



Crossroads Charter Schools

May Board Meeting

Date and Time

Monday May 18, 2020 at 5:00 PM CDT

Location

Google Meet:

<https://meet.google.com/qwi-osza-iik>

Join by phone

+1 208-820-4831

PIN: 438 859 122#

This Agenda has been posted on Thursday, March 26th, 2020

Agenda

I. Opening Items

- A.** Record Attendance
- B.** Call the Meeting to Order
- C.** Approve Minutes

II. Finance

- A.** April Financials

- B. April Check Register
- C. FY20 and FY21 Budget and Fundraising
- D. Paycheck Protection Program Loan

III. Educational Excellence

- A. 2020-2021 Enrollment Plan
- B. Summer School MOU
- C. 2020-2021 Contingency Planning

IV. Facilities

- A. GMP Change Order

V. Governance

- A. Operations Policy Update

VI. Closing Items

- A. Adjourn Meeting

Coversheet

April Financials

Section: II. Finance
Item: A. April Financials
Purpose: FYI
Submitted by:
Related Material: CCS - Monthly Presentation - April 2020.pdf



April 2020 Financials

PREPARED **MAY 2020** BY

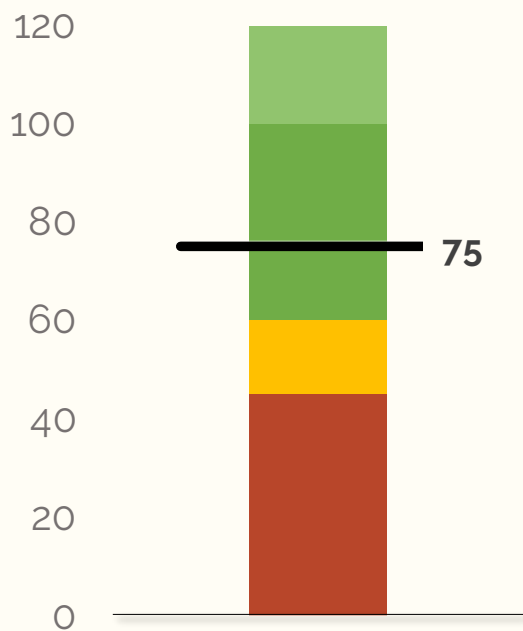


- **Key Performance Indicators**
- **Forecast Overview**
- **Cash Forecast**
- **Forecast History**
- **Appendix: Financials**

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

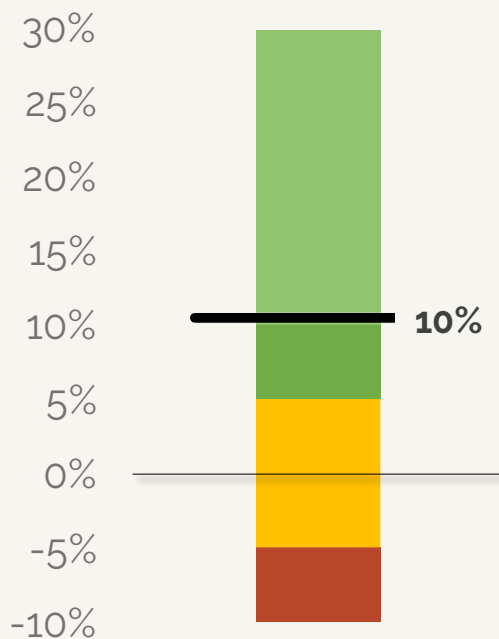


75 DAYS OF CASH AT YEAR'S END

The school will end the year with 75 days of cash. This is above the recommended 60 days, and 37 more day(s) than last month

Gross Margin

Revenue less expenses, divided by revenue



10% GROSS MARGIN

The forecasted net income is \$1.8m, which is \$1.6m above the budget. It yields a 10% gross margin.

Forecast Overview

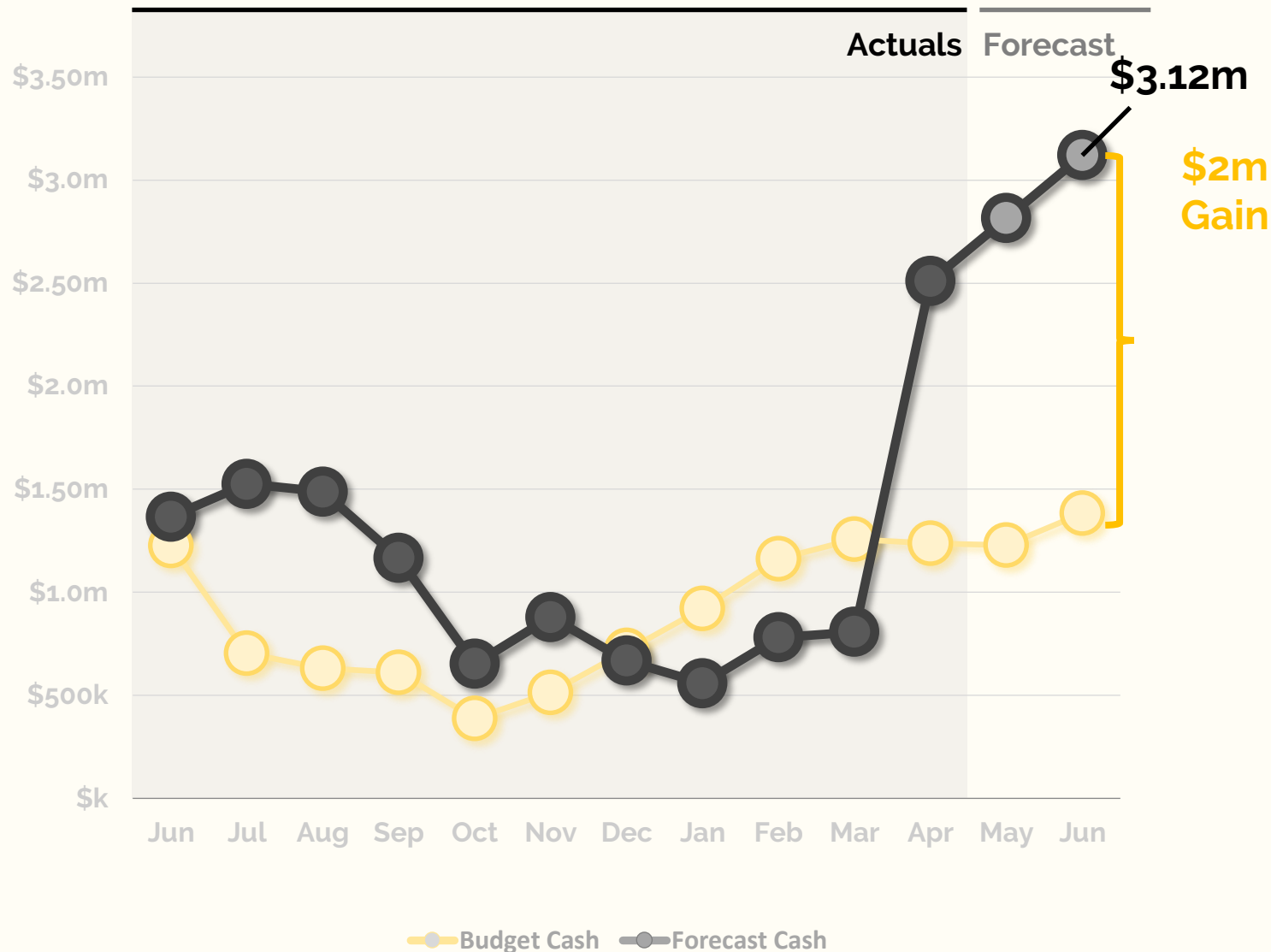
	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$17m	\$14m	\$2.5m		Driven by decreased State Revenue due to enrollment, offset by COVID funding and unbudgeted capital .
Expenses	\$15m	\$14m	-\$908k		Driven by unbudgeted Capital expense and operational adjustments.
Net Income	\$1.8m	\$156k	\$1.6m		
Cash Flow Adjustments	0	0	0		
Change in Cash	\$1.8m	\$156k	\$1.6m		

Cash Flow Forecast


75 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$3.12m**, **\$2m** above budget.

April EOY cash forecast is the highest it has been for the year. PPP loan has been received and will allow the school to end year with ample cash on hand.



Forecast History of June 30, 2020 Cash Balance

Source	Days of Cash at 6/30/20	Change	Description of change
Budget	35		From SY18-19 Budget
Jul	38	3	FY19 cash higher than forecast
Aug	35	-3	Adjustment to Student Direct and Capital Expenses
Sep	38	2	Adjusted forecast to include Capital Revenue and Expense, adjusted state WADA...
Oct	37	-1	ADJ ADA and Facilities expense
Nov	38	1	Adjusted local and state revenue
Dec	30	-7	Adjusted ADA and staffing
Jan	30	0	Increased Revenue and Expense balanced by decreased capital expenses.
Feb	30	0	
Mar	38	7	ADJ due to COVID closure
 Apr	75	37	PPP and COVID related funding
May			
Jun			

	Actual										Forecast		
Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenue													
Local Revenue	450,804	182,434	132,423	169,978	468,935	298,718	147,047	125,020	332,354	1,859,471	523,140	523,140	5,213,464
State Revenue	640,128	868,578	1,100,747	883,136	841,015	852,981	899,250	904,427	845,182	893,733	788,888	788,888	10,306,951
Federal Revenue	4,889	0	0	113,318	69,121	60,815	38,881	347,759	106,670	77,307	197,822	197,822	1,214,404
Total Revenue	1,095,821	1,051,011	1,233,170	1,166,432	1,379,070	1,212,514	1,085,179	1,377,206	1,284,206	2,830,510	1,509,850	1,509,850	16,734,819
Expenses													
Salaries	440,012	480,259	509,587	531,586	495,993	519,538	492,738	496,298	506,499	483,955	484,917	485,006	5,926,388
Benefits and Taxes	133,738	147,012	148,478	153,782	149,569	151,290	153,862	153,918	155,700	149,476	156,065	156,553	1,809,443
Staff-Related Costs	9,575	3,561	7,842	4,205	691	26,914	992	2,338	6,280	1,764	1,000	1,000	66,162
Rent	38,757	61,162	37,492	71,104	31,214	49,427	70,588	33,199	32,499	60,224	40,120	40,120	565,905
Occupancy Service	91,372	100,314	174,546	106,748	61,093	132,815	101,109	94,959	188,277	51,657	84,323	84,323	1,271,538
Student Expense, Direct	121,935	67,823	166,943	393,784	213,622	233,820	153,829	190,668	180,112	186,590	264,399	264,399	2,437,925
Student Expense, Indirect	0	172	30,875	35,592	20,596	43,234	11,463	27,125	23,153	40,298	14,772	14,772	262,051
Office & Business Expense	100,905	54,029	54,521	82,183	42,982	80,852	61,508	58,568	45,325	32,623	96,961	96,961	807,419
Transportation	7,979	2,976	69,560	76,924	8,071	155,158	61,831	61,726	73,610	0	21,790	21,790	561,413
Interest & Capital	28,475	108,554	368,468	222,409	138,737	32,733	84,552	36,557	51,028	121,735	39,831	39,831	1,193,246
Total Expenses	972,749	1,025,861	1,568,312	1,678,316	1,162,568	1,425,781	1,192,472	1,155,356	1,262,481	1,128,321	1,204,178	1,204,755	14,981,151
Total Expenses	972,749	1,025,861	1,568,312	1,678,316	1,162,568	1,425,781	1,192,472	1,155,356	1,262,481	1,128,321	1,204,178	1,204,755	14,981,151
Net Income	123,073	25,150	-335,142	-511,884	216,502	-213,267	-107,293	221,850	21,725	1,702,189	305,671	305,095	1,753,669
Cash Flow Adjustments	35,763	-62,509	13,527	-1,113	9,960	2,251	-2,855	1,303	3,846	89	-130	-130	0
Change in Cash	158,836	-37,359	-321,615	-512,997	226,462	-211,016	-110,149	223,153	25,571	1,702,278	305,541	305,964	1,753,669

	<i>Previous Year End</i>	<i>Current</i>
	<i>6/30/2019</i>	<i>4/30/2020</i>
Assets		
Current Assets		
Intercompany Transfers	0	0
Cash	1,366,542	2,509,705
Accounts Receivable	0	0
Total Current Assets	1,366,542	2,509,705
Total Assets	1,366,542	2,509,705
Liabilities and Equity		
Liabilities		
Current Liabilities		
Other Current Liabilities	-29,264	-29,003
Total Current Liabilities	-29,264	-29,003
Total Long-Term Liabilities	0	0
Total Liabilities	-29,264	-29,003
Equity		
Unrestricted Net Assets	1,395,804	1,395,804
Net Income	0	1,142,903
Total Equity	1,395,804	2,538,706



QUESTIONS?

Please contact your EdOps Finance Specialist:

Anne Nichols

anichols@ed-ops.com

816-985-5144

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Coversheet

April Check Register

Section:	II. Finance
Item:	B. April Check Register
Purpose:	Vote
Submitted by:	
Related Material:	CheckRegisterbyType.pdf

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Check Register by Type

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1604020	04/01/2020	X			COMMERCE	COMMERCE BANK	3,261.61
1604021	04/01/2020	X			CAKCESTAT	CROSSROADS REAL ESTATE COMPANY	27,899.00
1604025	04/09/2020	X			ATT	AT&T	2,050.97
1604026	04/03/2020	X			BCBS	BLUE CROSS AND BLUE SHELD OF KANSAS CITY	67,300.87
1604027	04/10/2020	X			UNUM	UNUM LIFE INSURANCE COMPANY OF AMERICA	2,963.21
1604028	04/29/2020	X			HVH	HISTORIC VIRGINIA HOTEL, LLC	31,125.00
1604029	04/23/2020	X			HARTFORD	THE HARTFORD INSURANCE COMPANY	0.00
1604030	04/27/2020	X			HANOVER	THE HANOVER INSURANCE CO	7,377.90
1604031	04/14/2020	X			GOOGLEF	GOOGLE FIBER	130.00
1604032	04/30/2020	X			PAYLOCITY	PAYLOCITY	356.54
1604033	04/28/2020	X			EVERGY	EVERGY	14,582.36
1604034	04/20/2020	X			BENEFLEX	BENEFLEX	169.45
1604035	04/29/2020	X			COMMERCE	COMMERCE BANK	100,935.23
1604044	04/10/2020	X			APPLE	APPLE INC.	50,162.29
1604057	04/08/2020	X			COMMERCECC	COMMERCE BANK - COMMERCIAL CARDS	27,382.26
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74153908	04/01/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	2,999.75
74153909	04/01/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	2,463.50
74153910	04/01/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	1,823.25
74153911	04/01/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	1,599.00
74153912	04/01/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	3,867.50
74153913	04/01/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	1,998.75
74153914	04/01/2020	X			ISS	ISS FACILITY SERVICES - KC	1,937.36
74153915	04/01/2020	X			ISS	ISS FACILITY SERVICES - KC	1,421.87
74153916	04/01/2020	X			ISS	ISS FACILITY SERVICES - KC	145.36
74153917	04/01/2020	X			ISS	ISS FACILITY SERVICES - KC	2,300.90
74153918	04/01/2020	X			BRIDGGI	Bridging the Gap Interpreting	1,551.96
74153919	04/01/2020	X			BRIDGGI	Bridging the Gap Interpreting	100.00
74153920	04/01/2020	X			OTIS	OTIS ELEVATOR	116.49
74153921	04/01/2020	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	6,426.65
74153922	04/01/2020	X			OTIS	OTIS ELEVATOR	448.50
74154132	04/01/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	47.87
74154133	04/01/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	14.98
74154134	04/01/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	123.43
74154135	04/01/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	60.70
74154136	04/01/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	561.01
74154137	04/01/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	7.73
74154138	04/01/2020	X			YARDI	YARDI MARKETPLACE	629.09
74154218	04/01/2020	X			LEXINGTON	LEXINGTON PLUMBING & HEATING CO INC	285.00
74154219	04/01/2020	X			AMMICRO	American Micro Digital Document Management	45.00
74154443	04/01/2020	X			MORIEN	Jennifer Moriarty	19.80
74154444	04/01/2020	X			MILLMOL	MOLLY MILLER	22.50
74154445	04/01/2020	X			ATRONIC	ATRONIC ALARMS INC	94.00
74154446	04/01/2020	X			DSTREALITY	DST REALITY	300.00
74154447	04/01/2020	X			MARIRAMOS	MARINA CARRIZOSA RAMOS	330.00
74154448	04/01/2020	X			GORDONSYLV	SYLVESTER TODD GORDON	1,350.00
74154449	04/01/2020	X			COMMSCHLMA	Communities in Schools of Mid-America	6,250.00
74154450	04/01/2020	X			JAMF	JAMF SOFTWARE LLC	10,520.00
74154451	04/01/2020	X			ATRONIC	ATRONIC ALARMS INC	614.00
74154452	04/01/2020	X			KELLY	KELLY SERVICES, INC	986.00
74154453	04/01/2020	X			AMAZON	AMAZON	291.14
74163418	04/07/2020	X			PAYPOOL	PAYPOOL	599.00
74164013	04/08/2020	X			SWOPE	SWOPE CORRIDOR RENAISSANCE/UPPER	76,025.76

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Check Register by Type

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						ROOM, INC.	
74164014	04/08/2020	X			RAMAIR	RAM AIR	209.76
74164015	04/08/2020	X			SCHOOLECON	School of Economics	720.00
74164016	04/08/2020	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	217.00
74164017	04/08/2020	X			PLAZAACADE	THE PLAZA ACADEMY	250.00
74164018	04/08/2020	X			OTIS	OTIS ELEVATOR	1,630.98
74164019	04/08/2020	X			FSG	FACILITY SOLUTIONS GROUP	373.32
74164020	04/08/2020	X			BRIDGGI	Bridging the Gap Interpreting	91.50
74164021	04/08/2020	X			STRASSER	STRASSER TRUE VALUE	20.29
74164022	04/08/2020	X			PROGRESSIV	PROGRESSIVE ELECTRONICS, INC.	490.00
74164023	04/08/2020	X			PAYLOCITY	PAYLOCITY	169.45
74164173	04/08/2020	X			PERSONNEL	PERSONNEL CONCEPTS	50.80
74164174	04/08/2020	X			CONCENTRA	CONCENTRA	192.00
74164338	04/08/2020	X			VOYAGER	VOYAGER SOPRIS LEARNING	190.80
74164339	04/08/2020	X			OTIS	OTIS ELEVATOR	447.72
74164340	04/08/2020	X			QHA	QUALITY HILL ASSOCIATES LLC	1,200.00
74164341	04/08/2020	X			STASON	STASON, LLC	1,064.95
74164473	04/08/2020	X			AMAZON	AMAZON	48.95
74164474	04/08/2020	X			CENTRAL	THE CENTRAL EXCHANGE	469.85
74164475	04/08/2020	X			PRAXIS	PRAXIS NONPROFIT STRATEGIES	2,606.25
74164476	04/08/2020	X			DONALD	DONALD E MAXWELL, LLC	4,350.00
74164477	04/08/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	10,887.50
74238624	04/17/2020	X			NILESHOME	NILES HOME FOR CHILDREN	3,900.00
74238625	04/17/2020	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	1,085.00
74238626	04/17/2020	X			PARADISEAS	PARADISE ASPHALT MAINTENANCE	3,902.17
74238627	04/17/2020	X			TEACHERINN	TEACHER INNOVATIONS	283.50
74238628	04/17/2020	X			PICKATIME	PICKATIME INC	186.00
74238629	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238630	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238631	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238632	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238633	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238634	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238635	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238636	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238637	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238638	04/17/2020	X			PLAZAACADE	THE PLAZA ACADEMY	850.00
74238639	04/17/2020	X			ISS	ISS FACILITY SERVICES - KC	1,692.80
74238640	04/17/2020	X			ISS	ISS FACILITY SERVICES - KC	27.60
74238641	04/17/2020	X			ISS	ISS FACILITY SERVICES - KC	1,105.09
74238642	04/17/2020	X			VEOLIA	VEOLIA ENERGY	2,017.44
74238643	04/17/2020	X			BYERS	BYERS GLASS & MIRROR INC	798.01
74238644	04/17/2020	X			STRASSER	STRASSER TRUE VALUE	17.46
74238845	04/17/2020	X			THYSSELEV	THYSSENKRUPP ELEVATOR CORP	342.47
74238846	04/17/2020	X			YARDI	YARDI MARKETPLACE	753.87
74239109	04/17/2020	X			SOLI	SOLI AND SOLI INC	5,324.00
74239110	04/17/2020	X			SHERWINWM	SHERWIN WILLIAMS	46.96
74239111	04/17/2020	X			MIDWEST	MIDWEST TECHNOLOGY CONNECTION	40.00
74239591	04/17/2020	X			SUMNER	DATAMAX, INC	128.70
74239592	04/17/2020	X			ATRONIC	ATRONIC ALARMS INC	148.83
74239593	04/17/2020	X			WASHLAK	LaKeshia Washington	833.33
74239594	04/17/2020	X			FRYANDASSO	FRY & ASSOCIATE, INC	950.00
74239595	04/17/2020	X			21STCENT	21ST CENTURY THERAPY, P.C.	958.75
74239596	04/17/2020	X			GORDONSYLV	SYLVESTER TODD GORDON	1,350.00
74239597	04/17/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	6,500.00
74239598	04/17/2020	X			UICS	UNITED INNER CITY SERVICES	11,893.54
74239599	04/17/2020	X			KELLY	KELLY SERVICES, INC	876.08
74239600	04/17/2020	X			AMAZON	AMAZON	70.51
74260397	04/21/2020	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	1,085.00

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Check Register by Type

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74260399	04/21/2020	X			BNIM	BNIM, INC	15.45
74260400	04/21/2020	X			MCREALTY	MC REALTY GROUP, LLC	2,000.00
74260401	04/21/2020	X			1800GOTJUN	1800 GOT JUNK	5,000.00
74260402	04/21/2020	X			NATIONALSC	NATIONAL SCHOOL FORMS, INC	185.94
74260618	04/21/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	316.85
74260619	04/21/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	34.49
74260620	04/21/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	150.60
74260621	04/21/2020	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	416.61
74260844	04/21/2020	X			MSBA	MISSOURI SCHOOL BOARDS ASSOCIATION	1,214.43
74261134	04/21/2020	X			KELLY	KELLY SERVICES, INC	929.81
74261135	04/21/2020	X			JVSCONSUL	JVS CONSULTING	2,700.00
74261136	04/21/2020	X			AMERDINING	AMERICAN FOOD & VENDING CORP	6,825.00
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Grand Total:					Void Total:	0.00	Total without Voids: 565,110.28

Coversheet

FY20 and FY21 Budget and Fundraising

Section: II. Finance
Item: C. FY20 and FY21 Budget and Fundraising
Purpose: Discuss
Submitted by:
Related Material: FY210-FY21 Fundraising Updates - 5.18.20.pdf

Operational Gifts and Grants	Prev. FY20	Revised FY20	FY21 Confirmed	FY21 Estimate	Notes:
Crossroads Real Estate	\$172,257	\$172,257	\$172,257	\$172,257	
SchoolSmartKC Expansion Grant	\$790,000	\$707,500	\$382,500	\$382,500	Shifting June payment to FY21
SchoolSmartKC SchoolApp KC	\$5,000	\$5,000	\$5,000	\$5,000	
SchoolSmartKC Trauma Care	\$20,000	\$20,000			
SpencerFane Charitable Giving	\$15,000	\$15,000	\$20,000	\$20,000	
Jackson County Childrens' Fund	\$76,488	\$114,732	\$76,488	\$152,976	FY20 grant augmented for COVID response; will reapply for 2021
Kauffman Foundation (RWL)	\$0	\$73,998		\$150,000	FY20 grant is restricted for FY21 expense; will apply for Phase 2
Stan Durwood Foundation	\$75,000	\$75,000	\$75,000	\$75,000	
Kirk Foundation	\$15,000	\$15,000	\$15,000	\$15,000	
Google Technology Grant	\$7,500	\$7,500		\$7,500	
Ron Cattelino	\$5,000	\$0	\$5,000	\$5,000	Shifting gift to FY21 per school's needs
DST Technology Grant	\$100,000	\$100,000		\$50,000	Will apply for grant renewal
SchoolSmartKC COVID-19 Emergency	\$0	\$36,000			COVID-19 Emergency grant
Josh Seidel COVID-19 Emergency	\$0	\$45,000			COVID-19 Emergency grant
Jackson County Children's Fund COVID-19 Emergency	\$0	\$9,720			COVID-19 Emergency grant
Hall Family COVID-19 Emergency	\$0	\$24,100			COVID-19 Emergency grant
Other Grants				\$100,000	Continually applying for new grants
Total Grants	\$1,281,245	\$1,420,807	\$751,245	\$1,135,233	
Fall Fundraiser	\$171,108	\$171,108		\$175,000	
Other Giving	\$35,921	\$35,921		\$35,000	
Total Gifts and Grants	\$1,488,274	\$1,627,836	\$751,245	\$1,345,233	
Charter School Program Grant (Dept. of Ed)	\$511,000	\$316,322	\$94,743	\$94,743	
Total Supplemental Operational Income	\$1,999,274	\$1,944,158	\$845,988	\$1,439,976	
Capital Gifts and Grants	Prev. FY20	Revised FY20	FY21 Confirmed	FY21 Estimate	Notes:
Kirk Foundation	\$100,000	\$125,000	\$25,000	\$150,000	Gift augmented; shift to FY21 per school's needs
Oppenstein Brothers Foundation	\$25,000	\$25,000			
Ford and Catherine Ross	\$25,000	\$25,000			
Thayer TIF	\$277,750	\$265,309	\$12,441	\$12,441	All documentation submitted; final payment expected in July
QH TIF	\$24,500	\$0	\$24,500	\$24,500	Project approx. 67% complete; extension requested

Sherman Family Foundation	\$225,000	\$225,000		\$225,000	Shift to FY21 per school's needs
Sosland Foundation	\$25,000		\$50,000	\$50,000	Shift to FY21 per school's needs
Francis Foundation; disc. David Francis	\$50,000	\$50,000	\$50,000	\$100,000	Shift to FY21 per school's needs
Bloch Family Foundation	\$100,000	\$100,000	\$50,000	\$100,000	Partial shift to FY21 per school's needs
Stowers Foundation		\$400,000	\$300,000	\$700,000	\$400K restricted for Thayer; \$300K restricted for gym
Hall Family Foundation					
W.T. Kemper Foundation					
Other Gifts and Grants				\$1,000,000	
Total Committed FY20 Capital Income	\$852,250	\$1,215,309	\$511,941	\$2,361,941	
Charter School Program Grant (Dept. of Ed)	\$56,000	\$56,000	\$210,000	\$210,000	
Total Supplemental Capital Income	\$908,250	\$1,271,309	\$721,941	\$2,571,941	
Total FY20 Fundraising Estimate	\$2,907,524	\$3,215,467	\$1,567,929	\$4,011,917	

Coversheet

2020-2021 Enrollment Plan

Section: III. Educational Excellence
Item: A. 2020-2021 Enrollment Plan
Purpose: Vote
Submitted by:
Related Material: DRAFT - Crossroads Long-Term Enrollment - 5.18.20.pdf

Crossroads Charter Schools: Long-Term Enrollment Plan																						
Grade Level	2019-20			2020-21			2021-22			2022-23			2023-24			2024-25			2025-26			
	Quality Hill (QH)	Central Street (CS)	Crossroads Prep (CPA)	QH	CS	CP A	QH	CS	CPA	QH	CS	CPA	QH	CS	CPA	QH	CS	CPA	QH	CS	CPA	
PACE	10	10		10	10		10	10		10	10		10	10		10	10		10	10		
Kindergarten	44	44		44	44		44	44		44	44		44	44		44	44		44	44		
1st	44	44		44	44		44	44		44	44		44	44		44	44		44	44		
2nd	44	44		44	46		44	46		44	46		44	46		44	46		44	46		
3rd	44	44		44	46		44	46		44	46		44	46		44	46		44	46		
4th	44	44		46	46		46	46		46	46		46	46		46	46		46	46		
5th	48	48		48	48		48	48		48	48		48	48		48	48		48	48		
6th		100			85			100			100			100			100			100		
7th			50			100			100			100			100			100			100	
8th			50			75			100			100			100			100			100	
9th			50			75			95			110			110			110			110	
10th			50			50			75			90			105			105			105	
11th			50			45			50			75			85			100			100	
12th						45			45			50			75			80			95	
RISE		8	8		10	10		10	10		10	10		10	10		10	10		10	10	
On-Campus Enrollment	278	386	258	280	379	400	280	394	475	280	394	535	280	394	585	280	394	605	280	394	620	
Off-Site Pre-K	20			20			20			20			20			20			20			
Off-Site K-12	8			8			9			9			10			10			10			
TOTAL ENROLLMENT	917			1102			1178			1238			1289			1309			1324			

Coversheet

Summer School MOU

Section: III. Educational Excellence
Item: B. Summer School MOU
Purpose: Vote
Submitted by:
Related Material: Operation Breakthrough Summer School MOU.pdf

Memorandum of Understanding
To Provide Educational Services

This Memorandum of Understanding (“MOU”) is made between the Crossroads Charter Schools, a Missouri non-profit corporation (“**CROSSROADS CHARTER SCHOOL**”) and Operation Breakthrough, Inc., a Missouri non-profit corporation (“**OB**”) for the purpose of OB providing a Summer School Program.

Whereas, Crossroads Charter School is a Local Education Agency (“**LEA**”) as defined under Missouri law, and wishes to contract out its summer school program; and

Whereas, OB states it has the expertise to provide a summer school program that complies with Missouri law; and

Whereas, Crossroads Charter School desires to contract with OB to provide a summer school program.

Now, therefore, Crossroads Charter School and OB agree as follows:

Article 1. PROGRAM/GOALS

OB will provide a 7 week Summer School Program (Program) designed primarily for elementary and middle school students. The Program is designed to assess students before they enter the Program and when they exit the Program. The Program’s substantive focus is on reading and math through a STEM based curriculum and individualized learning pathways, with non-core services such as music, art, physical education and 21st century labs provided as well.

The goals of the Program are:

- a) to provide educational learning experiences; and
- b) provide enhancement of academic skills; and
- c) place special focus and support on reading and math; and
- d) foster parental/guardian involvement with the student.

Article 2. GENERAL RESPONSIBILITIES OF OB

- 2.1 Provide the Program for an approximately eight (8) week period from June 3, 2020 to July 31, 2020 including all necessary curriculum, materials, staffing and management to effectively operate the Program.
- 2.2 Operate the Program in compliance with all applicable federal and state laws and regulations and the Missouri Department of Elementary and Secondary Education’s (“**DESE**”) summer school guidelines including, but not limited to, appropriate teacher certifications for the grade and content they are teaching, appropriate facilities for the Program and appropriate textbooks and classroom resources for all students. Failure to use appropriately certified teachers, as required, may result in the loss of ADA reimbursement, as defined in Article 10.

- 2.3 Recruit and obtain applications for all student participants, including each student participant's address, parental consent and waiver and school district of residence.
- 2.4 Review all applications for all student participants to determine eligibility based upon state of Missouri regulations, and submit to Crossroads Charter School on a date agreed to by the parties.
- 2.5 Recruit, screen, hire and train qualified individuals to run the Program pursuant to Article 4.
- 2.6 Coordinate and assist Crossroads Charter School with recruitment, media and public relations efforts.
- 2.7 Administer and enforce student discipline in accordance with the Crossroads Charter School's Code of Student Conduct, as detailed in Article 5.
- 2.8 Notify Crossroads Charter School of any student field trips, and provide Crossroads Charter School trip information and parent permission forms, including a waiver of liability from parents related to the activities conducted during such field trip(s).
- 2.9 Notify Crossroads Charter School of the need to cancel/change any offered classes, with the understanding that any cancellations/changes require Crossroads Charter School permission and must be done prior to May 27, 2020.
- 2.10 Conduct a Parent Satisfaction Survey at the end of the Program, and provide copies of the surveys and survey results to Crossroads Charter School.
- 2.11 Provide assessment data on an agreed upon number of students. Pre and Post Assessments must be conducted electronically as assigned by the Crossroads Charter School Assessment Department.
- 2.12 Staff must attend all in-service and/or other trainings as required by Crossroads Charter School.
- 2.13 Provide any other services reasonably necessary for the effective administration of the Program.

Article 3. GENERAL RESPONSIBILITIES OF CROSSROADS CHARTER SCHOOL

- 3.1 Submit a summer school application to DESE, which includes the Program.
- 3.2 Review all student applications submitted by OB and approve for student eligibility.
- 3.3 Review all employment applications OB submits for approval of OB personnel pursuant to Article 4.

- 3.4 Report attendance as provided to Crossroads Charter School by OB to DESE as required.
- 3.5 Receive and allocate funds to OB as further outlined below pursuant to Article 10.
- 3.6 Purchase curriculum materials if needed, the cost of which will be deducted from the monthly payments made by Crossroads Charter School to OB pursuant to Article 10.

Article 4. STAFFING

- 4.1 Not later than 10 days after execution of this MOU, OB shall provide Crossroads Charter School with a list of all employees/volunteers (“**staff**”), who will regularly interact with Crossroads Charter School students in providing the Program’s services. Such list shall contain the names, job titles and last four digits of each person’s Social Security Number as well as provide the following information: (i) for each individual, the dates of the fingerprint-based criminal background check and the child abuse/neglect screen and related results; and (ii) for each individual in a teaching position, evidence of certification. OB must furnish such information to Crossroads Charter School prior to any individual starting services.
- 4.2 If Crossroads Charter School incurs any costs related to the fingerprint-based criminal background check and the child abuse/neglect screen, such costs will be deducted from the monthly payments–Crossroads Charter School makes to OB pursuant to Article 10.
- 4.3 Crossroads Charter School reserves the right, in its reasonable discretion, to approve/disapprove any individual on the provided list of staff. To this end, Crossroads Charter School shall be the sole judge as to which individuals may provide services to Crossroads Charter School students under this MOU, and failure of OB to abide by this provision shall be cause to terminate this MOU immediately upon the delivery of written notice of such termination from Crossroads Charter School to OB.
- 4.4 OB will ensure that all staff is familiar with the requisite obligations: (i) for student record confidentiality under the Family Educational Rights and Privacy Act (“**FERPA**”); and (ii) as mandated reporters of child abuse/neglect under Missouri law.
- 4.5 OB is responsible for obtaining short-term substitute teachers during the Program as necessary. Any and all substitute teachers engaged by OB during the Program, if any, shall meet each of the employment qualifications provided in this Article 4 prior to performing any services on behalf of or in connection with the Program. OB understands that the use of long-term substitutes is not acceptable and may result in the loss of ADA reimbursement, as defined in Article 10.
- 4.6 OB shall remit payment to all teachers and related staff employed to perform services during and on behalf of the Program, including the remittance of any and

all teacher or staff salaries, benefits and withholdings as provided by applicable law or otherwise approved by such employees, and OB shall indemnify Crossroads Charter School from and against any and all liability incurred by Crossroads Charter School of any kind or nature related to the employment of teachers and staff working on behalf of the Program. OB agrees to pay certified teachers no more than \$25 per hour (Bachelor's Degree) and \$30 per hour (Master's Degree +).

Article 5. STUDENT DISCIPLINE

- 5.1 OB will enforce both Crossroads Charter School's Code of Student Conduct, and comply with all Missouri Safe Schools Act reporting requirements.
- 5.2 Corporal punishment – defined as the use of physical force as a method of correcting student behavior – is prohibited by Crossroads Charter School policy.

Article 6. FOOD SERVICE

- 6.1 OB is responsible for providing food service at non-Crossroads Charter School sites. Any such service must meet all applicable federal, state and local laws pertaining to child nutrition.

Article 7. TRANSPORTATION

- 7.1 Crossroads Charter School will provide no student transportation during summer school.

Article 8. STUDENT ENROLLMENT/ATTENDANCE

- 8.1 OB and Crossroads Charter School will cooperate in creating the necessary forms for students to enroll in the Program.
- 8.2 OB shall maintain accurate enrollment and attendance data, and submit attendance data to Crossroads Charter School in the requested format. All non- Crossroads Charter School sites must have sufficient computer hardware and software and internet capacity to properly input attendance, grades and assessments. Failure to take attendance on a daily/hourly basis shall be grounds to terminate this MOU immediately.

Article 9. MONITORING

- 9.1 Crossroads Charter School will conduct periodic on-site monitoring of all Program components at each site. Monitoring may be conducted by the Crossroads Charter School Principal or Vice-Principal assigned to the site or other Crossroads Charter School personnel, as designated by the Crossroads Charter School Executive Director.

Article 10. COMPENSATION

Crossroads Charter School will pay OB using a fixed rate of \$8,200 per the ADA equivalent of each student residing within the boundaries of the Kansas City Missouri Public School District and \$3,937 per ADA equivalent of each student residing outside of the boundaries of the Kansas City Missouri Public School District which is defined as 1,044 instructional hours for Crossroads Charter School students and non-Crossroads Charter School students. Crossroads Charter School will retain 10.0% of the total summer school payment to OB as the LEA sponsor fee. A hypothetical payment breakdown sample is attached as **Exhibit A**. Payment to OB will be based on the actual average daily attendance (“ADA”) submitted by Crossroads Charter School and approved by DESE subject in all respects to the annual appropriation condition set forth in Paragraph 13.3 below. Payment will be made on a monthly basis from August 2020 through July 2021 and be on or before the 20th day of each month, provided Crossroads Charter School has received funding for the payment of the services from DESE on or before the 15th day of each month. Each payment will include an itemized statement showing the payment calculation.

Crossroads Charter School acknowledges that OB may enter into a separate collateral assignment and security agreement with a lender, relating to a potential loan agreement and promissory note. Crossroads Charter School further acknowledges that such lender would be financing the costs and expenses of the Program, which OB is providing to Crossroads Charter School under this MOU. Prior to Crossroads Charter School’s payment to OB, and assuming OB executes the loan agreement, promissory note and collateral assignment and security agreement, Crossroads Charter School agrees that, except to the extent prohibited by Missouri law or regulations, any summer school revenue Crossroads Charter School receives from the state of Missouri will not become subject to the claims of Crossroads Charter School’s creditors, and will be held by Crossroads Charter School as trustee for the benefit of OB.

Article 11. DISPUTE RESOLUTION

Crossroads Charter School and OB agree to cooperate in good faith in all actions relating to this MOU. If a dispute should arise, Crossroads Charter School and OB agree to use their best efforts to resolve such dispute in a fair and equitable manner by promptly initiating discussions between their representatives.

Article 12. CONTACT PERSONS

OB’s contact person is Mary Esselman at 816-329-5200.

Crossroads Charter School’s contact person is Dean Johnson 816-550-4370.

Article 13. TERM/TERMINATION

- 13.1 **Term.** The term of this MOU (“**Term**”) will run from date of execution by both Crossroads Charter School and OB through completion of the Program and the related services, unless terminated earlier in accordance with Article 13.2.

- 13.2 **Termination.** Crossroads Charter School reserves the right to terminate the MOU immediately and move students to another site if it determines that students are not being served effectively. Upon the first occurrence of an event or series of events that gives rise to Crossroads' right to terminate this MOU as set forth in this Paragraph 13.2, Crossroads Charter School will provide OB with written notice of default and termination, and allow seven (7) days to cure to default. If the default is not cured prior to the expiration of the seven (7) day period following Crossroads Charter School's delivery of written notice of default and termination or upon a second occurrence of an event of default that would give rise to Crossroads Charter School terminating this MOU pursuant to this Paragraph 13.2, this MOU shall terminate upon the date set forth in a written notice of termination from Crossroads Charter School to OB at any time thereafter. OB will be compensated for those services provided prior to the termination date.
- 13.3 **Annual Appropriation of Funds.** This MOU shall be subject to annual appropriations of funds by Crossroads Charter School in accordance with its normal funding practices and/or the receipt of funding by DESE. In the event that funds are not available in full or in part for the payments hereunder, this MOU will be subject to modification or termination, depending upon the extent of available funds. Crossroads Charter School or OB may terminate the MOU in its entirety, without penalty, at any time, if funding is not available.

Article 14. APPROVAL CONDITIONS

- 14.1 **Executed Agreement.** This MOU will not become effective until Crossroads Charter School and OB have executed this MOU.
- 14.2 **Employment Eligibility.** Pursuant to Mo. Rev. Stat. §285.530, all business entities awarded any contract in excess of Five Thousand Dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services to be provided, to the extent allowed by the E-Verify Work Authorization Program of the United States ("E-Verify"). As such, a business entity must affirm through sworn affidavit to Crossroads Charter School that it does not knowingly employ any person, who is an unauthorized alien in connection with the services to be provided. Crossroads Charter School, therefore, requires OB to have an authorized individual execute the "Federal Work Authorization Program Affidavit," which is attached as **Exhibit B**. OB must provide the "Federal Work Authorization Program Affidavit" to Crossroads Charter School prior to performing services. OB further agrees to indemnify Crossroads Charter School for any fines and legal fees incurred because OB's employees or subcontractors, performing services, are not authorized to work in the United States.

Article 15. INDEPENDENT CONTRACTOR

- 15.1 **Independent Contractor Status.** Crossroads Charter School and OB agree the terms of this MOU do not constitute a formation of a partnership, joint venture, employer-employee, or other relationship, and further, agree no form of agency exists between Crossroads Charter School and OB. OB represents and warrants that it is a separate and independent entity from Crossroads Charter School. OB may not enter into agreements on behalf of Crossroads Charter School or otherwise obligate Crossroads Charter School in any manner. OB is solely responsible to hire, train, supervise, discipline and terminate its personnel, and is solely responsible for withholding and paying any taxes for such personnel.
- 15.2 **Submission of Forms W-9.** If it has not already done so, OB will submit a completed Form W-9 entitled "Request for Taxpayer Identification Number and Certification" with the correct federal identification number as well as a completed Vendor Registration Form.

Article 16. OWNERSHIP

- 16.1 **Crossroads Charter School Property.** All equipment, materials, software or data of every description that OB receives directly or indirectly from Crossroads Charter School is Crossroads Charter School's property. OB must return all such property to Crossroads Charter School upon request or upon termination or expiration of this MOU, whichever is earlier.
- 16.2 **OB Property.** All equipment, materials, software or data of every description OB provides to operate the Program will remain the property of OB, and OB will have access to the sites to remove such property upon termination or expiration of this MOU, whichever is earlier.

Article 17. SUBCONTRACTS

- 17.1 **Use of Subcontractors.** OB may not subcontract any portion of the services to be provided to Crossroads Charter School without Crossroads Charter School's prior written consent, which Crossroads Charter School is not required to give.

Article 18. OB'S REPRESENTATIONS AND WARRANTIES

- 18.1 **Non-Discrimination.** During the performance of its obligations under this MOU, OB agrees that it will not discriminate against any person on the basis of sex, race, religion, color, national origin, ancestry, age, disability, sexual orientation, gender identity, genetic information or any other factor prohibited by law or based upon a belief that such a factor exists.
- 18.2 **Compliance with Laws.** During the performance of its obligations under this MOU, OB agrees to conduct its activities in strict compliance with all applicable federal, state, and local laws and regulations, as well as Crossroads Charter School's policies and procedures. OB warrants that it has done all things necessary for the Program to meet the requirements of all applicable laws, rules, regulations

and guidelines in Missouri, and hereby agrees to exert best faith efforts to do all things necessary for the Program to continue to meet such requirements.

- 18.3 **No Enticement.** OB has not offered or given anything of value to Crossroads Charter School's employees to entice Crossroads Charter School to enter into this MOU.
- 18.4 **Secular Purpose.** OB acknowledges, agrees and warrants that all services provided under this MOU shall have a secular, non-religious purpose. OB acknowledges that Crossroads Charter School, by entering into this MOU, is not endorsing and does not intend to endorse, any particular church or religion. Any attempt by OB to include any religious content into the summer school curriculum will be cause for immediate termination of this MOU.
- 18.5 **Service Warranty.** OB warrants that all individuals assigned to provide services related to the Program will have the expertise, skills and training to perform the services in a professional manner.

Article 19. RECORDS, ACCOUNTING AND EVALUATIONS OF SERVICES

- 19.1 **Maintenance of Books and Records.** OB will conduct the Program in such a manner as to enable Crossroads Charter School to comply with the fiscal stewardship obligations imposed by Missouri law and DESE. Sufficient and accurate books and records will be kept, including but not limited to: a) proof of teacher certification; b) documentation of each student's daily hours of attendance; c) criminal background checks and Family Care Safety Registry information for any and all personnel; d) documentation of student residence; and e) any other information that is or may be required by Crossroads Charter School or DESE. OB will allow Crossroads Charter School reasonable access to any books, records or documentation required under this MOU upon demand.
- 19.2 **Evaluation of Program.** At the end of the Program, OB will prepare an evaluation report summarizing services provided with supporting data as to the effectiveness of those services.
- 19.3 **Parent Satisfaction Surveys.** OB will provide to the Crossroads Charter School copies of Parent Satisfaction Surveys completed by parents at the end of the program.

Article 20. CONFIDENTIALITY

- 20.1 **Student Information.** OB agrees that all documents which include personally identifiable information contained in or derived from a student's educational records are deemed confidential pursuant to FERPA. OB agrees not to re-disclose any such personally identifiable information without the prior written consent of the student's parent or the student (if the student has reached the age of eighteen)

or unless re-disclosure is otherwise authorized by law. This provision shall survive expiration or termination of this MOU.

- 20.2 **Crossroads Charter School Information.** OB agrees to keep confidential and not to disclose to any third parties any information provided by Crossroads Charter School pursuant to this MOU without prior consent. This provision shall survive expiration or termination of this MOU.

Article 21. INSURANCE

OB shall maintain such insurance as will protect it from claims which may arise out of or result from its obligations under this MOU as follows:

- 21.1 **Workers' Compensation.** OB agrees to maintain workers' compensation insurance as required by the Revised Statutes of Missouri throughout the Term of this MOU, including employer's liability with limits of not less than \$500,000 each for bodily injury by accident and bodily injury by disease.
- 21.2 **General Liability.** OB agrees to maintain insurance throughout the Term of this MOU with the following coverages and minimum limits of liability:
- (i) General liability insurance with not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
 - (ii) Automobile liability insurance coverage of not less than \$1,000,000;
 - (iii) Umbrella and/or excess liability coverage of not less than \$1,000,000;
 - (iv) Employer Liability and/or worker's compensation in the amounts required by the State of Missouri; and
 - (v) Professional liability/errors and omissions liability coverage (including coverage for child endangerment) of not less than \$1,000,000.

Crossroads Charter School shall be named as an additional insured on all such policies and receive written notification from OB's insurance carrier of any termination of coverage not less than thirty (30) days prior to the termination of such insurance. In addition to the foregoing, Crossroads Charter School shall be further named on each of the foregoing policies as a primary, noncontributing additional insured, including products liability and operations, excluding worker's compensation and employer liability coverages. In the event the insurance coverage obtained by OB is terminated prior to the expiration of the term of this MOU, Crossroads Charter School may, at its sole discretion (i) terminate this MOU by delivery of written notice of such termination to OB; or (ii) obtain insurance coverage in satisfaction with this Paragraph 21.2 and the cost incurred by Crossroads Charter School to secure such insurance coverages will be deducted from the monthly payments made by Crossroads Charter School to OB pursuant to Article 10.

- 21.3 **No Waiver.** Nothing contained herein shall not be deemed a relinquishment or waiver of any sovereign immunity enjoyed by Crossroads Charter School.
- 21.4 **Proof of Insurance.** Crossroads Charter School requires proof of insurance prior to services being performed. Failure by OB to provide any insurance as requested will not relieve it of any contractual obligation or responsibility, and will be cause to terminate this MOU immediately.

Article 22. INDEMNIFICATION

- 22.1 **OB Liability.** To the fullest extent allowed by law, OB agrees to indemnify and hold harmless Crossroads Charter School, its directors, officers, agents and employees from and against all claims or losses including reasonable attorneys' fees, arising out of or resulting from the negligence or omissions of OB, its employees, volunteers or agents in the provision of services under this MOU. Nothing contained herein shall be deemed a waiver of sovereign immunity, and Crossroads Charter School shall continue to enjoy all rights, claims and defenses available to it under law, to specifically include Mo. Rev. Stat. §537.600, et seq.

Article 23. NOTICE

Communications relating to this MOU should be sent to the following addresses:

Crossroads Charter School:
Crossroads Charter School
Attention: Dean Johnson
1011 Central St.
Kansas City, Missouri 64105
Telephone: 816-221-2600

With a copy to:
Donald E. Maxwell, LLC
Attention: Donald Maxwell
4700 Belleview Ave., Suite 404
Kansas City, Missouri 64112
Telephone: 816-421-2021

OB:
OB Corridor Renaissance/Upper Room, Inc.
Attention: Tonia Gilbert, Esq.
Kansas City, Missouri ~~64130~~
Telephone: 816-363-3819

Article 24. GENERAL

- 24.1 **Successors and Assignments.** OB and any partners, successors, executors, administrators and representatives are bound to Crossroads Charter School in respect to all terms, covenants, agreements and obligations hereunder. This MOU

shall not be assigned by either Crossroads Charter School or OB without the prior written consent of the other party.

- 24.2 **Governing Law.** This MOU is governed by and constructed in accordance with the laws of the state of Missouri without regard to any conflict of laws provision. The parties waive any objection to the venue of any action arising under this MOU, which is brought in the federal or state courts located in the state of Missouri and waive any claim that such action has been brought in an inconvenient forum.
- 24.3 **Force Majeure.** Neither Crossroads Charter School or OB shall be liable if the performance of any part or all of this MOU is prevented, delayed, hindered or otherwise made impracticable or impossible by reason of any strike, flood, riot, fire, explosion, war, act of God, sabotage, accident or any other casualty or cause beyond either party's control and which cannot be overcome by reasonable diligence and without unusual expense.
- 24.4 **Survival.** All representations, warranties and statements of indemnification shall survive termination or cancellation of the MOU.
- 24.5 **No Third Party Beneficiaries.** This MOU does not and is not intended to confer any rights or remedies upon any person other than Crossroads Charter School and OB.
- 24.6 **Amendments.** The MOU may be altered, amended, changed or modified only by written amendment executed by authorized representatives of Crossroads Charter School and OB.
- 24.7 **Exhibits.** Crossroads Charter School and OB agree that if there are any conflicting terms and conditions between this MOU and any exhibits, then the terms and conditions of this MOU shall prevail.
- 24.8 **Entire Understanding.** This MOU constitutes the entire understanding between Crossroads Charter School and OB, and supersedes all prior agreements, discussions and correspondence.

CROSSROADS CHARTER SCHOOLS

By: _____

Name: Dean Johnson

Title: Executive Director

Date: _____

OPERATION BREAKTHROUGH, INC.

By:  _____

Name: Mary Esselman

Title: Chief Executive Director

Date: 5/14/2020

Exhibit A

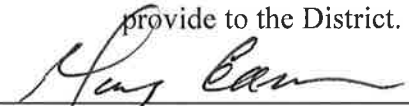
Crossroads - Operation Breakthrough - Summer Program: June 3 - July 31, 2020	Payment Calculations
Instructional Hours: 8:00-3:30 (30 minutes lunch)	7
Estimated Enrollment	350
Number of Days	42
Estimated Total Hours Per Student	294
Estimated Student Attendance Rate	85%
Estimated Student Attendance Hours	87,465
Estimated Average Daily Attendance (total hours/1,044)*	83.8
Crossroads Gross Payment to Operation Breakthrough Per ADA	\$8,200
Total Gross Summer School Payment	\$686,986
Less: Crossroads Sponsor Fee of 10%	\$68,699
Estimated Net Annual Payment - Crossroads to Operation Breakthrough	\$618,287
Estimated Monthly Payment - Crossroads to Operation Breakthrough	\$51,524
* Payment will be adjusted based on actual Average Daily Attendance submitted by Crossroads and approved by DESE.	

EXHIBIT B

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, Mary Esselman, being of legal age and having been duly sworn upon my oath, state the following facts are true:

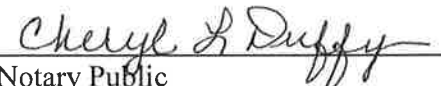
1. I am more than twenty-one years of age and have first-hand knowledge of the matters set forth herein.
2. I am employed by OB Corridor Renaissance/Upper Room, Inc. (“Company”) and have authority to issue this affidavit on its behalf.
3. The Company is enrolled in and participating in E-Verify with respect to the Company’s employees working in connection with the services the Company is to provide to the District, to the extent allowed by E-Verify.
4. The Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is to provide to the District.

By: 
Mary Esselman

For: Operation Breakthrough

Title: Chief Executive Director

Subscribed and sworn to before me on this 14th day of MAY 2020.


Notary Public

CHERYL L DUFFY
Printed Name

My Commission Expires:



CHERYL L. DUFFY
My Commission Expires
September 22, 2021
Clay County
Commission #13509838

Coversheet

GMP Change Order

Section: IV. Facilities
Item: A. GMP Change Order
Purpose: Vote
Submitted by:
Related Material: CPA Summer 2020 Phase 3 - Project Description.pdf
Board Resolution Authorizing Renovation - 2020v2.pdf
Turner GMP Amendment 05.15.20.pdf
CPA Summer 2020 Scope - Phase 3 Project Budget- 20.05.15xls.pdf

Crossroads Preparatory Academy

Summer 2020 – Phase 3

Project Description

The project includes renovating the 5th floor north to include an ADA wheelchair lift for accessibility to this side of the 5th floor, two classrooms, two offices, and a common area; renovate 1st floor south to include 3 classrooms (one science classroom), an ADA unisex restroom, and the addition of a ramp on the west side for ADA accessibility to this side of the 1st floor. LED lighting replacement on levels 1, 3, 4, & 5. Other interior renovations include minor renovations to convert two rooms in the dock area to use as classrooms, renovate the 4th floor breakroom to include appliances and new casework for use as the RISE instructional classroom. Other improvements include new security cameras in the renovated areas as well as additional security cameras for the exterior of the building. Replace flooring in existing science classrooms on levels 3 & 4 from carpet to LVT (luxury vinyl tile), new classroom signage for the entire building, additional lockers for new students. Data, hallway speakers and WIFI access points for the renovated areas, projectors & whiteboards for the new classrooms, new classroom furniture for the new spaces on the 1st and 5th floors, and new cafeteria tables.

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF
CROSSROADS CHARTER SCHOOLS
FOR CONSIDERATION AT A REGULAR MEETING THE
BOARD OF DIRECTORS**

Whereas, the Corporation is the owner of certain real property and improvements commonly known as 816 Broadway Blvd., Kansas City, Missouri 64105 (the “Thayer Building”); and

Whereas the Corporation conducted a substantial renovation of the Thayer Building immediately following its acquisition of the property in the summer of 2018 in order to make it suitable for classes to begin in the fall of 2018 (hereinafter, “Phase I”); and

Whereas, the Corporation engaged Turner Construction Company (“Turner”) to perform construction services in Phase I; and

Whereas, the Corporation engaged Turner to conduct renovations to the Thayer Building during the summer of 2019 in order to make it suitable for classes to begin in the fall of 2019, which renovations were completed by August, 2019 (hereinafter, “Phase II”); and

Whereas, the Corporation now seeks to make additional improvements to the Thayer Building in order to preserve the physical integrity of the building and further maintain the safety and welfare of the students and faculty using the building more particularly described in Exhibit A attached hereto (collectively, “Phase III”); and

Whereas, in order to complete Phase III prior to the start of the 2020/2021 school year, the Corporation authorized the engagement of Turner to conduct certain pre-construction services during the regular meeting of the Board on April 27, 2020; and

Whereas, upon Turner’s completion of the preconstruction services, the Corporation has now determined that the total cost to implement Phase III will be an amount equal to One Million Fifty Thousand Dollars (\$1,050,000), and the cost of construction services to be performed by Turner will be an amount not to exceed Seven Hundred Sixty-Six Thousand Eight Hundred Thirteen Dollars (\$766,813) (“Phase III Construction Cost”); and

Whereas, the Corporation’s Operations Policy Appendix R provides, in part, that all purchases of \$250,000 or more that are 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 unless the Board, in its sole discretion, determines to engage a provider of such goods or services previously contracted with the Corporation to provide the same goods or services within the one (1) year period immediately prior to the date upon which the request for proposal was to be made; and

Whereas, the Board authorized the Corporation's engagement of Turner to perform the construction services necessary to complete Phase III as a contractor that was contracted in less than one year from the completion of the same or similar services in compliance with the Corporation's Operation Policy Appendix R during the April 27, 2020 Board meeting; and

Whereas, the Corporation seeks to authorize the further engagement of Turner to complete the construction services necessary to complete Phase III for an amount not to exceed the Phase III Construction Costs.

BE IT THEREFORE RESOLVED AS FOLLOWS:

1. That the Corporation hereby authorizes and approves the implementation of Phase III for a cost not to exceed \$1,050,000
2. That the Corporation hereby authorizes the engagement of Turner to perform the construction services necessary to complete Phase III for an amount not to exceed the Phase III Construction Cost.
3. That the Executive Director of the Corporation, Dean Johnson, shall be, and is authorized and directed to execute and deliver, for and on behalf of the Corporation, all contracts, agreements, instruments, and documents, including, without limitation, construction services agreements, and any and all amendments thereto, as such Executive Director may deem to be necessary or appropriate to complete Phase III and to otherwise carry out the intent and purpose of these resolutions. All the foregoing documents shall contain the terms and conditions and be in such form as the Executive Director shall determine, his execution thereof being conclusive evidence of the suitability and propriety thereof.
4. That the Executive Director of the Corporation shall be further authorized and directed to revise, amend or otherwise modify the scope of work more particularly describing Phase III in the Executive Director's discretion and as such Executive Director deems necessary or appropriate to carry out the intent and purpose of these resolutions, provided, however, that any revision, amendment or modification of the scope of work referenced herein shall not increase the cost associated with the completion of Phase III in an amount in excess of \$1,050,000.
5. That all acts and deeds heretofore done by the Executive Director or any officer or officers of the Corporation for and on behalf of the Corporation in entering into, executing or delivering any documents, instruments or agreements accruing out the terms and intent of the foregoing resolutions are hereby ratified, approved and confirmed in all respects.

Amendment No. 1 to Agreement between Owner and Construction Manager
GMP EXHIBIT

Pursuant to the Standard Form of Agreement Between Owner and Contractor, AIA Document A102-2017 (Original Contract) dated **April 28th, 2020**, between the Crossroads Charter Schools (Owner) and Turner Construction Company (Construction Manager), for construction of the CROSSROADS PREPARATORY ACADEMY, the Owner and Construction Manager establish a Guaranteed Maximum Price for the Work as set forth below.

The Original Contract is hereby amended only as specifically set forth herein. In all other respects, the covenants, terms, conditions, provisions and agreements contained in the Original Contract, not specifically or by necessary implication, amended or modified by this Amendment, are hereby ratified, confirmed, reaffirmed and incorporated herein by reference, it being the intention of the Construction Manager and Owner that the Original Contract shall be and remain in full force and effect as modified hereby.

Article I

Guaranteed Maximum Price

The Construction Manager's Guaranteed Maximum Price for the Work, that term is described in Section 5.2 of the Original Contract to include, but not limited to Interior Renovations on Levels 1, 3, 4, 5, and lighting replacements. Alternates as shown on the bid tab are not included in the guaranteed maximum price total. The proposed guaranteed maximum price for the scope of work is **SEVEN HUNDRED AND SIXTY-SIX THOUSAND, EIGHT HUNDRED AND THIRTEEN DOLLARS AND ZERO CENTS (766,813.00)**.

This Guaranteed Maximum Price is for the performance of the Work in accordance with the contract documents and other documents listed and attached to this Amendment and marked as Exhibits A through F, as follows:

- Exhibit A: GMP Budget- Dated 5/15/2020
- Exhibit B: Assumptions and Clarifications
- Exhibit C: Document List
- Exhibit D: Project Milestone Schedule
- Exhibit E: Billing Rates
- Exhibit F: General Conditions Billing Forecast

Article II

Contract Time

The Scheduled Start Date for the project is June 2, 2020 based on city issued building permit.

The Scheduled Substantial Completion Date for the project is July 27th, 2020.

OWNER:

Construction Manager:

CROSSROADS CHARTER SCHOOLS
(Name of Owner)

Turner Construction - Kansas City, MO
(Name of Construction Manager)

(Signature)

(Signature)

(Printed Name)

(Printed Name)

(Title)

(Title)

Date: _____

Date: _____

Crossroads Prep Academy Summer 2020 Bid Tab				5/15/2020
BP #	TRADE NAME	BID TAKER	SUB NAME	BID DAY TOTAL
01.01	General requirements		Turner	\$13,750
02.01	Demolition		SPO	\$21,235
05.01	Handrails and Metal Accessories		Metal One	\$2,250
08.01	Doors / frames / hardware		Design Supply	\$20,970
09.01	Drywall / Ceilings / General Trades / Casework		4Gen	\$82,349
09.01	Additional Rated Wall (150 SF at \$15/SF) & MEP Rework Allowance		Turner Allowance	\$15,000
09.03	Flooring		Artistic Floorcovering	\$6,395
09.04	Tile		Metro Tile	\$5,710
09.05	Painting		Capitol Painting	\$9,810
09.08	Access flooring- C&C with SPO install		Turner Allowance	\$5,000
10.01	Bathroom Accessories		Meyers	\$2,759
10.04	Lockers (2-tier, 242 in total, \$330/unit)		Locker Hold	\$40,000
14.01	Wheelchair Lift		Access Elevator & Lifts	\$20,544
21.01	Fire Sprinkler		American Fire Allowance	\$8,000
23.01	Mechanical and Plumbing		Alexander Mechanical	\$51,029
26.01	Electrical- Based on BNIM Drawings		Mark One	\$17,418
26.01	Electrical- Lighting Replacement (Level 1, 3,4, 5)		Turner Allowance	\$199,198
Alt 1	Alternate 1: Level 1 Floor Infill and Relocated Door Assembly		Turner Allowance	\$3,724
Alt 3	Alternate 3: LVT for 3 Classrooms (750SF/Room)		Turner Allowance	\$13,950
Alt 7	Alternate 7: Interior Signage (75 Signs)		Turner Allowance	\$8,000
Permit	Permits		Permit Allowance	\$10,000
SUBTOTAL COSTS				\$557,091
INSURANCE AND BONDING				
	SUBGUARD	1.25%		\$6,964
	TEXTURA (Rolls over to Sub Lines)			\$1,226
	GENERAL LIABILITY INS.	1.000%		\$7,668
	BUILDER'S RISK	0.200%		\$1,534
	PAYMENT AND PERFORMANCE (P&P) BOND (EXCLUDED)	0.000%		\$0
ESCALATION AND CONTINGENCY				
	DESIGN AND ESTIMATING CONTINGENCY	10.00%		\$55,709
CM SERVICES				
	GENERAL CONDITIONS- Precon & Construction	14.57%		\$111,701
	FEE	3.25%		\$24,921
TOTAL WITHOUT BOND				\$766,813

TRADE NAME	BID TAKER	SUB NAME	BID DAY TOTAL
Alternate #1: Level 1 Floor Infill and Relocated Door Assembly			
Description:			
General Trades, Drywall, Ceilings, Casework		4Gen	\$2,724
Electrical Hold		Mark One	\$1,000
			\$559
			\$4,283

TRADE NAME	BID TAKER	SUB NAME	BID DAY TOTAL
Alternate #2: Windows above Lockers			
Description:			
General Trades, Drywall, Ceilings, Casework		4Gen	\$5,976
Painting- Staining Wood		Painting Hold	\$750
			\$1,009
			\$7,735

TRADE NAME	BID TAKER	SUB NAME	BID DAY TOTAL
Alternate #3: Full LVT in Science Classroom (Appx 750SF)			
Description:			
Flooring		Artistic Floorcovering	\$4,650
			\$698
			\$5,348

TRADE NAME	BID TAKER	SUB NAME	BID DAY TOTAL
Alternate #5: Basement Lights			
Description:			
Basement Lighting Base Pricing (not upgraded)		Mark One	\$30,977
			\$0
			\$0
			\$4,647
			\$35,624

TRADE NAME	BID TAKER	SUB NAME	BID DAY TOTAL
Alternate #6: Ugraded Lighting			
Description:			
Mark One Proposed Lights: Lithonia ZL1D		Mark One	\$23,000
			\$0
			\$3,450
			\$26,450

TRADE NAME	BID TAKER	SUB NAME	BID DAY TOTAL
Alternate #7: Interior Signage			
Description:			
Interior Signage (Appx. 75 Room signs)		Allowance	\$8,000
			\$0
			\$1,200
			\$9,200

Assumptions and Clarifications

These Assumptions and Clarifications form the basis of our understanding of the Project scope, Permit Pending Construction Documents. These assumptions are provided to allow the entire team to understand the complete scope of the Project and what scope is included in our GMP. These assumptions should be the basis for which the Owner accepts the facility.

Site Logistics

1. The construction dumpster will be located on Bank Street, the same location as in previous summers.
2. The GMP assumed Turner personnel will be able to office at a mutually agreed to location within the building.
3. The GMP assumes all site access during construction will be coordinated through Turner prior to any work performed on site.
4. The GMP assumes that all workers contracted under the owner who will be working on site during the project duration shall abide by Turner's safety requirements.

Schedule

1. The schedule is based upon code review of the plans necessary in advance of issuance of a building permit and the schedule provided for this project has allowed for such review periods. If the duration of a review cycle extends beyond the duration established by the city and not due to any fault of the Construction Manager, a schedule extension will be necessary.
2. The GMP is based on the following activities:
Start of Construction Scheduled for June 2th, 2020.
3. The GMP assumes available working hours Monday – Friday from 7:00a.m. – 7:00p.m. Saturdays or after hours work upon approval of the Owner.
4. The GMP assumes a submittal review time by the Architect no more than ten (10) working days, and no more than (5) days for RFI's.
5. The GMP assumes an expedited review for any submittals related to the lockers less than 10 working days.
6. The GMP assumes that substitutions for specified equipment and finishes will be allowed in order to meet contractual dates for substantial completion. Turner will communicate any substitutions with the client and the architect prior to execution.
7. The GMP assumes mock-ups will be approved within five (5) working days by the Owner and Architect in order to meet the schedule.
8. We assume substantial completion to be at least one of the items identified below:
 - A. Completion of 90% of the direct work
 - B. City approval for Temporary Certificate of Occupancy
 - C. City approval for Certificate of Occupancy

Assumptions and Clarifications

General Requirements

1. It is understood the Owner will coordinate rough-in requirements and sizes for all Owner-provided equipment and will direct the Construction Manager to incorporate the same into the Construction Documents. The Owner will also contract direct for delivery, installation and final setting of Owner provided equipment and work as required to meet the construction schedule. Turner will assist in identifying schedule requirements and assist in coordination of Owner provided equipment.
2. The cost of testing and inspection services required by the Owner are excluded.

General

1. We have included a "Contingency" which is for the Contractor's use and protection and is intended to cover possible additional costs for conditions not evident from the documents and not quantifiable at this time. We may expend this contingency at our discretion for additional costs incurred, including but not limited to the following types of events:
 - A. Shifts in the market causing wages or prices to be higher than anticipated
 - B. Shortage of properly skilled workforce
 - C. Overtime for unexcused schedule delays due to subcontract work, performance or schedule
 - D. Low estimates or deviations from our estimate
 - E. Normal bad weather
 - F. Scope gaps

Funds from the construction contingency are not available for the following items, which will be reimbursed out of the "Owner's Project Contingency."

- A. Acts of separate contractors employed by the Owner
 - B. Changes in the Work
 - C. Labor disputes
 - D. Unusual delay in deliveries not caused by the Contractor or its Subcontractors
 - E. Delays caused by late receipt of permits
 - F. Any act or neglect of the Owner
 - G. Unknown soil or underground conditions.
 - H. Other causes beyond the Contractor's control
 - I. Costs associated with permit review comments
 - J. Any additional costs for Owner requested subcontractors
 - K. Unexpected material escalations due to economic market volatility
 - L. Delays due to utility relocation
2. Construction contingency funds can be used to fund owner requested changes once Turner has identified that the funds are not forecasted to cover expenses noted above.
3. We have not included any work associated with asbestos abatement, mold remediation, removal of unsafe materials, hidden or unforeseen conditions, or other work. The Contractor accepts no responsibility for this work.
4. The GMP Contract is based on the assumption that this project is tax exempt. This includes the assumption that there will not be any remodel tax. The Owner is to provide the correct tax exempt documentation to the Contractor.

Assumptions and Clarifications

5. The GMP assumes that the utility consumption (water and electrical) will be provided by the Owner. Utility consumption and usage charges have not been included. The GMP assumes all utility charges will be paid directly by the Owner.
6. The GMP does not include any LEED certification requirements.
7. The GMP does not include any corrections to existing code violations, if any are found. If such violations are found they will be brought to the Owner's attention.
8. Manufacturers' standard colors, sizes and materials have been included except where color selections have already been identified in the GMP documents.
9. The GMP includes dumpster costs for the project. The GMP excludes dumpster use for existing building furniture.
10. This GMP assumes Payment Terms will be Net 30.
11. The GMP assumes a standard 1 year guarantee for all work starting on the date of Substantial Completion (07.27.2020) unless otherwise noted on the contract drawings for special equipment install.
12. Upon approval of the GMP amount, Turner will review current lead times on items noted in the contract drawings to ensure the project schedule can be met. Any risk associated with lead times is expected that substitutions will be reviewed and considered to ensure a timely project delivery.

Finishes

1. The GMP assumes no work on existing building construction and finishes beyond what is noted on the construction drawings.
2. The GMP excludes the moving and or relocation of all furniture and stored items.
3. The GMP excludes all appliances.
4. The GMP excludes any work on interior partitions, soffits, flooring or sills from existing water damage.
5. The GMP excludes moisture testing or remediation of existing building.
6. The GMP excludes any adjustments on existing building door hardware.
7. The GMP includes using existing owner attic stock for carpet tile. Any flooring finishes not called out in the drawings are assumed to use this carpet tile.
8. The GMP excludes any final cleaning in building areas not worked in during the construction duration. The GMP excludes any final clean for work not contracted under Turner Construction.

Remodel

1. Relocation / repair of unidentified / unmarked under-slab or in wall piping, conduit or electrical is excluded from the GMP.
2. Temporary protection of existing spaces is included in the GMP.
3. The GMP excludes any patching and painting for work not contracted under Turner Construction.

Assumptions and Clarifications

4. The GMP includes an autofold ramp for the wheelchair lift. Details to be coordinated during submittal review.

MEP

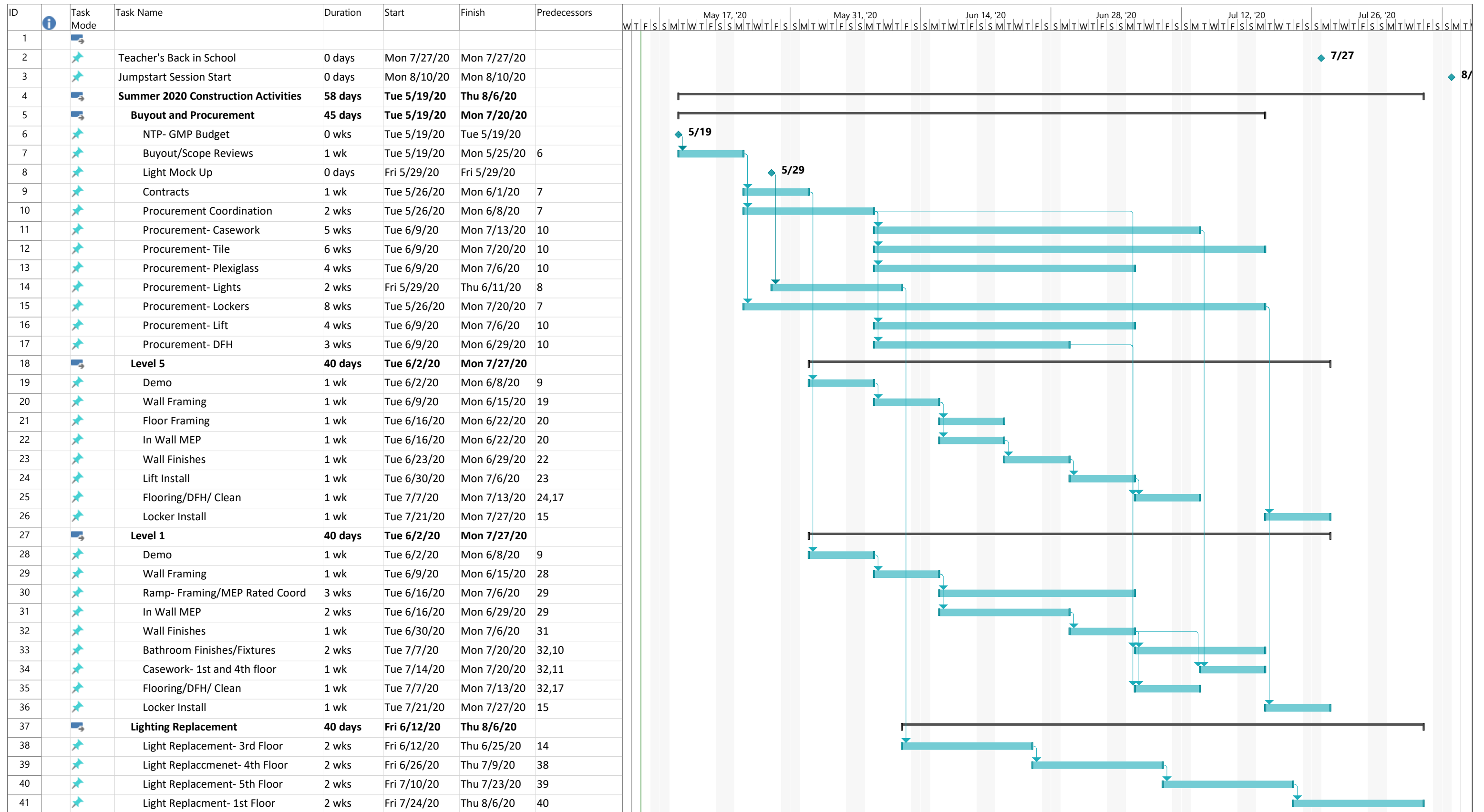
1. This GMP excludes any data and communication wiring, devices, and final install.
2. The GMP excludes all security devices and wiring. The GMP includes all security rough in and pathways noted on the drawings for the secured entry.
3. The GMP excludes NETA testing. All new electrical work will be installed per specifications.
4. The GMP excludes any testing, balancing and certification of existing building systems.
5. The GMP excludes additional work to the exhaust vent piping in the kitchen not shown in the drawings. This will require additional coordination during the submittal review process.

CONTRACT DOCUMENT LIST**CROSSROADS PREPARATORY ACADEMY- PHASE 3**

816 BROADWAY BLVD., KANSAS CITY, MO 64105

Based off Permit Set Drawings Dated 05.04.20

Crossroads Preparatory Academy 2020		
SHEET	DRAWING INDEX	Last Rev. Date
G	GENERAL	
G000	Cover Sheet, Code Information	05.04.20
G001	Code Review Data	05.04.20
D	DEMOLITION	
D100	Lower Level Demolition Plan + RCP	05.04.20
D101	Level 1 Demolition Plan + RCP	05.04.20
D104	Level 4 Demolition Plan + Interior Details	05.04.20
D105	Level 5 Demolition Plan + RCP	05.04.20
D500	Interior Details	05.04.20
A	ARCHITECTURE	
A040	Partition Types, UL Listings and Data	05.04.20
A100	Lower Level Plan + RCP	05.04.20
A101	Level 1 Plan + RCP	05.04.20
A103	Level 3 Plan + Interior Details	05.04.20
A104	Level 4 Plan + Interior Details	05.04.20
A105	Level 5 Plan + RCP	05.04.20
A500	Interior Details	05.04.20
A501	Interior Details	05.04.20
A502	Interior Details	05.04.20
A503	Interior Details	05.04.20
A700	General Notes + Specifications	05.04.20
M	MECHANICAL	
M000	Mechanical Legend and Notes	04.30.20
M101	Level 1 Mechanical Plans	04.30.20
M104	Level 4 Mechanical Plans	04.30.20
M105	Level 5 Mechanical Plans	04.30.20
M200	Mechanical Schedule, Detail and Specifications	04.30.20
E	ELECTRICAL	04.30.20
E000	Electrical Legend & Notes	04.30.20
E100	Lower Level Power Plans	04.30.20
E101	Level 1 Power Plans	04.30.20
E104	Level 4 Power Plans	04.30.20
E105	Level 5 Power Plans	
E200	Electrical One Line Diagram	04.30.20
E201	Electrical Specifications	04.30.20
P	PLUMBING	
P000	Plumbing Legend, Notes and Schedules	04.30.20
P101	Level 1 Plumbing Plans	04.30.20
P104	Level 4 Plumbing Plans	04.30.20
P200	Plumbing Details and Specifications	04.30.20



Project: CCS 2020- 5.14.2020 Date: Fri 5/15/20	Task		Project Summary		Manual Task		Start-only		Finish-only		External Tasks		External Milestone		Progress
	Split		Inactive Task		Duration-only		Manual Summary Rollup		External Milestone		Progress				
	Milestone		Inactive Milestone		Manual Summary		Critical Split		Manual Progress						
	Summary		Inactive Summary		Manual Summary		Critical		Manual Progress						



Construction Staff Hourly Rate Schedule

Exhibit E

Turner Labor Rate Sheet

Senior Project Manager	\$ 112.00
Field Superintendent	\$ 107.00
Project Manager	\$ 98.00
Project Engineer	\$ 89.00
Safety Director	\$ 90.00
Estimating/Purchasing	\$ 90.00
Cost/Accounting	\$ 89.00
Accounts Payable	\$ 66.00
Clerical	\$ 60.00
Carpenter	\$ 74.00
Laborer	\$ 62.00
Intern	\$ 32.00

Crossroads Preparatory Academy Phase 3- Summer 2020

	Preconstruction <i>April/May</i>			Construction (June) <i>June 1-June 26 (4 wks)</i>			Construction (July) <i>June 29- July 31 (5 wks)</i>			Closeout (August) <i>Aug 3- Aug 14 (2 wks)</i>		
	Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total
Sr. PM	8	\$112	\$896	0	\$112	\$0	0	\$112	\$0	0	\$112	\$0
Project Manager	106	\$98	\$10,388	24	\$98	\$2,352	24	\$98	\$2,352	4	\$98	\$392
Superintendent	0	\$107	\$0	160	\$107	\$17,120	200	\$107	\$21,400	40	\$107	\$4,280
Engineer	160	\$89	\$14,240	160	\$89	\$14,240	200	\$89	\$17,800	60	\$89	\$5,340
Safety Director	0	\$90	\$0	8	\$90	\$720	0	\$90	\$0	2	\$90	\$180
Purchasing	0	\$90	\$0	0	\$90	\$0	0	\$90	\$0	0	\$90	\$0
Accounting	0	\$89	\$0	0	\$89	\$0	0	\$89	\$0	0	\$89	\$0
Total Monthly GCs			\$25,524			\$34,432			\$41,552			\$10,192

PROJECT BUDGET				
Project Name: Crossroads Preparatory Academy - Phase 3 - Summer 2020				
Date: May 15, 2020				
NOTES	DESCRIPTION	TOTAL PROJECT BUDGET (FOR APPROVAL)	TOTAL WORK IN PLACE AS OF 05/15/20	BALANCE REMAINING
	Soft Costs			
BNIM & Subconsultants	Architectural & Engineering (BNIM & Subconsultants)	\$ 85,000.00	\$ 39,739.45	\$ 45,260.55
	Reimbursable Expenses	\$ 1,000.00	\$ 3.80	\$ 996.20
	Subtotal BNIM Architectural & Engineering	\$ 86,000.00	\$ 39,743.25	\$ 46,256.75
Operation Budget	Financing Fees	\$ -	\$ -	\$ -
Donald Maxwell	Legal Fees	\$ 3,000.00	\$ -	\$ 3,000.00
MC Realty Group	Project Management	\$ 21,000.00	\$ -	\$ 21,000.00
	Subtotal Soft Costs	\$ 110,000.00	\$ 39,743.25	\$ 70,256.75
	Hard Costs			
Turner	Construction Costs	\$ 766,813.00	\$ -	\$ 766,813.00
	Environmental Remediation	\$ -	\$ -	\$ -
	Subtotal Hard Costs	\$ 766,813.00	\$ -	\$ 766,813.00
	FF&E			
	Security (Card access, cameras, etc.)	\$ 25,000.00	\$ -	\$ 25,000.00
	IT (WIFI access hubs, speakers, projectors etc)	\$ 34,000.00	\$ -	\$ 34,000.00
	Furniture & Equipment (classroom furniture, moving, etc.)	\$ 74,000.00	\$ 5,000.00	\$ 69,000.00
	Subtotal FF&E	\$ 133,000.00	\$ 5,000.00	\$ 128,000.00
	Contingency	\$ 40,187.00	\$ -	\$ 40,187.00
	Total Project Budget Crossroads Preparatory Academy Phase 3	\$ 1,050,000.00	\$ 44,743.25	\$ 1,005,256.75

Coversheet

Operations Policy Update

Section: V. Governance
Item: A. Operations Policy Update
Purpose: Vote
Submitted by:
Related Material: OPERATIONAL POLICIES FINAL.pdf



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 Charter Schools, a Missouri non-profit corporation.

“Board” shall mean the Board of Directors of Crossroads Charter Schools.

“Executive Director” shall mean the person maintaining the position of Executive Director for Crossroads Charter Schools, or such person’s duly authorized designee.

“Chief Academic Officer” shall mean the person maintaining the position of Chief Academic Officer for Crossroads Charter Schools, or such person’s duly authorized designee.

“Chief Operating Officer” shall mean the person maintaining the position of Chief Operating Officer for Crossroads Charter Schools or such person’s duly authorized designee.

“Principal” shall mean the person maintaining the position of Principal for Crossroads Charter Schools or such person’s duly authorized designee.

“Key Personnel” Shall Mean Executive Director, Chief Academic Officer, Chief Operating Officer, Operations Manager and Principals.

“the school” shall mean Crossroads Charter Schools a Missouri non-profit corporation.

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APPENDIX A

Civil Rights, Title IX, Section 504

The Board of Directors of Crossroads Charter Schools. ("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.

Adopted by the Board January, 2019

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.

Adopted by the Board January, 2019

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

Adopted by the Board January, 2019

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, but less than \$10,000 shall be made by either the Executive Director, Chief Academic Officer, Chief Operating Officer or Principal. Any micro-purchases, or supplies or services which are up to \$10,000, shall be made without soliciting competitive quotations. Any small purchases, or simple and informal procurements for securing services, supplies or other property that cost between \$10,001 and \$249,999, shall be made by the Executive Director and price and rate quotations must be obtained from at least two (2) qualified sources. All purchases \$250,000 or more that are 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. Sole source or noncompetitive proposals may be used only when one or more of the following applies: The item is available only from a single source; the public emergency for the requirement will not permit a delay; the pass-through entity authorizes noncompetitive proposals in response to a written request; and/or after solicitation of a number of sources, competition is determined inadequate.

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 goods or services in excess of \$250,000 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 or 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.

Adopted by the Board January, 2019

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 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

Adopted by the Board January, 2019

(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, nor will any organization or entity that will offer, sponsor, or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students be permitted to offer any information regarding abortion services to student.

Updated by the Board on February 10, 2020

Adopted by the Board January, 2019

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. Eligibility To Attend Crossroads Charter Schools (Crossroads): In order to attend Crossroads, a student must reside within the Kansas City Public Schools (KCPS) district boundaries or be eligible to attend under an urban voluntary transfer program. All students residing within KCPS district boundaries who are age appropriate for a grade level offered by Crossroads are eligible to apply. Crossroads does not limit admission based on race, ethnicity, religion, national origin, sexual orientation, disability, gender, income level, status of student or parent as homeless, proficiency in the English language or athletic ability.

SECTION 2. No Testing Requirements: Applicants to Crossroads will not be required to complete any test or measure in order to be admitted. Once students are admitted and fully registered, formal and informal assessments may be administered to determine the most appropriate instructional plan and grade-level placement for each student.

SECTION 3. Application Process

SECTION 3.1. Crossroads utilizes SchoolMint, a verified, independent online student enrollment platform, for receiving and processing student applications. The SchoolMint system can be accessed through the Crossroads website, and the SchoolAppKC website. SchoolAppKC is a common application collaborative among public schools within KCPS boundaries to which Crossroads is a partner. All student information and support documentation that is required to complete a student application is indicated within the SchoolMint system.

SECTION 3.2. Families can request assistance in completing the SchoolMint online application - including use of an internet enabled device - at the front desk of any Crossroads school during regular business hours.

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SECTION 3.3. The priority application deadline for the following school year is March 1 of the current school year. In the event an admissions lottery is needed (see SECTION 4), only those applications that are completed in SchoolMint on or before March 1 will be eligible for inclusion in the lottery.

SECTION 3.3. Applications that include falsified information may be deemed ineligible. If a student gains admittance to Crossroads based upon a falsified application, Crossroads reserves the right to revoke the student's enrollment offer at any time.

SECTION 4. Lottery Process

SECTION 4.1 If the capacity of Crossroads is insufficient to enroll all students who meet the eligibility requirements in Section 1 and completed an application in SchoolMint on or before March 1, Crossroads will use an admissions lottery to ensure fairness and transparency in the admissions process. The lottery is typically held within one week of the March 1 application deadline.

SECTION 4.2 Lottery Priorities: Among families who complete an application in SchoolMint on or before March 1 and meet the eligibility requirements in Section 1, priority in the lottery process is given in the following order: 1. Currently enrolled students 2. Children of Crossroads staff members 3. Siblings of current Crossroads students 4. Children who live or have a parent who works in the Greater Downtown Area, defined by State Line Road to Prospect Avenue and the Missouri River to 39th Street. 5. All other eligible applicants.

SECTION 4.3 The lottery will be executed using SchoolMint, a verified, independent online student enrollment platform. The lottery results will be announced on the date set forth by SchoolAppKC, typically within one week of the March 1 application deadline. The precise date shall be published on the Crossroads and SchoolApp KC websites annually.

SECTION 5. Enrollment

SECTION 5.1. Once the lottery results are announced, the parents/guardians of those students offered a seat for the following school year will have approximately two weeks to accept the seat and complete their child's enrollment. The precise completion date will be set forth by SchoolAppKC each year and

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published on the Crossroads and SchoolAppKC websites. All student information and support documentation that is required to complete enrollment is indicated within the SchoolMint system. If a student's enrollment is not completed by the date set forth by SchoolAppKC, then the enrollment offer may be rescinded.

SECTION 5.2. 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. Waiting List.

Section 6.1 Applicants who do not receive an enrollment offer following either the application or lottery processes will be placed on the Crossroads Charter Schools waiting list for the grade applied for.

Section 6.2 Crossroads shall maintain a waiting list following the lottery for all grades where the capacity of Crossroads is insufficient to register all students who applied. To ensure all students are treated fairly, the following waiting list process shall be used:

- Crossroads will assign a number to each student on the waiting list by grade level following the lottery. The students on the waiting list shall be given the same admission priorities outlined in section 4.2. Please note: It is possible for a student to move down the waiting list. This can occur

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when a student in a different grade accepts an open spot. His or her sibling moves up the waiting list based on the sibling priority.

- Following the lottery, all parents/guardians will receive notification of their student's waitlist numbers.
- When a registration spot becomes available, the student with the lowest waiting list number in that particular grade will receive a registration offer from a school designee. 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.
- Once the offer is extended, parents/guardians will have no more than twenty-one (21) calendar days to accept the offer, complete the registration forms, upload necessary documents and have their student in attendance at Crossroads. If the registration process is not completed by a parent/guardian, the offer of registration may be rescinded. Based on demand, Crossroads staff reserves the right to adjust the timeline for registration from the 21 calendar days mentioned above. Staff will communicate the deadline to parents/guardians via email. If registration is not completed by the deadline, the next student on the waiting list may be extended the offer.

SECTION 7. Policy Accessibility: Crossroads' School Admissions Policy will be accessible on the Crossroads Charter Schools' website. A printed copy may be obtained from the front desk of any Crossroads school during regular school hours.

Updated By the Board on 2/10/20

Adopted by the Board January, 2019

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 and Math as measured by the Missouri state assessment. For students in grades K-3, and other students for whom Missouri state assessment results in Communication Arts and Math cannot be verified, Proficiency in these two subjects is defined as 50th percentile on the NWEA Reading and Math tests. Pursuant to RSMo 167.640.1, a student in grades 4-8 not demonstrating Proficiency in Communication Arts and Math based on the Missouri state assessment of the previous 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. A student in grades K-3, and other students for whom Missouri state assessment results in Communication Arts and Math from the previous year cannot be verified, who does not score at the 50th percentile on the NWEA Reading and Math tests in the Fall 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. A student required to participate in the remediation program based on a Fall NWEA score will have an opportunity to exit the remediation program by retaking the NWEA in the Winter and scoring at the 50th percentile in Reading and Math.

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.

Adopted by the Board January, 2019

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 at Crossroads for K-6th grade ends at 3:00 pm., and for 7th-8th grade at 2:00 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 3:00-4:00 pm in grades K-6th, and from 2:00-2:45 for grades 7th-8th. A student in grades K-8 must participate in Crossroads' remediation program as a condition of promotion to the next grade level if he/she meets one of these criteria: 1) The student is not demonstrating Proficiency in Communication Arts and Math as measured by the Missouri state assessment of the previous school year. For students in grades K-3, and other students for whom Missouri state assessment results in Communication Arts and Math from the previous year cannot be verified, Proficiency in these two subjects is defined as 50th percentile on the NWEA Reading and Math tests taken in the Fall of the current school year. A student required to participate in the remediation program based on a Fall NWEA score will have an opportunity to exit the remediation program by retaking the NWEA in the Winter and scoring at the 50th percentile in Reading and Math., 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 extended learning activities from 3:00-4:00 pm in grades K-6th and from 2:00-2:45 in grades 7th-8th, so all K-6th students will remain in school until 4:00 p.m. and all 7th-8th students will remain in school until 2:45 pm.

Updated by the Board on May 20, 2019

Adopted by the Board January, 2019

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 field trips.

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

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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 Street, 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.

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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.

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- 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

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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

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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

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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 Charter Schools 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.

Adopted by the Board January, 2019

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.

Adopted by the Board January, 2019

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.

Adopted by the Board January, 2019

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.

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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.

Adopted by the Board January, 2019

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.

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

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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.

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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.

Adopted by the Board January, 2019

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

Adopted by the Board January, 2019

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

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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.

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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.

Adopted by the Board January, 2019

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:

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(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;
 - (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

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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.

Adopted by the Board January, 2019

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 a school counselor 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.

Adopted by the Board January, 2019

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.

Updated by the Board on February 10, 2020

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Appendix YY

DYSLEXIA SCREENING

SECTION 1. By the 2018-19 school year, the school shall conduct dyslexia screenings for students in the appropriate year consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 2. By the 2018-19 school year, the Governing Board of Crossroads shall provide reasonable classroom support consistent with the Department of Elementary and Secondary Education guidelines.

SECTION 3. By the 2018-19 school year, the school shall offer all of its teachers two hours of training on dyslexia and related disorders. The school may seek assistance from the Department of Elementary and Secondary Education in developing and providing such training. Completion of such training shall count as two contact hours of professional development.

Appendix ZZ

Foreign Exchange Student Program

For many in our school, a foreign exchange student may be the first time they experience another global culture firsthand. This is their opportunity to learn and understand the real meaning of global acceptance. Exchange students are truly a one-of-a-kind teaching resource, and have much to contribute to their host schools. They bring both diversity and new perspectives.

Exchange students:

Serve as constant resource in social studies and foreign language classes.
Teach students cultural lessons they may not be able to learn from textbooks.
Share viewpoints on international issues that impact students.
Help organize/lead International Days and exchange fairs.
Tutor or assist classmates with foreign languages.
Talk about the benefits of studying abroad.
Show and tell with elementary and middle schools so children learn about other cultures firsthand.

Impact on enrollment:

1. The foreign exchange student program is for temporary enrollment only.
2. The school will not hold an open spot(s) for the "possibility" of hosting an exchange student(s).
3. The CCS Board revised attendance policy includes the enrollment of an exchange student, should allow the enrollment cap to increase by the number of exchange students accepted.

The Crossroads Charter Schools believes the Foreign Student Exchange Program to be academically beneficial to students and missionally aligned with the schools goals. The enrollment cap in grades 9-12 will increase by the number of exchange students attending the school during any semester or school year.

Appendix AAA

Adopted by the Board January, 2019

Searches by School Personnel

Crossroads is charged with protecting individual student rights and guarding against the excessive intrusion of its students while also preserving the health and safety of all students within its care and control. As a result, Crossroads may search school property, including, but not limited to lockers, desks and Crossroads-issued devices/accessories/equipment and other Crossroads property in possession of its students or the personal property of students, including, but not limited to backpacks, purses and other belongings such as electronic devices and vehicles of students, in accordance with this policy.

Definitions

As used in this policy, the following terms shall have the meanings set forth below.

- a. "Crossroads employee" shall mean an employee of Crossroads authorized to conduct searches of students and/or the personal property and storage areas considering all circumstances. A Crossroads employee should be a school principal, vice-principal, acting principal or designated security personnel engaged by Crossroads for that purpose. Factors for determining the appropriateness of the Crossroads employee authorized to conduct a search will include the intrusiveness of the search, the age of the student, gender of the student, if the student has an IEP, the student's background, the seriousness of the item(s) being searched or searched for, the availability of other Crossroads employees and the urgency of the situation.
- b. "Device" shall mean a privately-owned device that is used for audio, video or text communication or any type of computer or computer-like instrument.
- c. "Reasonable Suspicion" shall mean a particularized and objective basis, supported by specific articulable facts, for suspecting a person of criminal activity; reasonableness extends to both the reason for the search and the appropriateness of the scope of the search. The reasonable suspicion to conduct a search of a student or student's possessions shall mean the grounds sufficient to cause an adult of normal intellect to believe that a search of a particular person, place or thing will lead to the discovery of evidence that a student (i) has violated or is violating a rule or behavioral norm governed by Crossroads policies; (ii) has violated or is violating a particular law; or (iii) possesses an item or substance which presents an immediate danger of physical harm or illness to the students, staff or one of the schools administered by Crossroads.

Crossroads – Issued Property

School lockers, desks, Crossroads-issued devices/accessories/equipment and other Crossroads property are provided for the convenience of students, and as such, are subject to periodic inspections by Crossroads without notice. Where locks are provided for such storage places and/or devices, students may lock them against access by other students, but students have no expectation of privacy in that locker, desk or other storage area or the contents contained therein that would prevent examination by Crossroads

- a. All lockers, desks, Crossroads-issued devices and other storage areas are provided for student use remain the property of Crossroads. These storage areas and devices are subject to inspection, access for maintenance and search pursuant to this policy. No student shall lock or otherwise impede access to any locker, desk, Crossroads-issued device or storage area except with the lock provided by or approved by Crossroads. Unapproved locks may be removed or destroyed.
- b. A Crossroads employee may search student lockers, desks and storage areas and the contents contained therein at any time for any justifiable reason.

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c. A Crossroads employee may, at any time, request assistance from the appropriate law enforcement agency having jurisdiction over the school in conducting a search pursuant to this policy. d. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against Crossroads' policies.

Search of Students and Student Possessions

Crossroads recognizes that the privacy of students and their belongings may not be violated by unreasonable search and seizure and directs that no students are searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the urgency and seriousness of the alleged infraction, the student's age and the student's disciplinary history.

a. Student Consent: Except as provided below, a request for the search of a student or a student's possessions will be conducted by the appropriate Crossroads employee. The Crossroads employee shall attempt to obtain the freely-offered consent of the student to the inspection or search; however, provided there is reasonable suspicion, the Crossroads employee may conduct the search without such consent.

b. Witness: Whenever possible, a search will be conducted by the Crossroads employee in the presence of the student and a Crossroads employee or other staff member in addition to such Crossroads employee. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Searches of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another Crossroads employee or staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

c. Personal Searches: The personal search of a student may be conducted by the Crossroads employee when a Crossroads employee or other staff member has reasonable suspicion for a search of that student. Authorized searches of a student's person shall be limited to the following:

- i. The student's pockets, including requiring the removal of items from a student's pockets;
- ii. Purses, wallets, briefcases, backpacks, laptop holders, or any other objects in the possession of the student;
- iii. Removal of an article of exterior clothing such as jackets, coats, shoes or other clothing that, when removed, do not expose a student's underwear;
- iv. The removal of certain articles of a student's clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions; and
- v. A student's device(s) if warranted and to the extent warranted.

Searches During School Sponsored Activities

The authorization of Crossroads and Crossroads personnel to search students and student possessions shall apply to all situations in which the student is under the jurisdiction, care or control of Crossroads, including, but not limited to students participating in extracurricular activities and athletics.

Strip Searches

Crossroads employees shall not conduct strip searches students, as defined in state law, except in situations where a Crossroads employee reasonably believes that the student possesses a weapon, explosive or illegal substance that poses an imminent threat of physical harm to the student or others

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and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a Crossroads employee, Crossroads will attempt to notify the student's parents/guardians as soon as possible.

Vehicles

It is a privilege, not a right, to park on school grounds or school rented spaces. Crossroads retains the authority to conduct routine patrols of any vehicle parked on school grounds or school rented spaces. The interior of a student's automobile on school premises or school rented spaces may be searched if a Crossroads employee has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

Law Enforcement

Crossroads employees will contact law enforcement officials to perform a search if a Crossroads employee reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing, and the student refuses to surrender such items. Law enforcement officials may be contacted in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

Documentation of Search

A Crossroads employee shall be responsible for the prompt recording in writing of each student search, including (i) the reason for the search; (ii) the information received that established the need for the search, including the name(s) of any informant(s); (iii) the persons present when the search was conducted; (iv) any substances or objects found during a search and the disposition made of those substances or objects; and (v) any subsequent action taken as a result of the search. The Crossroads employee shall be responsible for the custody, control and disposition of any illegal or dangerous substance or objects taken from a student and report the acquisition of any such substance or object to law enforcement.

APPENDIX BBB

Policy on Suicide Prevention

SECTION 1. Scope. The Crossroads Suicide Prevention Policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school sponsored out-of-school events where school staff are present. This policy applies to the entire school community, including educators, school and district staff, students, parents/guardians, and volunteers. This policy will cover appropriate school responses to suicidal or high-risk behaviors that take place outside of the school environment.

SECTION 2. Prevention.

SECTION 2.1. Crossroads Policy Implementation. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. All staff members should report students they believe to be at elevated risk for suicide to the school suicide prevention officer.

SECTION 2.2. Staff Professional Development. All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention and resources regarding youth suicide prevention.

SECTION 2.3. Youth Suicide Prevention Programming. Developmentally appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself and others, including how to engage school resources and refer friends for help.

SECTION 3. Assessment and Referral. When a student is identified by a staff person as potentially suicidal, i.e, verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school mental health professional, a school nurse or an administrator within the same school day to assess risk and facilitate referral.

SECTION 3.1. For youth at risk:

1. School staff will continuously supervise the student to ensure their safety.
2. The administrator and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The school employed mental health professional or administrator will contact the student's parent or guardian and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.

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4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

SECTION 4. In-School Suicide Attempts. In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

SECTION 4.1. First aid will be rendered until professional medical treatment and/or transportation can be received, following Crossroads emergency medical procedures.

SECTION 4.2. School staff will supervise the student to ensure their safety.

SECTION 4.3. Staff will move all other students out of the immediate area as soon as possible.

SECTION 4.4. Staff will immediately notify the principal or school suicide prevention coordinator regarding in school suicide attempts.

SECTION 4.5. School administrator or school suicide prevention coordinator shall contact the parent(s) or guardian(s) of the student as quickly as possible.

SECTION 4.6. School suicide prevention coordinator shall request a mental health assessment of the student or otherwise refer the student to an outpatient mental health treatment facility.

SECTION 4.7. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being. For purposes of this policy, the crisis team shall consist of _____.

SECTION 5. Re-Entry Procedure. For students returning to school after a mental health crisis (i.e, suicide threat, psychiatric hospitalization, etc.), a school employed mental health professional, administrator, school suicide prevention coordinator or designee will meet with the student's parent, guardian, and if authorized by the parent or guardian, the student's mental health treatment provider or representative of such provider, to discuss re-entry and appropriate next steps to ensure the student's readiness to return to school.

SECTION 5.1. A school employed mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any other outside mental health providers.

SECTION 5.2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and is no longer a danger to themselves or others.

SECTION 5.3. The designated staff will periodically check in with the students to help the student readjust to the school community and address ongoing concerns.

SECTION 6. Parental Involvement and Notification. In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be notified as soon as possible by the principal, designee or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be referred to counseling for "Means restriction", limiting the child's access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their child, make them

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aware of community resources, and to discuss how to best support the student's mental well-being and safety.

SECTION 6.1. If the parent refuses to cooperate or if there is any doubt regarding the student's safety, local mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect Hotline.

SECTION 6.2. Protecting the health and well-being of all students is the utmost importance to Crossroads. A suicide prevention policy, approved by the School Board, helps to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at-risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to the appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:

The National Suicide Prevention Lifeline- (800) 273-8255 (TALK) www.suicidepreventionlifeline.org The

Trevor Lifeline- (866)488-7386 www.thetrevorproject.org

5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help. Students should know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

APPENDIX CCC

Missouri Course Access and Virtual School Program (MOCAP)

SECTION 1. As required by Missouri statute, any student under the age of twenty-one in grades kindergarten through twelve shall be allowed to enroll in Missouri course access and virtual school program courses of his or her choice as part of the student's annual course load each year or a full-time virtual school option.

SECTION 2. Crossroads shall pay the costs associated with the course or courses if:

The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, Crossroads except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending Crossroads the previous semester; and

Crossroads approves the student's enrollment in a Missouri course access and virtual school program course or courses. If Crossroads disapproves the student's enrollment, Crossroads shall provide the reason in writing and it shall be for "good cause." The student's family shall be notified they have a right to appeal to the Board of Directors of Crossroads during a meeting of the Board of Directors. The family of the student shall be given an opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program and Crossroads shall provide its "good cause" justification for denial. The family and Crossroads shall also provide their reasons in writing and these documents shall be entered into the official minutes of the meeting of the Board of Directors of Crossroads. The Board of Directors of Crossroads shall issue their decision in writing within thirty calendar days, and then an appeal may be made by the family of the student to the department of elementary and secondary education. For purposes of this Policy, the term "good cause" shall be defined as a determination that doing so is not in the best educational interest of the student.

SECTION 3. Crossroads shall inform parents of their child's right to participate in the Missouri course access and virtual school program. There shall be information available in the parent handbook, registration documents and on Crossroads' website.

SECTION 4. Crossroads shall pay the content provider directly on a pro rata monthly basis based on the student's completion of assignments and assessments. Crossroads shall not pay more than the market necessary costs but in no case shall pay more than fourteen percent of the state adequacy target as defined in RSMo 163.011 (as amended), as calculated at the end of the most recent school year for any single, year-long course and no more than seven percent of the state adequacy target for any single semester equivalent course.

SECTION 5. If a student is a candidate for A+ tuition reimbursement, Crossroads shall attribute no less than ninety-five percent attendance to any such student who completed a virtual course.

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SECTION 6. Pursuant to rules to be promulgated by the department of elementary and secondary education, Crossroads shall allow the following:

If a student transfers into Crossroads while enrolled in a Missouri course access and virtual school program course or full-time virtual school, the student shall continue to be enrolled in such course or school.

When a student transfers into Crossroads, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by Crossroads.

SECTION 7. Crossroads shall monitor student progress and success and take into account the department of elementary and secondary education's and provider's recommendations regarding a student's enrollment in the program. Crossroads may terminate or alter the course offering if it is found the course or full-time virtual school is not meeting the educational needs of the students enrolled in the course.

SECTION 9. Crossroads shall monitor student progress and success, and course or full-time virtual school quality and annually provide feedback to the department of elementary and secondary education regarding course quality.

SECTION 10. Crossroads shall not be required to provide computers, equipment or internet access to any student enrolled in virtual school program courses unless required by an eligible student with a disability in compliance with state or federal law.

SECTION 11. Crossroads shall have no obligation to provide or otherwise publish an online catalog of courses available for enrollment in virtual school coursework. It shall be and remain the obligation of the parent and/or student to determine the availability of virtual school program courses.

APPENDIX EEE

Braille Instruction

Section 1. For the purpose of this section, student is defined as: any student who has a visual impairment that, even with correction, adversely affects the student's educational performance and who is determined eligible for special education services under the Individuals with Disabilities Act

Section 2. A student shall receive instruction in braille reading and writing as part of their individualized education plan unless the individual education program team determines, after an evaluation of a student's reading and writing media, including an evaluation of the student's future needs for instruction in braille or the use of braille, that instruction in braille or the use of braille is not appropriate.

Section 3. Instruction in braille reading and writing shall be sufficient to enable each student to communicate effectively and efficiently at a level commensurate with the student's sighted peers of comparable grade level and intellectual functioning.

Section 4. The student's individualized education plan shall specify:

- (a) How braille will be implemented as the primary mode for learning through integration with normal classroom activities. If braille will not be provided to a child who is blind, the reason for not incorporating it in the individualized education plan shall be documented;
- (b) The date on which braille instruction will commence;
- (c) The level of competency in braille reading and writing to be achieved by the end of the period covered by the individualized education plan; and

The duration of each session.