

2016-2017  
ELEMENTARY AND  
MIDDLE SCHOOL  
PARENT – STUDENT HANDBOOK



CROSSROADS SCHOOL INC.

*Proud of our differences...*

5822 Dolores Street, Houston TX 77057

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



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# Welcome from the Head of School

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Dear parents and students,

I am excited to welcome you to the 2016-2017 school year. This year promises to be one full of great challenges and fresh starts.

This handbook is intended as a guideline to keep you informed of Crossroads' policies and procedures.

At Crossroads School we partner with our families and associated professionals to provide the best possible educational experience for our students. Should you have any questions or concerns not addressed in this handbook, please do not hesitate to speak with me.

My door is always open and I look forward to a year filled with progress, teaching moments and lots of laughter.

Sincerely,



*Gila Arnoni, Ph.D.*

*Head of School*



***"If a man does not keep pace with his companions, perhaps it is because he hears a different drummer. Let him keep step to the music he hears, however measured or far away."***

***Henry David Thoreau***

# Crossroads' History

OUR PAST, PRESENT AND FUTURE

Crossroads School Inc., is a not for profit organization specifically designed to address the educational needs of children with learning differences, e.g. gifted and talented, Attention Deficit Disorder, learning disabilities such as Dyslexia, Dysgraphia, and Dyscalculia, mild developmental disorders, "late bloomers" and children who have not performed well in a traditional school setting. Crossroads School has served over 1000 families in and around the Houston area for the past 39 years.

Crossroads School, Inc. was founded in 1977 by Carol Garnett, a Masters Level Special Education teacher. After having worked in both public and private schools, she became most concerned at the number of bright, capable children with learning differences who were "falling through the cracks" and not having their academic needs met. Ms. Garnett took the road less traveled and started her own school. Over the years, the school flourished and continued to grow with the purchase of the lot next door and the addition of more classrooms in 1990.

In 2001, after 24 years of dedication to the school, Ms. Garnett retired as Head of School. To this day, she remains very connected to the school as a consultant and Board Member.



***Carol Garnett, Founder***

When informed of Ms. Garnett's plans to retire, Dr. Gila Arnoni, a parent of a dyslexic son who was enrolled at the school, decided to purchase the school and continue its tradition of providing a critical service in the community. She holds her Doctoral degree in Counseling Psychology, a Master's degree in Educational Psychology and has many years of experience in education, as well as research and program development. In 2004, motivated by her wish to meet the needs of as many students as possible, she was able to change the school's organizational status to a 501(c) (3) not for profit school.



***Dr. Gila Arnoni, Head of School***

Since then, the school has continued to thrive, with a steady increase in enrollment, the purchase of an additional adjacent lot, the establishment of a Capital Campaign to rebuild the entire campus, and the opening of our high school.

Dr. Arnoni continues to be inspired by the students' courage and their families' fortitude.

# Our commitment

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## OUR MISSION

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

## OUR VISION

- To provide and maintain an individualized educational program
- To implement effective advances in teaching methods and technology
- To foster an environment in which Crossroads School students reach their highest level of academic achievement and develop strategies for future success

## OUR PHILOSOPHY

Crossroads School “*Outside of the Box*” teaching philosophy is based on the following tenets:

- We recognize that each child is unique and children learn in different ways
- We respect these different learning styles and seek to accommodate them
- We strive to foster healthy interpersonal relationships with peers and adults
- We work to promote a feeling of self-worth and dignity
- We encourage students to reach their highest level of achievement within the framework of their capabilities and talents

## OUR GOALS

- Maintain an 8:1 student to teacher ratio
- Offer a complete curriculum focusing on basic skills
- Use a multi-level teaching method allowing students to learn at their own pace
- Create a personalized multi-sensory educational program for each student
- Focus on remediation as well as compensatory skills
- Place emphasis on interpersonal growth and development



*Crossroads School, Inc. does not discriminate and admits students of all religion, race, color, gender, nationality and ethnic origins.*

# School Hours, Arrival & dismissal

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## SCHOOL HOURS

### Elementary

Doors open at 8:20, classes begin at 8:30

Monday – Thursday 8:30 a.m. - 3:00 p.m.

Friday 8:30 a.m. - 1:45 p.m.

### Middle School

Doors open at 8:20, classes begin at 8:30

Monday-Thursday 8:30 a.m. – 3:30 p.m.

Friday 8:30 a.m. – 2:15 p.m.

### High School

Doors open at 8:00, classes begin at 8:30

Monday-Thursday 8:30 a.m. - 4:00 p.m.

Friday 8:30 a.m. - 2:15 p.m. (same as middle school)

### School Office Hours:

Monday – Thursday 8:00 a.m. - 4:30 p.m.

Friday 8:00 a.m. - 4:00 p.m.

## ELEMENTARY DROP OFF & PICK-UP PROCEDURES

- Doors open at 8:20 a.m./3:00 p.m.
- Enter the circular drive from the east (closest to Chimney Rock)
- A Crossroads employee will be at the front door to receive your child in the morning and to escort your child to the vehicle at dismissal
- Exit the west side of the driveway (closest to Fountainview)

**If you arrive after the front door is closed, you must go to the school office to sign your child in/out.**

## MIDDLE SCHOOL DROP OFF & PICK-UP PROCEDURES

- Until construction on the new building begins, drop off and pick up will be at the 5800 block of Winsome Lane. Look for the Crossroads School sign and the double wooden gates.
- Gates open at 8:20 a.m./3:30 p.m.
- The carpool line forms on Winsome at the west side of the driveway (closest to Fountainview).
- A Crossroads employee will be at the open gates to greet students in the morning and to release students to authorized individuals at dismissal.

**If you arrive after the gates are closed, you must go to the school office at 5822 Dolores Street to sign your child in/out.**

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

(Please see page 8 for Late Pick Up policy)

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

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

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

A copy of the Authorization to Release Student To Non-Parent/Guardian form can be obtained on our website.

## LATE PICK UP

- Please notify the school before dismissal if you will be late for pick-up.
- Notifying the school gives us vital information to help reduce your child's anxiety and enables our teachers and administrative staff to make appropriate arrangements.
- Failure to notify the school will result in a late fee of **\$3.00 per minute**.
- If cash is not available at the time of pickup, we will send you an invoice.

## EARLY PICK-UP

- If a student must be picked up early, an adult who has been authorized to pick up that student must come to the school office and sign out the student.
- Please park in a visitor's parking space (or park in our ancillary parking lot). Do not block the driveway.
- The student will be called to the school office for early pick up.
- Frequently leaving school early can result in a significant amount of missed instructional time. Please keep this in mind when making appointments for your child.

## BEFORE AND AFTER SCHOOL CARE

**Before School Care** is available from 7:50 – 8:20 with one of our teachers. Please obtain contact information from the school office.

**After School Care** is available at *Excel Academy*. Typically, Excel will pick up students from Crossroads. Please call Excel to make arrangements (713) 783-7490. Their website is <http://www.excelkids.net>.

# Attendance

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

**If a student is going to be absent, please email or call the school office by 8:30 a.m. If sending an email, please address your email to at least two faculty/staff members, with the school secretary being one of the recipients.**

Attendance records, including absences and days tardy, are recorded on report cards.

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

## TARDINESS

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

**It is vital that the importance of punctuality is emphasized at school as well as at home. Being late to class is disruptive to both the teachers and students. Continual tardiness will result in parents attending a problem solving conference.**

## ABSENCES

### Short-Term Absences

A parent or guardian should contact the school office (phone or email) by 8:30 a.m. If sending an email, please address your email to at least two faculty/staff members, with the school secretary being one of the recipients.

When to keep your child home from school:

- If your child has any kind of contagious sickness or condition, or viral infection, he or she should stay home.
- If your child has a temperature of 100.4°F or higher, he or she should stay home. Students should not return to school until they have been free of a fever for 24 hours without the use of fever reducing medication.

Please see Communicable Disease and Health Record Keeping for more details.

## EXTENDED ABSENCES

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

## MEDICAL AND DENTAL APPOINTMENTS

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

## Enrollment

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- For the safety of the students and the school, all enrollment documents must be received and processed before the first day of school.
- Students with incomplete enrollment forms may not be allowed to attend school and/or financial penalties may be assessed.

## Immunization Policy

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Attendance at Crossroads School Inc. is contingent on students being current with all immunizations required by the Texas Department of State Health Services. Prior to the first day of school, all students must present valid written evidence from their treating physician that all immunizations are current and up to date. The physician must be licensed to practice in the State of Texas and the physician's license number must be reflected on the immunization record.

## Financial Responsibilities

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### TUITION

Tuition is an annual charge that can be paid in several different payment plans. School supplies, curriculum, workbooks, and technology are included in the tuition. A Tuition Agreement is included with the enrollment forms. A completed, signed Tuition Agreement is required before attendance can begin.

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

### WITHDRAWAL OF STUDENTS

Parent's contractual commitment is for the annual tuition. In the event a student must withdraw from Crossroads School Inc. during the school year, the following procedure and tuition arrangement must be followed:

Withdrawal Notice and Tuition:

1. A 30 day written notice must be submitted to the Head of School (e-mail is acceptable) and should include the reason for withdrawal as well as the intended date of withdrawal.
2. If the withdrawal notice is received during the first semester of the year (between August 1st and the last day of school in December), tuition due will equal one month's tuition for the month in which the notice of withdrawal is received plus the equivalent of one (1) month's tuition for the 30 day notice.
3. If the withdrawal notice is received after the last day of school in December there is no release from the family's obligation to pay tuition for the remainder of the school year.

Withdrawal Form:

1. When a notice of withdrawal is submitted to the head of school, a withdrawal form must also be obtained from the school office, completed by the parent/guardian, and returned to the Lead Teacher.
2. The Lead Teacher will follow-up with any necessary actions.
3. The release of records or grades to the new school or to the parents may be delayed until all items on the form are cleared and all fees and fines are paid.

## FIELD TRIPS

Field trips are an integral part of our curriculum. We plan for students to participate in at least two field trips per semester. Field trips tend to be related to subjects currently being studied. Parents are welcome to attend field trips. A payment of \$250 is due at the beginning of the school year to cover the price of all school field trips and festivals **for the entire school year**. Please complete a One Stop Shopping Form, attach your payment, and return to the school office during the first week of school. *For their safety, students are required to wear a Crossroads School t-shirt on all field trips.* Students that arrive at school the day of the field trip without a school t-shirt will be provided with one. A charge of \$20 will be billed to the student's account.

## SCHOOL T-SHIRTS & HOODIES

For their safety, students are **required** to wear a Crossroads School t-shirt on all field trips. School t-shirts are available for purchase. The cost is \$15 for 1 t-shirt or \$25 for 2 t-shirts. We also have Crossroads School hoodies for sale. The cost is \$30 for 1 hoodie or \$50 for 2 hoodies. To purchase your t-shirt and/or hoodie please complete a One-Stop Shopping Form, attach your payment, and return to the school office during the first week of school. T-shirts and hoodies are available in adult sizes if parents/siblings/grandparents would like one.

## ENRICHMENT CLASSES

Crossroads School Inc. is happy to offer several after school enrichment classes such as Keyboarding, Arts Alive, Basketball, Chess Club, Sports & Fitness, Fine Arts, and Homework Club. Enrichment classes are subject to cancellation/change. Please check the class dismissal times, fees, number of places available, and age requirement before signing up your child. Information for each class will be available at the start of school and in the school office throughout the year. All enrichment classes are conducted on a semester basis. Fees are priced according to each activity and are due before a student is allowed to participate. Please complete a One Stop Shopping Form, attach your payment, and return to the school office during the first week of school.

## ONE STOP SHOPPING FORM

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

## ACCEPTED FORMS OF PAYMENT

At the bottom of the One-Stop Shopping Form is a section to indicate your preferred form of payment.

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

# Incliment Weather and Emergencies

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## INCLEMENT WEATHER CLOSURES

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

## EMERGENCY CRISIS AND FIRE DRILLS

- Fire drills and tornado/high wind drills are held at regular intervals.
- Crossroads School Inc. has three “Shelter in Place” safety rooms.
- All the windows in these rooms are outfitted with covers designed to withstand 150 mph winds.

## Visitor Policy

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

- All visitors must report to the school office, present a photo id, and sign in.
- Depending on the type of visit, a signed confidentiality agreement might be required.
- Visitors will be issued a visitor’s badge to be worn in a visible location on their persons while on campus.
- After completion of the visit, the badge must be returned to the school secretary and the visitor must sign out.
- Any visitor on campus without a visitors’ badge will be escorted to the school office to check in and obtain a badge.

## Parent/School Communication

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We consider it a great privilege to serve our families. We are committed to a partnership with our families to bring the highest achievement and joy to the students. To this end, we have instituted several methods of communication that we hope will help to achieve these goals:

### PARENTS TO TEACHER

Parents are welcome to e-mail or make an appointment to visit with a teacher at any time before or after school. Teachers will do their utmost to respond in a timely manner. Please do not conference with teachers during the instructional day.

### PARENTS TO ADMINISTRATION

If an issue should arise regarding school rules, procedures, or curriculum that cannot be solved with the individual teacher or Lead Teacher, parents are invited to visit with the Head of School.

### PARENT CONFERENCES

Parent/Teacher conferences for 2016-2017 are scheduled in November and January.

### REPORT CARDS

Report cards are e-mailed home after the end of each grading period.

### HOMEWORK BINDERS

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

The point sheet is also in the homework binder. One of several uses for the point sheet is to communicate with the parents about their child's performance on a daily basis. Parents are required to sign the point sheet daily before it returns to school. This ensures ongoing communication.

Please see the section titled The Point System for more information about the point sheets.

## Homework Expectations

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Crossroads School generally assigns 10 minutes of homework per grade per evening. Our primary goal for giving homework is for the student to learn the life-long skill of accomplishing work outside the school environment, and gain experience in such skills as time management, responsibility, and delaying gratification.

In addition:

1. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
2. Homework may be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a corrective as well as a practical purpose. **Please note:** we do not wish parents to do the work for the child. It is critical for the teacher to get direct feedback on what the students were able to accomplish so that accurate class work can be developed.

## Lunch/Snacks

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

Please be sure we are aware of any food allergies or food restrictions your child may have.

### LUNCH

As you know, students need to be well fed and rested every day to perform their best. Nutritious lunches are essential for efficient brain function. We have found that children who eat a healthy lunch tend to have more energy and are able to perform better throughout the remainder of the day. Essentially, we are requesting that your child's lunch includes some form of nutritious calories from which to function in the afternoon.

Please send a nutritious, lite (at a minimum) meal which includes a protein that your child enjoys. Each student is required to eat or drink at least half of their meal before they may leave the lunch table.

We are very aware of the difficulties some of our students face in this area and will work hard with parents to best meet each student's needs. If we may be of any assistance in this area, please do not hesitate to give us a call.

Monday through Thursday students need to bring a packed lunch, on Friday Crossroads serves pizza. Students may subscribe to the Pizza Friday lunch if desired. To purchase Friday pizza, please complete the One Stop Shopping Form and return it with your payment to the school office before school starts.

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

### SNACKS

- Please send a nutritious snack for your child to eat at the mid-morning break.

- Crossroads School provides the option to order an after school snack, provided just before dismissal. Snacks include one 100% juice and a choice a nutritious snack such as pretzels or popcorn. To purchase after school snacks, please complete the One Stop Shopping Form and return it with your payment to the school office before school starts.

### HOLIDAY TREATS & BIRTHDAY CELEBRATIONS

The school will make an exception for types of treats on birthdays, holidays, and at school festivals. If there is a reason you would not like your child to participate, please let us know. Also, we recognize that birthday celebrations are a joyous time for one and all. Should your child wish to celebrate his/her birthday by bringing cupcakes or a special snack, please make arrangements with your child’s homeroom teacher regarding any dietary restrictions of the other students.

### NUTRITION GUIDELINES

Below is a list of foods and drinks that your child is permitted and not permitted to have at school.

<b>Beverages Allowed:</b>	<b>Beverages NOT Allowed:</b>
Milk ( <b>no chocolate</b> )	Soft drinks of any kind
Bottled Water	Gatorade or other sports drinks
Sparkling Water	Tea or Coffee
100% Fruit Juice	10% Fruit Drinks
Nutritious Shakes	
<b>Foods Allowed:</b>	<b>Food NOT Allowed:</b>
Crackers	Cookies, cakes, any sweet baked goods including in Lunchables
Pretzels	
Pasta	
Cheese, Yogurt	Candy (including in Lunchables)
Salad, Fresh Fruit & Veggies	Jell-O, Granola Bars
Nuts	Pudding
Meats	Pop Tarts/Toaster Strudels
Nutrition Bars	Pies
Eggs	Donuts
	Foods with high sugar or chocolate content
Cereal w/Natural Sweeteners	
Canned Fruit packed in Water	



# Medication Administration

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

## Communicable Disease

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Children should remain home or will be sent home for any of the following: fever greater than 100.4, diarrhea, vomiting, lice, pink eye, severe coughing, and any communicable disease.

[Students must be free from fever, vomiting and diarrhea for 24 hours without medication before returning to school.](#)

Texas State law mandates that the immunizations and health records of each student be current and maintained by the school. Parents should notify the school of any changes or new information regarding a student’s medical condition.

Crossroads School Inc. will maintain confidentiality of all health records.

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

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

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

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

## Dress Code

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Crossroads School does not require students to wear uniforms. However, we do expect students to arrive appropriately dressed for the school day and for the weather. Neat, clean clothing and comfortable close toed shoes with non-skid soles are a must.

- No flip-flops (thong sandals)
- No Crocs
- No visible piercings except earrings
- No extreme hairstyles or make-up
- No tight fitting clothing
- No short shorts
- No holes in any article of clothing
- All hair must be neat and pulled out of students' eyes



## Computer Use

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### STUDENT COMPUTER USE AGREEMENT

Our students are encouraged to use computers wherever appropriate. The Student Computer Use Agreement is signed by both the student and parents to ensure clear communication regarding the parameters of use.

### COMPUTER USE AT SCHOOL

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

- If permitted by teachers, students are allowed to listen to music using approved methods (e.g., Spotify) and headphones. They are expected to spend minimal time setting up software and playlists. If a teacher feels that an inordinate amount of time is spent on ancillary tasks to use music programs, students will lose this privilege.
- If students are listening to music, it needs to be done in a manner that does not disrupt the class (e.g., high volume, sharing songs/playlists with peers during quiet work).
- All students must remain logged on to LanSchool (Classroom Management Software) while working on their laptops. Students are not permitted to download software or add-ons to prevent or circumvent teachers' ability to monitor their computer usage.

If a student fails to follow all expectations, they may lose the privilege of using their laptop or associated features. This may also result in more significant consequences.

### COMPUTER USE AND ONLINE BEHAVIORS OUTSIDE OF SCHOOL

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

## Behavioral Instruction

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All behavioral instruction is age appropriate and is natural and logical in sentiment. The vast majority of potential behavior problems are dealt with at the classroom level. The specifics and nature of each incident and the individual personality of the student involved are considered.

Maintaining a safe and orderly atmosphere in the school is fundamental. As in all other areas of our education environment, learning from a situation, understanding, and forgiveness are integral parts of our philosophy.

Most behavior, both exceptional and inappropriate, are dealt with by our Point System.

### THE POINT SYSTEM

Crossroads School implements a carefully thought out, school wide positive reinforcement system which is known as our Point System. The goals of this system are:

1. To provide the students with maximum positive reinforcement for their efforts.
2. To raise students' level of self-esteem and confidence.
3. To provide rewards which promote delayed gratification.
4. To act as a self-regulation training method.

**The foundation of the point system is the students "earn" or "lose" their points based on their own decisions. Their points are not "given" or "taken" by the teacher.**

- It is a 5 point system. 5 is the highest, 1 is lowest.
- 4 is the expected level of functioning.
- 5 is above and beyond effort.
- 3 and below means improvement needed.
- When possible a 1, 2, 3 warning system is used before points are lost.
- Points are earned each period (including lunch and recess) in the categories of: Attitude, Organization, Behavior, Class work, and Homework.
- Points are tallied at the end of each period.
- Points are started afresh each period.

In addition to the normative standards the students are expected to achieve, they are also given personal daily goals to work toward in the above stated categories. At the end of each day, the student's home room teacher reviews their points and allocates either a check or an "X" reflecting their daily level of achievement.

At the end of each Friday we have a 30 minute party. If the student has met all their goals, then they go to the party for all 30 minutes. If the student has not attained all goals, the student sits with the homeroom teacher for the first ten minutes of

the party and discusses how to be more successful in the coming week. The student is then able to enjoy the last 20 minutes of the party.

Approximately every nine weeks, students who have consistently met their goals are invited to attend an off campus party for an hour during a Friday lunch hour (at such venues as Zuma).

### SERIOUS MISCONDUCT

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

Examples of such serious misconduct could include:

1. Fighting or striking in anger with the intention to harm another
2. An action which endangers someone's life
3. Gross violence/vandalism to school facilities
4. Violations of civil law
5. A flagrantly aggressive act in clear contradiction of faculty or staff commands

### BULLYING AND HARASSMENT

Any report of bullying and harassment is taken seriously, and is investigated quickly. Language or behaviors, which insults, ridicules, intimidates or torments another person all take away from the safety of the school and will not be tolerated. When bullying or harassment occurs, students are asked to notify a staff member immediately. The student(s) will then meet with the Director of Social Development, who will take action to address/stop bullying or harassment.

### MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Many student-owned electronic devices can support student learning - offering a research resource, calculator or notepad. When students bring electronics to school they assume all responsibility for the items. The school is not responsible for lost, damaged or stolen electronics at school. All electronic devices including (but not limited to) cell phones, gaming devices, MP3 players and iPods, headphones, and 'smart devices', pose a potential disruption to the educational process and will not be used on campus except during times when explicitly allowed by a faculty/staff member. These devices are often targets of student theft and are seldom recovered. **Cell phones, iPods and MP3 players must be "off and away" at all times except when being used for an appropriate, teacher-approved, school-related task.** The student must surrender the device to the faculty/staff when it causes a disruption to the learning environment and/or when asked. Parents/guardians may be responsible for picking up the confiscated device(s). If a student continues to use devices during non-approved times they will be asked to leave the devices at home. Students have the option of keeping devices with their teachers (in their desk) throughout the day.

### PUBLIC DISPLAYS OF AFFECTION

Being overly affectionate in school creates an environment that is not conducive to concentration and learning, therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

## Volunteer Commitment

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Crossroads School Inc. welcomes all parent volunteers. The school organizes all parent volunteers under the direction of F.O.C.U.S. (Friends of Crossroads, Understanding and Supporting), our parent volunteer organization. Volunteers are one method by which we are able to keep our tuition down. There are many ways in which to serve from organizing an entire event to assisting on a field trip.

F.O.C.U.S. also serves as a support source for current and former Crossroads parents.

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

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

Whatever your talent, we welcome it here at Crossroads. Please let the Development Coordinator know where you are interested in serving. A list of F.O.C.U.S. volunteer opportunities can be obtained from the office at any time.





"Two roads diverged in a wood, and I -- I took the one less traveled by.  
And that has made all the difference." ~ Robert Frost

2016-2017

PARENT – STUDENT HANDBOOK

Acknowledgement Form

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I have read the 2016 - 2017 Crossroads School, Inc. Parent-Student Handbook. I agree to follow the guidelines, rules, and policies in this handbook.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have read the 2016 - 2017 Crossroads School Parent-Student Handbook and I agree to partner with the faculty, staff, and administration in upholding the standards, guidelines, rules, and policies as detailed in this handbook. Furthermore, I commit to cooperation and philosophical support of the mission of the school.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this signed acknowledgment to the school office as soon as possible.