inform the Board of approaching field trips that are overnight or outside of the counties bordering the school's location.

#### **SECTION 3. Documentation.**

Appropriate parental permission forms must be received and kept on file for students to participate in any field trip, or copies of each parent's written consent for the fieldtrip.

#### **SECTION 4. Unauthorized Fieldtrips.**

Unless approved by the Executive Director or Principal, trips organized by teachers in conjunction with parents or other non-school organizations to any destinations during non-school hours (for example, Summer, Thanksgiving, Winter Break, Spring Break, weekends, evenings) will not be recognized by the Board as approved field trips. The Board assumes no liability for such trips. The use of school staff during the regular work day, school facilities, and school supplies for planning such trips is prohibited. The recruitment of students for such trips, or communicating information related to such trips should not occur on school property.

## **APPENDIX HH**

### **Volunteers and Chaperones**

SECTION 1. Crossroads encourages participation of parents and citizens of the community to volunteer in the school in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

SECTION 2. Chaperone Duties and Responsibilities.

SECTION 2.1. All students may walk to or must ride in either school provided transportation or public transportation both to and from the fieldtrip and during transport during a fieldtrip to multiple locations. At no time will students ride in personal cars unless prior written approval by the Crossroads administration is granted in writing and transport is conducted pursuant to Crossroads' Transportation Policy.

SECTION 2.2. Crossroads staff shall maintain a list of all chaperones and the students to which they are assigned. Chaperones are responsible specifically to supervision of these students; however, they also retain responsibility for general supervision and safety of all Crossroads students.

SECTION 2.3. Adults observing behavior by students or other adults that is contrary to school policy or procedure shall immediately report the incident to a Crossroads staff member or administration.

SECTION 2.4. Crossroads staff is responsible for taking roll of students prior to departure from any location, every time the group reconvenes, and periodically throughout the course of the fieldtrip to ensure all students are present. Crossroads staff may not delegate this responsibility to a chaperone or any other person.

SECTION 2.5. The use of cell phones and texting should be for emergency use only when acting in a supervisory capacity.

SECTION 2.6. Chaperones should be strategically located on buses and at venues to ensure that students are adequately supervised at all times.

SECTION 2.7. Chaperones may not bring siblings of their child who is attending the fieldtrip, unless approved in writing by Crossroads administration prior to the date of the field trip.

SECTION 2.8. Chaperones may not leave the group or venue at any time during the course of a fieldtrip from departure from Crossroads to arrival at the school after the trip, unless prior written notice is provided to the administration. Chaperones and Crossroads staff are expected to participate in all activities planned as part of a fieldtrip itinerary.

SECTION 2.9. Chaperones may not drink alcoholic beverages, utilize illegal substances, smoke or chew tobacco, or use profanity at any time during the course of a fieldtrip from departure from Crossroads to

arrival at the school after the trip. Chaperones should remain attentive to the students and agree to follow the direction of the Crossroads staff during the field trip.

SECTION 2.10. Chaperones should ensure that all students remain seated on the bus and monitor student behavior on the bus. Students are expected to be quiet while in heavy traffic, when exiting/entering the interstate, or when crossing a railroad track.

SECTION 2.11. Students should be escorted into and out of public bathrooms. At no time should any student, even a child of a chaperone, be left unattended in a bathroom.

SECTION 2.12. Students should never be left unattended by an adult.

SECTION 2.13. Students should remain with their specific chaperone unless authorized by a Crossroads staff member.

SECTION 2.14. Students who become ill during the course of a fieldtrip should be brought to a Crossroads staff member. Parents of the student should be promptly contacted by a Crossroads staff member. A Crossroads staff member and chaperone will work collaboratively to ensure the child is properly attended.

SECTION 2.15. All procedures and rules specific to a field trip shall be strictly adhered to by all parents, students, and school staff.

## APPENDIX II

### Parents and Student Complaints and Grievances

SECTION 1. Purpose and General Policy Provisions Related to Resolution of Concerns.

SECTION 1.1. Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns

SECTION 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances as quickly as possible at the most immediate level of authority.

SECTION 2.1. The levels of lowest levels of authority shall be as follows:

1. **Classroom related concerns** – teachers
2. **School related concerns** (including policies, procedures, administration, unresolved classroom related concerns, etc.) – Principal
3. **Appeals** – Executive Director

SECTION 2.2 Any teacher, staff member, or administrator shall have the authority to table any meeting considered to be unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

SECTION 3. Parents or students may appeal decisions rendered by the Executive Director to the Board.

SECTION 3.1. The Board will ensure that a complaint is processed as expeditiously as is practicable. Any request for appeal shall be made in writing by the parent or student seeking an audience with the request stating the nature of the complaint and the specific statute, policy, rule or regulation alleged to have been violated. The written request should be delivered to Crossroads by either hand delivery with written receipt verification or by certified mail, return receipt requested at 1015 Central Ave., Kansas City, Missouri.

SECTION 3.2. The complainant and all parties in interest shall be notified in writing to the recipient's last known address of the date, time and place of the meeting with the Board.

SECTION 3.3. The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard by the Board, present relevant evidence and to examine witnesses.

SECTION 3.4. An accurate record of the proceeding must be kept mechanical means, and all evidence shall be preserved and made available to the parties involved. All cost and fees associated with gathering and delivering evidence shall be borne by the party incurring them unless otherwise agreed upon by the parties in advance of the meeting with Board, provided that the cost of preparing and preserving the record of the proceeding shall be borne by the Board with the cost of transcribing the transcript of evidence and proceeding before the Board shall be borne by the party requesting the same.

SECTION 3.5. The decision of the Board shall be in writing and dated. Any decision rendered by the Board shall contain findings of fact and reasons for the particular conclusion rendered. The decision rendered by the Board shall be delivered to the complainant by certified mail, return receipt request or hand delivery with written receipt confirmation by the recipient.

SECTION 3.6. The decision rendered by the Board shall be final. Should any party wish to appeal a decision of the Board, the party may do so at its own expense.

## APPENDIX JJ

### Technology Acceptable Use Policy

#### SECTION 1. Internet Use and Safety.

Crossroads recognizes that computers and the Internet have educational purpose when used properly. Crossroads will take all measures necessary to provide individual users, both students and administrators, with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and personal safety. However, there is always the risk that some students might encounter information on the Internet that could be of potential harm or inappropriate to the student. While Crossroads will inform students on the appropriate use of email and Internet safety and will take all necessary measures to ensure students use computers and the Internet consistent with the terms of this policy, due to the uncontrollable nature inherent to the Internet, Crossroads cannot guarantee the Internet and computer environment for its students. Crossroads does comply with the Children's Internet Protection Act (CIPA) and uses available filtering software.

SECTION 1.1. The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final. Crossroads may deny, revoke, or suspend specific user access.

#### SECTION 2. Staff Responsibilities for Use of Technology

- Develop and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals.
- Supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy.
- Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.
- Supervise student Internet and computer usage.

#### SECTION 3. Student Responsibilities for Use of Technology

- Obtain parental permission before using any school computer on the Internet.
- Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.
- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

#### SECTION 4. Network User Responsibilities

- Use of Crossroads' technology resources must be in support of education and research consistent with the educational objectives of Crossroads.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.



- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- Help maintain security of Crossroads' technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security must be reported to Executive Director.
- Be aware that network files and electronic mail are not guaranteed to be private. Crossroads technology personnel shall have access to all files.
- Do not permit others to use your account.

SECTION 5. Unacceptable Uses Include, but are not limited to:

- Providing unauthorized or inappropriate access to Crossroads' technology resources.
- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive, or threatening material.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers, or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.

SECTION 6. Internet Use Agreement

To support and respect each family's right to decide whether or not their child may have access to this resource, no child will be allowed to operate a computer to access the Internet unless all parties commit to responsibility by completing Crossroads Internet Use Agreement. No child will be allowed to operate a computer to access the Internet without direct adult supervision.

SECTION 7. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

SECTION 8. Social Media Use Policy

**SECTION 8.1.** Both Crossroads' educational social media and commercial social media exist for parents, students and employees to utilize. Therefore, social media could be used either as part of Crossroads' educational mission or for business purposes, or as part of the User's personal or commercial online presence. Mobile electronic devices, portable or stationary computers, and Crossroads networks and systems, as well as each User's networks, systems, computers, and devices are available for (or provided for) the Users to carry out their social media activities. The purpose of the Crossroads' Social Media Policy is to establish rules and guidance for the use of social media by students, parents, employees, and Guests (collectively, "Users").

**SECTION 8.2.** A social media mistake is a critical problem with the potential to injure students, employees, Guests, and others, to lose confidential information and data, to set back any progress

that Crossroads has previously made, and to subject the User or Crossroads to litigation; therefore, careful use and consideration should be made prior to any User's utilization of social media outlets related to Crossroads.

### **SECTION 8.3. Definitions**

- **Guests** – include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff and students, Board members, independent contractors, vendors, and Crossroads consultants.
  
- **Social Media** – includes websites that incorporate one or more of the following:
  1. **Blogs** – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments on their blogs.
  
  2. **Microblogs** – are websites and spaces that allow users to post short blog entries. Twitter is an example, as well as other sites that invite users to post short status and location updates such as Facebook and Foursquare.
  
  3. **Social networks** – are websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites such as Facebook and MySpace tend to foster personal social contact among “friends”, while websites such as LinkedIn are oriented toward professional networking. Some LEA and businesses are also establishing a presence on social networks.
  
  4. **Media sharing** – are websites where users post and share videos, audio files and/or photos as well as tag them to enable searchability. Examples include: YouTube, Flickr, Picasa, and Google Video.
  
  5. **Wikis** – are resources or documents edited collaboratively by a community of users with varying levels of editorial control by the website publisher. Wikipedia is an example.
  
  6. **Virtual worlds** – Web or software-based platforms that allow users to create avatars or representations of themselves, and through these avatars to meet, socialize and transact with other users. Second Life and other virtual worlds are used for social purposes and e-commerce, non-profit fundraising, and video-conferencing.
  
  7. **Miscellaneous** - Social media includes communication, collaborative sharing, and reaching students, employees and Guests for educational purposes using Crossroads provided websites, platforms, resources, or documents. Examples include but are not limited to Google Apps, Ning, Teacher Tube, Moodle, and Gaggle.

**Section 8.4. Authority.** Crossroads has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on and over Crossroads' systems and to monitor, record, check, track, log, access or otherwise inspect its electronic networking systems. In addition, Crossroads has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on User's personal computers, electronic devices, networks, internet, electronic communication systems, and in databases, files, software, and media that contain Crossroads information and data. Further, Crossroads has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on another entity's computer or electronic device when

Users bring and use another entity's computer or electronic device to a Crossroads location, event, or connect it to the Crossroads network and/or systems, and/or that contains Crossroads programs, or Crossroads data or information.

The above applies no matter where the use occurs whether brought onto Crossroads property, to Crossroads events, or connected to Crossroads' network, or when using mobile equipment and telecommunications facilities in protected and unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, as well as by other means. All actions must be conducted in accordance with State law, assist in the protection Crossroads' resources, insure compliance with this Policy.

Crossroads will cooperate, to the extent legally required, with social media sites, internet service providers, local, state, and federal officials in investigations or with other legal requests, whether criminal or civil actions.

**SECTION 8.5. Delegation of Responsibility.** Crossroads intends to strictly facilitate a learning and teaching atmosphere, to foster the educational purpose and mission of Crossroads, and to protect its computers, devices, systems, network, information and data against outside and internal risks and vulnerabilities. Users are important and critical players in protecting these Crossroads assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this Policy. Users must immediately report any violations or suspicious activities to the Executive Director or his/her designee. Conduct otherwise will result in disciplinary action to be determined at the discretion of the Executive Director. If a User believes there is a conflict in the requirements they are to comply with they must bring the matter to the attention of their supervisor, teacher, or the Principal who will in turn assist the User.

It is the responsibility of all Users to carefully consider their behavior and what they place online when communicating with or "friending" any individual. Crossroads administrative staff is authorized to access Users' postings on public locations and on Crossroads servers, hard drives, systems, and networks under the direction of the Executive Director, or his/her designee, law enforcement, a court order, a subpoena or other legal action or authority. Users may not coerce others into providing passwords, login, or other security access information to them so that they may access social media or locations that they have no authorization to access. Users should note that information that they place in social media and designate as private can be accessed in litigation, can be distributed by their friends, and can be accessed in other various legal ways. The Executive Director or his/her designee, is hereby granted the authority to create additional administrative regulations, procedures, and rules to carry out the purpose of this Policy.

**SECTION 8.6. Regulations.** It is often necessary to access Users' accounts in order to perform routine maintenance and for other legal reasons. Crossroads' system administrators have the right to access by interception, and to access the stored communication of User accounts for any reason in order to uphold this Policy and to maintain the Crossroads system. **USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, RECEIVE, OR DISPLAY ON OR OVER CROSSROADS' SYSTEMS, AND CROSSROADS' AUTHORIZED THIRD PARTIES' SYSTEMS, INCLUDING THEIR PERSONAL FILES OR ANY OF THEIR USE OF THESE SYSTEMS.** Crossroads reserves the right to access, view, record, check, receive, monitor, track, log, store, and otherwise inspect and utilize any or all systems and authorized third parties' systems, and to monitor and allocate filespace. Users of Crossroads' systems, and third party systems, who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or utilized by Crossroads, and to monitor and allocate filespace. Passwords and

message delete functions do not restrict Crossroads' ability or right to access such communications or information.

Users are responsible for their own behavior when communicating with social media. They will be held accountable for the content of the communications that they state/post on social media locations. Users are responsible for complying with Crossroads' employee, student, and guest conduct requirements. Users may not disrupt the learning atmosphere, educational programs, school activities or the rights of others. Inappropriate communications may not be included in Users' social media, including but not limited to (i) confidential, personally identifiable and sensitive school-related information about students, employees, and Guests; (ii) child pornography, sexual exploitation, bullying/cyberbullying, inappropriate commercialization of childhood experiences, (iii) defamatory or discriminatory statements and images, (iv) proprietary information of Crossroads and/or vendors of Crossroads, (v) infringed upon intellectual property, such as copyright or trademark ownership, and circumvented technology protection measures, (viii) terroristic threats, and (ix) illegal items and activities.

Users may not use their personal computers, devices, services, systems, and networks during the time they are required to be fulfilling their work, learning, school responsibilities, or volunteer requirements. Where Users place their communication in "privacy" marked social media, they cannot expect that their information will not be disclosed by a person within their "private marked group". Such information may be disclosed by others within the "private group", or the information may be discovered as part of the discovery process in litigation, or it may be disclosed by other means. Crossroads may be provided this information and be required to investigate it further. Information that Crossroads obtains may be disclosed without limitation for purposes of investigation, litigation, internal dispute resolution, and legitimate business purposes regardless of whether the particular User is involved. Information that a User deleted may be recovered indefinitely by Crossroads.

Users may not use the name of the "Crossroads Academy of Kansas City, Inc." or any derivative thereof or its logo or mark in any form in social media, on Crossroads' internet pages or websites, on websites not owned or related to Crossroads, or in forums/discussion boards, to express or imply the official position of Crossroads without the expressed, written permission of the Executive Director. When such permission is granted, the posting must state that the statement does not represent the position of Crossroads.

**SECTION 8.7 Employee Use of Social Media.** Crossroads employees should follow these guidelines. Social media sites that are school-based should be designed to address reasonable instructional, educational, or extra-curricular program matters. In order to maintain a professional and appropriate relationship with students, Crossroads employees should not communicate with students who are currently enrolled in Crossroads on personal social media sites. Crossroads employees' communication with Crossroads students via personal social media is subject to the following exceptions: (a) communication with relatives; and (b) if an emergency situation requires such communication, in which case the Crossroads employee should notify his/her supervisor within 24 hours of making the contact. Crossroads employees shall not post photos of Crossroads students on social media sites without the prior written permission of the photographed student's parent or guardian. It is not recommended that Crossroads employees post photos of other Crossroads employees on social media sites without prior permission of the photographed employee.

**SECTION 8.8 Consequences for Inappropriate, Unauthorized and Illegal Use.** General rules for behavior, ethics, and communications apply when using social networking systems and information. Users must be aware that violations of this Policy, or other unlawful or inappropriate use of social media systems and information, may result in loss of access and a variety of other disciplinary

actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay for employees), dismissal, expulsions, breach of contract, penalties provided in statutes, regulations, and other laws and/or legal proceedings on a case-by-case basis.

## **APPENDIX KK**

### **Drug Free Schools**

SECTION 1. Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, Crossroads shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students. Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

SECTION 2. Crossroads may provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

SECTION 3. Crossroads certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. Crossroads conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **APPENDIX LL**

### **Truancy, Child Abuse and Educational Neglect**

#### **SECTION 1. Truancy.**

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the Executive Director, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Children's Division. The Executive Director shall inform the Board that a report has been made and keep the Board apprised of the status of the case.

#### **SECTION 2. Child Abuse.**

An oral report shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Missouri Children's Division, or, in the absence of such agency, to an appropriate police authority or Crossroads attorney.

#### **SECTION 3. Educational Neglect.**

**SECTION 3.1.** Crossroads shall post in a clearly visible location in a public area of the school that is readily accessible to students a sign in English and in Spanish that contains the toll-free child abuse and neglect hotline number established by the children's division under section 210.145. Additionally, Crossroads shall post signs containing the same information in all student restrooms in the school, to allow for private access to the information by students of either gender.

**SECTION 3.2.** The information contained on the signs required under subsection 3.1 shall be presented on a poster at least 11 inches by 17 inches in size, contain large print, and be placed at eye level to the student for easy viewing. The hotline number shall be displayed in bold print. The signs shall contain instructions to call 911 for emergencies and directions for accessing the children's division website for more information on reporting abuse, neglect, and exploitation.

## **APPENDIX MM**

### **Discipline**

#### **SECTION 1. Purpose**

SECTION 1.1. Crossroads' discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The disciplinary process may include due consideration of student support services that may be available through Crossroads, other public entities, or community organizations. Where feasible, Crossroads prefers to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

The Board authorizes the immediate removal of a student upon a finding by a Crossroads administrator that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

#### **SECTION 2. Enforcement**

The Executive Director and Principal are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the Executive Director. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All Crossroads staff is required to enforce Crossroads' policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.



All employees of Crossroads shall annually receive instruction related to the specific contents of the Crossroads discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

### SECTION 3. Investigation Process

When a violation of school rules is reported or suspected, the Executive Director or Principal will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation should include interviews with the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. Written statements should be obtained from all individuals who are interviewed. Video surveillance, if available, should be reviewed and secured. Any other physical and documentary evidence should be collected and preserved. School counselors, school social workers, school police, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. At an appropriate time during or after the investigation, the parent or guardian will be notified. However, if the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.

### SECTION 4. Definitions of Disciplinary Methods

#### 4.1. In-School Suspension

In-School Suspension is defined as the removal of a student from regular classes and assignment to an in-school suspension setting within the school. The student's teachers send class assignments to in-school suspension. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

A teacher may request that a student who has been assigned to in-school suspension be allowed to attend his/her class (such as lab classes). The granting of this request is limited to cases where it is extremely important that a class not be missed or where a class cannot be made up at a later date. The Executive Director has the final decision.

For minor offenses, in lieu of in-school suspension or upon parent request, students may be given the option of school service (i.e., picking up trash on the school grounds, cleaning lunchroom tables, etc.), provided the school service is age-appropriate and supervised.

#### 4.2. Out-of-School Suspension

Out-of-School Suspension is defined as the removal of a student from school (or school bus) for one to ten school days. The Principal may impose an out-of-school suspension of up to ten school days. Schoolwork missed during 1-3 day suspensions may be made up when the student returns to school. For suspensions of 4-10 school days, parents/guardians may request schoolwork and pick up the schoolwork during school hours.

Long-term suspension is defined as the removal of a student from school (or school bus) for more than ten school days but not beyond the current school semester.

A student on long-term suspension who has not been referred to an alternative school may not receive homework, make up work, or take semester exams unless allowed to do so by Crossroads' administration or the Board. A student on long-term suspension is not allowed on school property and may not participate in any school activities or school functions.

In some cases (limited to one per student per academic year), the Executive Director may temporarily postpone a student's suspension if the offense was committed at a critical time in the academic calendar (i.e., immediately before final exams). This does not apply to offenses that are violations of state or federal law or that involve weapons, violence, or drugs.

#### 4.3. Expulsion

Expulsion is defined as the removal of a student from school (or school bus) for a specified period of time beyond the current semester. Only the Board may impose expulsion from school.

A student who has been expelled may not attend school but may apply for readmission after six months.

#### 4.4. Alternative School

A student who is removed from school for more than 10 school days may be allowed to attend an alternative school for instruction, academic support, and counseling. Alternative school enables a student to take academic classes that allow the student to keep up with the course credit requirements toward graduation. The student may not return to school or attend any extracurricular activities while attending an alternative school pursuant to a long-term suspension or expulsion.

#### 4.5. Probation

"Probation" means that a student is placed on a trial period during which the student is expected to maintain good behavior. A student found guilty of certain offenses may be placed on probation by the Executive Director or the Board. Violation of a school rule while on probation may result in further disciplinary action, including a possible referral for suspension or expulsion.

#### 4.6. Restrictions on School Activities

Students who are suspended or expelled will not be allowed to participate in any school-sponsored activities, [including the prom or graduation exercises] if these occur during the period of suspension or expulsion. A parent or guardian may, for good cause, petition the Executive Director for permission for the student to participate in school-sponsored activities. If denied permission by the Executive Director, the parent or guardian may appeal to the Board. The Board's decision shall be final.

### SECTION 5. Offenses and Consequences

#### 5.1. Reporting to Law Enforcement

It is the policy of Crossroads to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes Crossroads is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.

3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The Executive Director shall also notify the appropriate law enforcement agency if a student is discovered to possess a controlled substance or weapon in violation of the Crossroads' policy.

In addition, the Executive Director shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who Crossroads is aware is under the jurisdiction of the court.

#### 5.2. Documentation in Student's Discipline Record

The Executive Director, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the school. In addition, any of the following offenses are a serious violation of the school's policy and must be documented in the student's discipline record in accordance with law:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

#### 5.3. Prohibition against Being on or near School Property during Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the Executive Director or Principal. Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of the school unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the Executive Director or administrator that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of Crossroads.
4. The student resides within 1,000 feet of Crossroads and is on the property of his/her residence.

If a student violates this prohibition he or she may be subject to additional discipline, including suspension or expulsion, in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

#### 5.4. Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. This list is specific but not exhaustive and criminal, violent or disruptive acts or actions committed by students of Crossroads that are not specifically provided below may still result in the discipline of the student committing such act up to and including suspension or expulsion. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

#### Assault

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

Automobile/Vehicle Misuse – Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Principal/Student conference, suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-

Offense: of-school suspension.

Bullying) – Intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, cyber-bullying, and exclusion from a peer group.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct– Any offense committed by a student on, while waiting for, or entering transportation provided by or through Crossroads shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Disrespect to Staff– Willful or continued willful disobedience of a directive or request by a Crossroads staff member or disrespectful verbal, written, pictorial, or symbolic language or gesture that is directed at a Crossroads staff member and that is rude, vulgar, defiant, in violation of Crossroads policy or considered inappropriate in educational settings.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Disruptive Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is disrespectful, rude, vulgar, defiant, in violation of Crossroads' policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom

work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### Drugs/Alcohol

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase, transfer or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, controlled substances, illegal drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension.

Second Offense: Expulsion

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension – Coming within 1,000 feet of Crossroads while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of Crossroads is disruptive to the educational process or undermines the effectiveness of Crossroads' disciplinary policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assaults") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment/Discrimination– Use of verbal, written or symbolic language based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic that has the purpose or effect of

unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of illegal harassment include, but are not limited to, graffiti, display of written material or pictures, name calling, slurs, jokes, gestures, threatening, intimidating or hostile acts, theft or damage to property.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Public Display of Affection – Physical contact that is inappropriate for school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### Sexual Harassment/Discrimination

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.



Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Sexual Misconduct – Exposing of body parts to another individual including, but not limited to, possession, transfer or exposure of images, electronic or otherwise, of the body parts or sexually explicit images of oneself or others, and/or initiating or participating in an act of a sexual nature.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### Technology Misconduct

1. Unauthorized use of cellular telephones, personal computers, or unauthorized use of electronic devices during instructional time.

First Offense: Principal/Student, temporary confiscation of device, and/or detention.

Subsequent Offense: Teacher/Student conference, School Leader/student conference, temporary confiscation of device, detention, or 1-180 days out-of-school suspension.

2. Attempting, regardless of success, to gain unauthorized access to technology system or information; to use Crossroads technology to connect to other systems in evasion of the physical limitations of the remote system; to copy Crossroads files without authorization; to interfere with the ability of others to utilize Crossroads technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using Crossroads technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

3. Violation other than those listed in (2) or of a Board policy or regulation, administrative procedures or netiquette rules governing student use of Crossroads technology.

First Offense: Restitution. School Leader/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

#### Threats or Verbal Assault

Verbal, written, pictorial or symbolic language and/or gestures creating a reasonable fear of physical injury or causing school property damage. Threats by students, whether made on campus or off school grounds, which constitute a “true threat” against Crossroads, its students or employees, will be immediately reported to law enforcement officials and will subject the student to suspension and a possible referral for expulsion. The definition of “true threat” shall be construed in accordance with applicable law and encompasses those statements that a reasonable recipient would view as a serious threat of violence or death.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### Tobacco

Defined as possession and/or use of any tobacco products on school grounds, school-transportation or at any school-activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 day out-of-school suspension.

#### Truancy

Defined as absence from school without the knowledge and consent of parents/guardians and/or Crossroads administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

#### Unauthorized Entry

Entering or assisting any other person to enter a Crossroads facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a Crossroads facility through an unauthorized entrance; assisting unauthorized persons to enter a Crossroads facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

#### Vandalism

Defined as the willful damaging or the attempt to cause damage to real or personal property belonging to Crossroads, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

#### Weapons

1. Defined as the possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2)

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.  
Subsequent Offense: Expulsion.

## **APPENDIX NN**

### **Threats of Violence**

#### **SECTION 1. Policy.**

It is the policy of the Board to take all reasonable steps to provide a safe environment for students and staff. To that end, any threat by any individual directed toward another which if carried out would pose a potential danger to the life and safety of students and/or staff should be regarded and treated seriously.

#### **SECTION 2. Responsibility for Reporting**

**SECTION 2.1.** Any student who receives information concerning such a threat should immediately report that information to a teacher, counselor, or school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

**SECTION 2.2.** Any employee who receives information concerning such a threat should take appropriate action to respond to the threat including taking steps to separate the student perceived to be a threat from the potentially threatening situation and/or reporting the information to the Executive Director or Principal. If the staff member believes the situation is so serious as to warrant the notifying of outside authorities, the employee must notify the Executive Director or Principal so that the Executive Director or Principal can be responsible for taking such steps.

#### **SECTION 3. Administrative Action.**

**SECTION 3.1.** The Executive Director or Principal should take immediate steps to investigate and determine the factual circumstances of the threat and then determine the appropriate action to respond to it. Such action may include disciplining the student(s) involved as appropriate under school rules, contacting the parents of the student(s) involved, contacting appropriate law enforcement or other officials.

**SECTION 3.2.** Whenever the Executive Director or Principal feels that it is necessary to contact outside officials to respond to a threat appropriately, the Executive Director or Principal should also contact the Board.

## **APPENDIX OO**

### **Hazing and Bullying**

#### **SECTION 1. Policy.**

In order to promote a safe learning environment for all students, Crossroads prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with our discipline procedures. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities.

#### **SECTION 2. Responsibility for Reporting.**

**SECTION 2.1.** Students who have been subjected to hazing or bullying should promptly report such incidents to a Crossroads official. In addition, Crossroads staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. Crossroads staff will report incidents of hazing and bullying to the building Principal. The Principal will promptly investigate all complaints of hazing and bullying and will administer appropriate discipline to all individuals who violate this policy. Crossroads staff that violates this policy may be disciplined or terminated.

**SECTION 2.2.** The scope of this policy includes all students, administrators, faculty, staff, parents, volunteers and the prohibition of every form of bullying or hazing, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school or at a school-sponsored event, whether or not held on school premises.

#### **SECTION 3. Administrative Action.**

The Executive Director will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying. Crossroads shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program. If it is determined that an incident of bullying or hazing stems from behavior outside of Crossroads or a Crossroads venue, Crossroads, or Crossroads personnel may elect to notify the parents of the students involved in the incident(s), and to the extent necessary, police officials may also be notified.

#### **SECTION 4. Definitions.**

**SECTION 4.1.** Hazing: For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions which subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced

conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing is prohibited even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by Crossroads and legitimately related to the purpose of the organization.

SECTION 4.2. Bullying: For purposes of this policy, bullying occurs when one or more persons (1) expose(s) another person to negative action, aggression, intimidation and/or harassment, (2) the negative action, aggression, intimidation and/or harassment occurs(s) repeatedly and over time and cause(s) a reasonable person to fear for his or her physical safety, property, or emotional well-being, and (3) the victim of the behavior has difficulty defending himself or herself (for example, due to an imbalance of power or strength).

SECTION 4.3. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel electronic messages or images using the Internet, social media or other digital communication devices. Cyber-bullying may also include actions that are not initiated at a Crossroads location. Cyber-bullying not otherwise initiated at a Crossroads location is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of Crossroads or a Crossroads program. Cyber threats are online materials that threaten or raise concerns about violence against others, including, but not limited to threats of suicide or self-harm.

## **APPENDIX PP**

### **Weapons at School**

SECTION 1. The presence of firearms and weapons poses a substantial risk of serious harm to the school, students, staff and community members and is a violation of state law. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. Weapons may be defined by the Executive Director, Principal or the Board on a case by case basis.

SECTION 2. Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through Crossroads property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.



## **APPENDIX QQ**

### **Student Safety**

In addition and pursuant to the No Child Left Behind Act of 2001, student victims of a violent criminal offense that was committed on school premises may transfer to another school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a victim is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

The School will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee.

## **APPENDIX RR**

### **Seclusion, Restraint and Corporal Punishment**

#### **SECTION 1. General Policy Provisions**

SECTION 1.1. The use of chemical restraint, mechanical restraint, or prone restraint is prohibited in Crossroads.

SECTION 1.2 The use of seclusion is prohibited within Crossroads.

SECTION 1.2.1 Seclusion does not include “time-out,” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

SECTION 1.2.2. Seclusion does not include in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.

#### **SECTION 2. Physical Restraint**

Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

SECTION 2.1. Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

SECTION 2.2. Physical restraint shall not be used (1) as a form of discipline or punishment (2) when the student cannot be safely restrained; or (3) when the use of the intervention would be contraindicated due to the student’s psychiatric, medical, or physical conditions as described in the student’s educational records.

SECTION 2.3 All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

SECTION 2.4. Before any staff member may implement physical restraint, he or she should have completed an approved training program.

SECTION 2.4.1 Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

SECTION 2.4.2 Crossroads shall maintain written or electronic documentation on training provided and the list of participants in each of the provided trainings. Copies of such documentation will be made available to the Missouri Department of Education or any member of the public upon request.

SECTION 2.5. If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff

members trained in physical restraint are not available, he or she should ask other students, if present, to request assistance immediately.

SECTION 2.6. Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.

SECTION 2.7. Whenever physical restraint is used on a student the Crossroads or the Crossroads program where the restraint is administered shall notify the student's parent or legal guardian within one school day after the use of restraint.

SECTION 3. This policy does not prohibit a staff member from utilizing time-out, as defined above, or any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed in this rule.

SECTION 4. This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

SECTION 5. The decision whether or not the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve the performance of discretionary, not ministerial, duties.

SECTION 6. In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

SECTION 7. School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.

## SECTION 8. CORPORAL PUNISHMENT

SECTION 8.1. For the purposes of this policy, corporal punishment is a form of physical punishment administered by an adult to the body of a child for the purpose of discipline or reformation, or to deter attitudes or behaviors deemed unacceptable. No person employed by or volunteering on behalf of Crossroads shall administer corporal punishment or cause corporal punishment to be administered upon a student attending Crossroads.

SECTION 8.2. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with Crossroads' policy on student seclusion, isolation and restraint is not a violation of this policy.

## **APPENDIX SS**

### **Services for Students with Disabilities**

Crossroads does not have a general curriculum for students with disabilities. Instead, it is the policy of Crossroads to develop an individualized educational program (IEP) for each student with a disability who needs special educational services pursuant to the Individuals with Disabilities Education Act (IDEA) and an accommodation plan for students who are qualified only pursuant to Section 504 of the Rehabilitation Act. Each IEP is designed to meet the unique needs of the student and to offer a free appropriate public education. In addition, Crossroads' IEPs will address the extent to which each student's disability affects his/her ability to access Crossroads' general curriculum and what modifications, accommodations, and supplementary aids and services, if appropriate, are necessary to provide for such access. Each student with a disability will be educated to the maximum extent appropriate with children who are non-disabled. However, students with disabilities may be assigned to special classes, separate schooling or removed from the regular educational environment when the nature or severity of the student's disability is such that education in the regular educational environment with the use of supplementary aids and services cannot be achieved satisfactorily.

Crossroads will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B.

If a student has had his/her curriculum substantially altered or modified pursuant to an IEP, 504 Plan, and/or in connection with a plan of homebound instruction so that the academic requirements (including but not limited to the requirements for achieving a specific letter or numerical grade) for one or more courses have been significantly reduced as compared to the regular course or courses, the IEP team or 504 team (or in the case of a student receiving homebound instruction who is not covered by an IEP or 504 Plan), the Executive Director, Principal, and classroom teacher(s) for such course(s) shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class ranking shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

## **APPENDIX TT**

### **Instruction for Students with Disabilities**

It is the policy of Crossroads to provide a free appropriate public education to all students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services.

Crossroads will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, §162.670-.995, RSMo., and Missouri's State Plan for Part B.

## **APPENDIX UU**

### **Instruction for At-Risk Students**

Crossroads shall meet all federal and state requirements for identifying and providing services to educationally at-risk students.

At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

## **APPENDIX VV**

### **ACTIVE SHOOTER TRAINING AND DRILLS**

SECTION 1. At the discretion of school administration, Crossroads shall include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training shall also include information and techniques on how to address situations where an active shooter is present in Crossroads or on school property.

The administration shall conduct the training on an annual basis. If no formal training has previously occurred, the length of the training may be eight hours. The length of annual continuing training may be four hours.

SECTION 2. All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

- (1) Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
- (2) Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officers standards training commission.

SECTION 3. Crossroads shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.

## Appendix WW

### English Language Learners (ELL) Policy

#### SECTION 1. Definitions:

The term “Limited English Proficient,” (LEP) when used with respect to an individual, means an individual —

- (A) who is aged 3 through 21;
  - (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
  - (C)(i) who was not born in the United States or whose native language is a language other than English;
    - (ii) (a) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
    - (b) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
    - (c) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
  - (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
    - (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
    - (ii) the ability to successfully achieve in classrooms where the language of instruction is English;
- or
- (iii) the opportunity to participate fully in society.

“English for Speakers of Other Languages” (ESOL) are programs that teach language skills to students from non-English-speaking backgrounds.

“English Language Learners” (ELLs) are speakers of other languages who are in the process of learning English. This abbreviation may be used to indicate LEP students.

A “migratory” child is defined as a child who is, or whose parent or spouse is, a migratory agricultural worker (including migratory dairy workers and migratory fishers). In order to obtain temporary or seasonal employment in agricultural or fishing work during the preceding 36 months (or to accompany a parent or spouse for such a purpose), a migratory child is someone:

- (1) who has moved from one school district to another;
- (2) who has moved from one administrative area to another in a state that is comprised of a single school district; or
- (3) who resides in a school district of more than 15,000 square miles and who migrates a distance of 20 miles or more to a temporary residence in order to engage in fishing activities.

SECTION 2. Crossroads shall designate a staff member to serve as the coordinator for ELL programs for Crossroads pupils.

SECTION 3. The Board directs the ELL coordinator to develop and implement language instruction programs that:



(1) Identify English Language Learner (ELL) students through the use of a home language survey OR by including home language questions on the school enrollment form. The same assessment methods must be used on all students. If using an enrollment form, the questions should include at least the following:

(a) Do you use a language other than English?

(b) Is a language other than English used at home?

The Principal will develop procedures to ensure that all new and currently enrolled students complete the home language survey or an annual enrollment form, as applicable.

(2) Assess for English proficiency any student who indicates the use of a language other than English, using a DESE-approved assessment instrument.

(3) Determine the appropriate instructional environment for ELL students. Crossroads is responsible for providing an English language instruction educational program that increases the English proficiency and academic performance of all ELL students. The curriculum used must be tied to scientifically based research on teaching ELL students and must have demonstrated effectiveness.

(4) Annually assess the English proficiency of ELL students and monitor the progress of students receiving English for Speakers of Other Languages (ESOL) or bilingual instruction in order to determine their readiness for classrooms not tailored to ELL students.

(5) Provide parents with notice of and information regarding the English language instruction educational program as required by law. To the extent practicable, the notice and information should be in a language that the parent can understand. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

## Appendix XX

### Program for Homeless Students Policy

#### SECTION 1. Definitions.

A “homeless child” or “homeless youth” is one who:

- (i) lacks a fixed, regular, and adequate nighttime residence; and
- (ii) includes--

(a) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(b) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(c) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or

(d) is a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in Appendix VV above.

The first category may include some individuals who have moved in with others. Consideration of each individual case, along with the permanency of the situation, will be needed in order to identify those who are homeless.

The terms “enroll” and “enrollment” include attending classes and participating fully in school activities.

The “school of origin” is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

#### SECTION 2. Enrollment and Placement.

SECTION 2.1. Homeless children and youth frequently move, and maintaining a stable school environment is critical to their success in school. To ensure this stability, Crossroads must make school placement determinations on the basis of the “best interest” of the homeless child or youth. Using this standard, Crossroads shall

(1) Continue the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or

(2) Enroll the child or youth in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

SECTION 2.2. In determining what is in a child or youth’s best interest, Crossroads must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes

of the child or youth's parent or guardian. If Crossroads wishes to send a homeless child or youth to a school other than the school of origin or a school requested by the parent or guardian, Crossroads must provide a written explanation of its decision to the parent or guardian, together with a statement regarding the right to appeal the placement decision.

SECTION 2.3. Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived if allowed by law. Crossroads may, however, require contact information.

SECTION 2.4. If Crossroads is unable to determine the grade level of the student because of missing or incomplete records, Crossroads shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child/youth.

SECTION 3. Transportation.

SECTION 3.1. Transportation must be provided, at the request of the parent or guardian (or in the case of the unaccompanied youth, the homeless coordinator) to and from the school of origin.

(1) If the homeless child or youth continues to live in the area served by Crossroads in which the school of origin is located, the school must provide or arrange for the child's or youth's transportation to or from the school of origin.

(2) If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another Local Education Agency (LEA), the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.

(3) The transportation requirement applies even if the LEA does not provide transportation to non-homeless students.

(4) In general, LEAs may not use funds under Title I, Part A or Title V, Part A to transport homeless students to or from their school of origin.

SECTION 4. Services.

SECTION 4.1. Each homeless child or youth shall be provided services comparable to services offered to other students in the school including, but not limited to, transportation services, educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students, vocational programs, and school meals programs; before-and-after-school care programs; and programs for students with limited English proficiency.

SECTION 4.2. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

SECTION 4.3. In the event that it is in the best interest of the homeless child or youth to attend the school of origin, it shall be the responsibility of Crossroads to provide for the transportation of the student. This may be achieved through the transportation services of Crossroads, the school of origin, or another outside agency.

## SECTION 5. Records.

Once Crossroads officials have determined that an enrolling student is homeless, Crossroads' homeless coordinator must assist the student in obtaining his/her education, immunization, medical, and other records. According to McKinney-Vento, the student must be enrolled in the interim.

## SECTION 6. Immunization.

SECTION 6.1. If the homeless coordinator is unable to obtain prior immunization records within the thirty (30) day period immediately following the enrollment of a homeless student and the student is still eligible for services under the homeless education program; the student must begin the immunization series and demonstrate that satisfactory progress has been accomplished within (90) days of the student's enrollment. If the homeless student maintains that he/she is exempted from receiving immunizations, then after thirty (30) days of enrollment, the student must provide documentation in accordance with the exemption requirements provided for in § 167.181.3, RSMo.

SECTION 6.2. Any records ordinarily kept by Crossroads, including immunization records, academic records, birth certificates, guardianship records, and evaluation for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when homeless children or youth enters a new LEA. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

## SECTION 7. Coordinator.

SECTION 7.1. The Executive Director will designate an individual to act as the Crossroads' homeless coordinator to ensure compliance with federal and state law. The homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of Crossroads; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

SECTION 7.2. Crossroads shall inform school personnel, service providers and advocates working with homeless families of the duties of the homeless coordinator.

## SECTION 8. Resolving Grievances.

SECTION 8.1. Level I - A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the Crossroads' homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the homeless coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the homeless coordinator will inform the Executive Director or his/her designee of the formal complaint and the disposition.

SECTION 8.2. Level II - Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the Executive Director or his/her designee by filing a written appeal package. This package shall consist of the complainants' grievance and the decisions rendered at Level I. The Executive Director or his/her designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Executive Director or his/her designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

SECTION 8.3. Level III - If resolution is not reached in Level II, a similar written appeals package shall be directed through the Executive Director or his/her designee to the Board requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. The decision of the Board shall be final.

SECTION 8.4. Level IV - If the complainant is dissatisfied with the action taken by the Board, a written notice stating the reasons for the dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to Crossroads and the complainant. If the findings support the action taken by Crossroads, such action will be confirmed. If the findings support the allegations of the complainant, Crossroads will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.