



Crossroads Charter Schools

Crossroads Charter Schools Board Meeting

Date and Time

Monday June 26, 2023 at 5:00 PM CDT

Location

Virtual Meeting:

<https://us06web.zoom.us/j/85765954867>

This Agenda has been posted on Friday, June 23rd, 2023

Agenda

| | Purpose | Presenter | Time |
|---------------------------------------|-----------------|----------------|----------------|
| I. Opening Items | | | 5:00 PM |
| A. Call the Meeting to Order | | Greg Valdovino | |
| B. Record Attendance | | Greg Valdovino | 1 m |
| C. Approve Meeting Agenda | Vote | Greg Valdovino | 2 m |
| D. Approve May Meeting Minutes | Approve Minutes | Greg Valdovino | 3 m |
| II. Public Forum | | | 5:06 PM |
| A. Public Comment | FYI | Greg Valdovino | 10 m |

| | Purpose | Presenter | Time |
|--|---------|-----------|------|
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Up to 3 guests will have the opportunity to provide public comment. Each individuals comment will be limited to three minutes.

| | | | |
|-------------|--|---------|------------------------|
| III. | Finance | | 5:16 PM |
| | A. May Check Register | Vote | Bethany Riley 5 m |
| | B. May Financials | FYI | Dan Yoder 10 m |
| | C. FY24 Budget Presentation | Vote | Dan Yoder 25 m |
| IV. | Educational Excellence | | 5:56 PM |
| | A. Therapy Dog Program | Vote | Tysie McDowell 15 m |
| | B. Quarterly Board Data Story | Discuss | Tysie McDowell 15 m |
| V. | Board Governance | | 6:26 PM |
| | A. Operational Policy Vote | Vote | Dan Yoder 5 m |
| | B. Superintendent Compensation | Vote | Gail Taylor 5 m |
| | C. New Board Terms voting in July | FYI | Dan Yoder 1 m |
| | D. Richard Moore Resignation | FYI | Greg Valdovino 5 m |
| VI. | Closing Items | | 6:42 PM |
| | A. Adjourn Meeting | Vote | Greg Valdovino 1 m |

Coversheet

Approve May Meeting Minutes

Section: I. Opening Items
Item: D. Approve May Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Crossroads Charter Schools Board Meeting on May 22, 2023

APPROVED



Crossroads Charter Schools

Minutes

Crossroads Charter Schools Board Meeting

Date and Time

Monday May 22, 2023 at 5:00 PM

Location

Virtual Meeting:

<https://us06web.zoom.us/j/85765954867>

This Agenda has been posted on Friday, May 19th, 2023

Trustees Present

D. Charity (remote), G. Valdovino (remote), J. Schwartz (remote), J. Williams (remote), L. Weekly (remote), P. Hardwick (remote), S. Bookhart (remote)

Trustees Absent

B. Riley, R. Moore

Guests Present

D. Yoder, T. McDowell

I. Opening Items

A. Call the Meeting to Order

G. Valdovino called a meeting of the board of trustees of Crossroads Charter Schools to order on Monday May 22, 2023 at 5:05 PM.

B.

Record Attendance

C. Approve Meeting Agenda

L. Weekly made a motion to Approve agenda.

J. Schwartz seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Approve April Meeting Minutes

D. Charity made a motion to approve the minutes from Crossroads Charter Schools Board Meeting on 04-24-23.

P. Hardwick seconded the motion.

Motion to approve with minute correction-

In the sentence "B. Gonzalez called a meeting of the board of trustees of Crossroads Charter Schools to order on Monday Apr 24, 2023 at 5:01 PM"

remove B. Gonzalez and replace with G. Valdovino.

The board **VOTED** unanimously to approve the motion.

II. Public Forum

A. Public Comment

No public comments

III. Finance

A. April Check Register

L. Weekly made a motion to Approve April Check register.

P. Hardwick seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. April Financials

Dan presents

C. FY24 Draft Budget

Dan presents-

Suggestion by board to show budget per building

D. Capital/Maintenance Project Update

Dan presents

IV. Board Governance

A.

Revised HR Policies

P. Hardwick made a motion to Approve the revised HR policies.

D. Charity seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Operational Policy Update

Dan shares about the upcoming vote on operation policies.

V. Educational Excellence

A. Therapy Dog Program

Board would like postpone vote until June, to have time to gather more information.

B. Graduating Class Data

Tysie would like to talk about this at another time when there is more data

VI. Closing Items

A. Adjourn Meeting

P. Hardwick made a motion to Adjourn.

L. Weekly seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:58 PM.

Respectfully Submitted,
B. Gonzalez

Coversheet

May Check Register

Section: III. Finance
Item: A. May Check Register
Purpose: Vote
Submitted by:
Related Material: CheckRegisterbyType.pdf

Crossroads Charter Schools
06/21/2023 11:37 AM

Check Register by Type

Page: 1
User ID: SAS

| Payee Type: Vendor | | Check Type: Automatic Payment | | | Checking Account ID: 1 | | | |
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| 1604878 | 05/05/2023 | X | | | CROSSFIRST | CROSSFIRST BANK | 39,418.80 | |
| 1604881 | 05/27/2023 | X | | | ATT | AT&T | 0.00 | |
| 1604882 | 05/03/2023 | X | | | BCBS | BLUE CROSS AND BLUE SHELD OF KANSAS CITY | 97,750.71 | |
| 1604883 | 05/09/2023 | X | | | UNUM | UNUM LIFE INSURANCE COMPANY OF AMERICA | 1,298.02 | |
| 1604884 | 05/26/2023 | X | | | HANOVER | THE HANOVER INSURANCE CO | 0.00 | |
| 1604885 | 05/15/2023 | X | | | GOOGLEF | GOOGLE FIBER | 130.00 | |
| 1604886 | 05/27/2023 | X | | | EVERGY | EVERGY | 0.00 | |
| 1604887 | 05/22/2023 | X | | | BENEFLEX | BENEFLEX | 150.00 | |
| 1604888 | 05/25/2023 | X | | | WEX | WEX | 466.17 | |
| 1604889 | 05/02/2023 | X | | | QUALITY | QUALITY STAFF LEASING INC. | 2,181.95 | |
| 1604890 | 05/24/2023 | X | | | SPIRE | SPIRE | 0.00 | |
| 1604891 | 05/21/2023 | X | | | HARTFORD | THE HARTFORD INSURANCE COMPANY | 0.00 | |
| 1604898 | 05/10/2023 | X | | | CIGNA | CIGNA | 2,026.23 | |
| 1604911 | 05/09/2023 | X | | | COMMERCECC | COMMERCECC | 25,364.45 | |
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| Check Type Total: | | Automatic Payment | | | Void Total: | 0.00 | Total without Voids: | 168,786.33 |

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| 80500409 | 05/02/2023 | X | | | GRANDVIEW | GRANDVIEW WINNELSON | 836.88 | |
| 80500410 | 05/02/2023 | X | | | CCTMOBILE | T MOBILE | 838.00 | |
| 80500411 | 05/02/2023 | X | | | MYBRIDGE | MY BRIDGE | 200.00 | |
| 80500412 | 05/02/2023 | X | | | VELOCITI | Velociti Services | 3,208.19 | |
| 80500413 | 05/02/2023 | X | | | VELOCITI | Velociti Services | 312.88 | |
| 80500414 | 05/02/2023 | X | | | MCREALTY | MC REALTY GROUP, LLC | 2,000.00 | |
| 80500415 | 05/02/2023 | X | | | VELOCITI | Velociti Services | 1,870.96 | |
| 80500416 | 05/02/2023 | X | | | VELOCITI | Velociti Services | 2,191.61 | |
| 80500417 | 05/02/2023 | X | | | VELOCITI | Velociti Services | 579.40 | |
| 80500418 | 05/02/2023 | X | | | VELOCITI | Velociti Services | 2,691.01 | |
| 80500419 | 05/02/2023 | X | | | OPERBREAK | OPERATION BREAKTHROUGH | 417,770.73 | |
| 80500420 | 05/02/2023 | X | | | FEDPRINT | Federal Printing Company | 434.00 | |
| 80500421 | 05/02/2023 | X | | | OFFICEPROD | OFFICE PRODUCTS ALLIANCE | 222.45 | |
| 80500422 | 05/02/2023 | X | | | KOCHMEG | Meghan Koch | 200.00 | |
| 80500423 | 05/02/2023 | X | | | MOBLVER | VERONICA MOBLEY | 1,500.00 | |
| 80500424 | 05/02/2023 | X | | | SUPPHEALTH | Supplemental Health Care | 2,650.40 | |
| 80500425 | 05/02/2023 | X | | | HEARTCENTE | Heartland Center | 1,575.00 | |
| 80500426 | 05/02/2023 | X | | | SUPPHEALTH | Supplemental Health Care | 3,266.00 | |
| 80500831 | 05/02/2023 | X | | | FSG | FACILITY SOLUTIONS GROUP | 66.16 | |
| 80501215 | 05/02/2023 | X | | | THEISSTE | STEPHANIE THEIS | 57.56 | |
| 80501216 | 05/02/2023 | X | | | RITSETHAN | ETHAN RITSCHER | 58.82 | |
| 80501217 | 05/02/2023 | X | | | ATRONIC | ATRONIC ALARMS INC | 204.00 | |
| 80501218 | 05/02/2023 | X | | | DWONLITTL | Dwon Littlejohn | 250.00 | |
| 80501219 | 05/02/2023 | X | | | ATRONIC | ATRONIC ALARMS INC | 324.00 | |
| 80501220 | 05/02/2023 | X | | | THEFLYING | THE FLYING LOCKSMITHS OF KANSAS | 370.00 | |
| 80501221 | 05/02/2023 | X | | | LANEYLISA | Lisa Laney | 600.00 | |
| 80501222 | 05/02/2023 | X | | | WASHLAK | LaKeshia Washington | 2,250.00 | |
| 80501223 | 05/02/2023 | X | | | MIDCON | MID-CON MANAGEMENT LLC | 7,352.50 | |
| 80501224 | 05/02/2023 | X | | | FLEXIBLEDU | FLEXIBLE EDUCATORS | 26,119.31 | |
| 80501225 | 05/02/2023 | X | | | MARIRAMOS | MARINA CARRIZOSA RAMOS | 1,117.50 | |
| 80501226 | 05/02/2023 | X | | | SPENCER | SPENCER FANE BRITT & BROWNE LLP | 7,115.00 | |
| 80501227 | 05/02/2023 | X | | | AMERDINING | AMERICAN FOOD & VENDING CORP | 7,984.80 | |
| 80501228 | 05/02/2023 | X | | | AMAZON | AMAZON | 2,165.86 | |
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| Payee Type: Vendor | | Check Type: Check | | | Checking Account ID: 13 | | |
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| 80523626 | 05/10/2023 | X | | | KOCHMEG | Meghan Koch | 200.00 |
| 80523627 | 05/10/2023 | X | | | KASAELECTR | KASA ELECTRIC LLC | 640.00 |

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Check Register by Type

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| Payee Type: Vendor | | Check Type: Check | | | Checking Account ID: 13 | | |
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| 80523628 | 05/10/2023 | X | | | NOVA | NOVA CENTER | 9,126.00 |
| 80523629 | 05/10/2023 | X | | | AGUIROB | Roberto Aguila | 2,000.00 |
| 80523630 | 05/10/2023 | X | | | QUANTUM | Quantum Health Professionals, Inc | 2,800.00 |
| 80523631 | 05/10/2023 | X | | | QUANTUM | Quantum Health Professionals, Inc | 3,167.50 |
| 80523632 | 05/10/2023 | X | | | QUANTUM | Quantum Health Professionals, Inc | 2,800.00 |
| 80523633 | 05/10/2023 | X | | | SUPPHEALTH | Supplemental Health Care | 3,172.80 |
| 80523634 | 05/10/2023 | X | | | MYCHIEF | MY CHIEF PEOPLE OFFICER | 950.25 |
| 80523635 | 05/10/2023 | X | | | OFFICEPROD | OFFICE PRODUCTS ALLIANCE | 311.43 |
| 80523636 | 05/10/2023 | X | | | DONBOSCO | DON BOSCO COMMUNITY CENTER, INC. | 550.00 |
| 80523637 | 05/10/2023 | X | | | OFFICEPROD | OFFICE PRODUCTS ALLIANCE | 222.45 |
| 80523638 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523639 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523640 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523641 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 850.00 |
| 80523642 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523643 | 05/10/2023 | X | | | GREENEXPEC | GREEN EXPECTATIONS LANDSCAPING | 60.50 |
| 80523644 | 05/10/2023 | X | | | GREENEXPEC | GREEN EXPECTATIONS LANDSCAPING | 29.50 |
| 80523645 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523646 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523647 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523648 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 200.00 |
| 80523649 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523650 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523651 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523652 | 05/10/2023 | X | | | PLAZAACADE | THE PLAZA ACADEMY | 950.00 |
| 80523653 | 05/10/2023 | X | | | GREENEXPEC | GREEN EXPECTATIONS LANDSCAPING | 345.00 |
| 80523654 | 05/10/2023 | X | | | MOTREAS | TREASURER, STATE OF MISSOURI | 25.00 |
| 80523777 | 05/10/2023 | X | | | GRAINGER | GRAINGER | 299.74 |
| 80523778 | 05/10/2023 | X | | | THYSSELEV | THYSSENKRUPP ELEVATOR CORP | 378.88 |
| 80524171 | 05/10/2023 | X | | | CHRISTIAN | FRANCES CHRISTIAN | 100.00 |
| 80524172 | 05/10/2023 | X | | | ATRONIC | ATRONIC ALARMS INC | 120.00 |
| 80524173 | 05/10/2023 | X | | | MARIRAMOS | MARINA CARRIZOSA RAMOS | 480.00 |
| 80524174 | 05/10/2023 | X | | | PAYPOOL | PAYPOOL | 880.37 |
| 80524175 | 05/10/2023 | X | | | ROBERTSM | MELVIN ROBERTS | 1,500.00 |
| 80524176 | 05/10/2023 | X | | | SUI | SOFTWARE UNLIMITED INC | 6,350.00 |
| 80524177 | 05/10/2023 | X | | | DONALD | DONALD E MAXWELL, LLC | 8,490.00 |
| 80524178 | 05/10/2023 | X | | | PRAXIS | PRAXIS NONPROFIT STRATEGIES | 9,312.50 |
| 80560341 | 05/16/2023 | X | | | KCAV | KANSAS CITY AUDIO-VISUAL | 2,208.00 |
| 80560342 | 05/16/2023 | X | | | PROGRESSIV | PROGRESSIVE ELECTRONICS, INC. | 84.00 |
| 80560343 | 05/16/2023 | X | | | OFFICEPROD | OFFICE PRODUCTS ALLIANCE | 444.90 |
| 80560344 | 05/16/2023 | X | | | QUANTUM | Quantum Health Professionals, Inc | 2,800.00 |
| 80560345 | 05/16/2023 | X | | | MYBRIDGE | MY BRIDGE | 200.00 |
| 80560346 | 05/16/2023 | X | | | BUILTINTER | Built Interior Construction | 10,708.50 |
| 80560347 | 05/16/2023 | X | | | OFFICEPROD | OFFICE PRODUCTS ALLIANCE | 222.45 |
| 80560348 | 05/16/2023 | X | | | NOVA | NOVA CENTER | 9,633.00 |
| 80560349 | 05/16/2023 | X | | | SYTENTIC | SYNETIC TECHNOLOGIES | 733.00 |
| 80560350 | 05/16/2023 | X | | | UICS | UNITED INNER CITY SERVICES | 13,790.08 |
| 80560351 | 05/16/2023 | X | | | UPPERROOM | UPPER ROOM, INC. | 106,862.40 |
| 80560352 | 05/16/2023 | X | | | BALLOON | New Balloon LLC | 3,088.05 |
| 80560353 | 05/16/2023 | X | | | KOCHMEG | Meghan Koch | 200.00 |
| 80560354 | 05/16/2023 | X | | | UNIVERATHL | UNIVERSAL ATHLETIC, LLC | 1,195.00 |
| 80560355 | 05/16/2023 | X | | | UNIVERATHL | UNIVERSAL ATHLETIC, LLC | 2,845.00 |
| 80560356 | 05/16/2023 | X | | | JOSTENS | JOSTENS | 133.32 |
| 80560357 | 05/16/2023 | X | | | KCFIRSTAID | Kansas City First Aid LLC | 1,200.00 |
| 80560358 | 05/16/2023 | X | | | PUROZONE | PUROZONE | 459.04 |
| 80560359 | 05/16/2023 | X | | | MCC | METROPOLITAN COMMUNITY COLLEGE | 3,125.00 |
| 80560360 | 05/16/2023 | X | | | VELOCITI | Velociti Services | 2,562.76 |
| 80560361 | 05/16/2023 | X | | | VELOCITI | Velociti Services | 2,228.85 |
| 80560362 | 05/16/2023 | X | | | VELOCITI | Velociti Services | 831.39 |

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06/21/2023 11:37 AM

Check Register by Type

Page: 3
User ID: SAS

| Payee Type: Vendor | | Check Type: Check | | | Checking Account ID: 13 | | |
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| 80560363 | 05/16/2023 | X | | | QUANTUM | Quantum Health Professionals, Inc | 2,240.00 |
| 80560364 | 05/16/2023 | X | | | STRASSER | STRASSER TRUE VALUE | 612.02 |
| 80560365 | 05/16/2023 | X | | | BNIM | BNIM, INC | 825.00 |
| 80560525 | 05/16/2023 | X | | | KCWATER | KCMO WATER SERVICES DEPARTMENT | 48.97 |
| 80560526 | 05/16/2023 | X | | | KCWATER | KCMO WATER SERVICES DEPARTMENT | 106.94 |
| 80560527 | 05/16/2023 | X | | | KCWATER | KCMO WATER SERVICES DEPARTMENT | 16.02 |
| 80560528 | 05/16/2023 | X | | | KCWATER | KCMO WATER SERVICES DEPARTMENT | 1,723.24 |
| 80560529 | 05/16/2023 | X | | | KCWATER | KCMO WATER SERVICES DEPARTMENT | 11.88 |
| 80560530 | 05/16/2023 | X | | | KCWATER | KCMO WATER SERVICES DEPARTMENT | 31.58 |
| 80560531 | 05/16/2023 | X | | | SMITHEREEN | SMITHEREEN PEST MANAGEMENT | 50.00 |
| 80560532 | 05/16/2023 | X | | | SMITHEREEN | SMITHEREEN PEST MANAGEMENT | 50.00 |
| 80560533 | 05/16/2023 | X | | | DEFFEN | DEFFENBAUGH DISPOSAL SERV | 465.40 |
| 80560534 | 05/16/2023 | X | | | GRAINGER | GRAINGER | 402.51 |
| 80560535 | 05/16/2023 | X | | | SMITHEREEN | SMITHEREEN PEST MANAGEMENT | 50.00 |
| 80560536 | 05/16/2023 | X | | | YARDI | YARDI MARKETPLACE | 1,445.66 |
| 80560537 | 05/16/2023 | X | | | YARDI | YARDI MARKETPLACE | 864.63 |
| 80560719 | 05/16/2023 | X | | | K12ITC | K12 ITC, INC. | 13,398.00 |
| 80560720 | 05/16/2023 | X | | | VEOLIA | VEOLIA ENERGY | 1,219.61 |
| 80560721 | 05/16/2023 | X | | | FSG | FACILITY SOLUTIONS GROUP | 99.24 |
| 80560722 | 05/16/2023 | X | | | FSG | FACILITY SOLUTIONS GROUP | 278.94 |
| 80561125 | 05/16/2023 | X | | | DSTREALITY | DST REALITY | 300.00 |
| 80561126 | 05/16/2023 | X | | | MCPIJUL | Julie McPike | 337.50 |
| 80561127 | 05/16/2023 | X | | | LANEYLISA | Lisa Laney | 1,393.75 |
| 80561128 | 05/16/2023 | X | | | ROBERTSM | MELVIN ROBERTS | 1,500.00 |
| 80561129 | 05/16/2023 | X | | | KENYON | CONNIE KENYON | 3,850.00 |
| 80561130 | 05/16/2023 | X | | | 21STCENT | 21ST CENTURY THERAPY, P.C. | 4,779.38 |
| 80561131 | 05/16/2023 | X | | | MIDCON | MID-CON MANAGEMENT LLC | 4,970.00 |
| 80561132 | 05/16/2023 | X | | | EDOPS | EdOps | 11,831.67 |
| 80561133 | 05/16/2023 | X | | | CHERRYHOLD | Cherry Holding Company | 30,806.40 |
| 80561134 | 05/16/2023 | X | | | FLEXIBLEDU | FLEXIBLE EDUCATORS | 45,985.63 |
| 80561135 | 05/16/2023 | X | | | AMERDINING | AMERICAN FOOD & VENDING CORP | 18,525.60 |
| 80561136 | 05/16/2023 | X | | | AMAZON | AMAZON | 7,044.23 |
| 80654846 | 05/23/2023 | X | | | QUANTUM | Quantum Health Professionals, Inc | 2,450.00 |
| 80654847 | 05/23/2023 | X | | | IMAGINE | IMAGINE LEARNING LLC | 28,600.00 |
| 80654996 | 05/23/2023 | X | | | DEFFEN | DEFFENBAUGH DISPOSAL SERV | 311.30 |
| 80655213 | 05/23/2023 | X | | | GOPHER | GOPHER | 950.88 |
| 80655214 | 05/23/2023 | X | | | DATAREC | DATA RECOGNITION INC | 977.40 |
| 80655574 | 05/23/2023 | X | | | ATRONIC | ATRONIC ALARMS INC | 225.00 |
| 80655575 | 05/23/2023 | X | | | AMAZON | AMAZON | 6,711.22 |
| 80658513 | 05/24/2023 | X | | | AMMICRO | American Micro Digital Document Management | 45.00 |
| 80659084 | 05/24/2023 | X | | | KEEFEMI | Emily Keefe | 59.94 |
| 80659085 | 05/24/2023 | X | | | KLEIKEL | Kelley Klein | 120.00 |
| 80659086 | 05/24/2023 | X | | | VELADAN | Daniel Velazquez | 403.13 |
| 80659087 | 05/24/2023 | X | | | HIGENE | HI-GENE'S JANITORIAL | 29,002.15 |
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| Payee Type Total: | | Vendor | | | Void Total: | 0.00 | Total without Voids: 1,123,655.83 |
| Grand Total: | | | | | Void Total: | 0.00 | Total without Voids: 1,123,655.83 |

Coversheet

May Financials

Section: III. Finance
Item: B. May Financials
Purpose: FYI
Submitted by:
Related Material: CCS - Monthly Presentation - May 2023.pdf



May 2023 Financials

PREPARED JUN'23 BY



- **Executive Summary**
- **Key Performance Indicators**
- **Local Revenue**
- **Forecast Overview**
- **Cash Forecast**
- **Key Forecast Changes This Month**
- **Appendix**

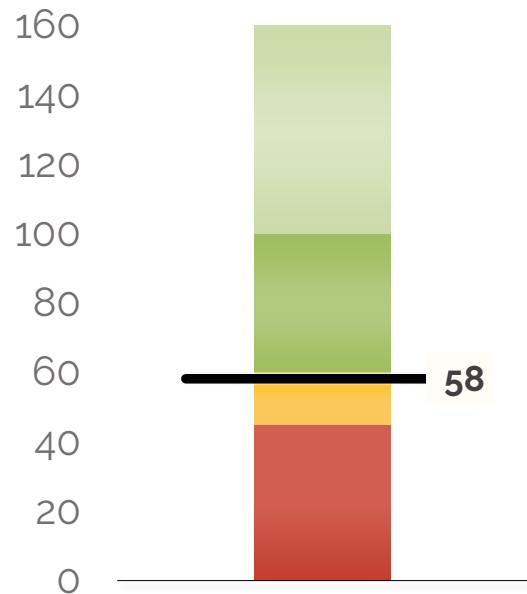
Executive Summary

- We are currently forecasting a net income of **\$1.7M**, which is **\$1.6M** above budget, primarily due to funding equity.
- Year End forecast cash balance is **\$3.2M**, which results in **58** days of cash.
- From last month, net income increased by **\$271k**, due to year end adjustments to the forecast:
 - Revenue decreased **\$224k** due to ESSER III draw timing
 - Expenses reduced **\$495k**: less capital, transportation and tech expenses forecast for June.
- The FY24 budget is prepared for board review.

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

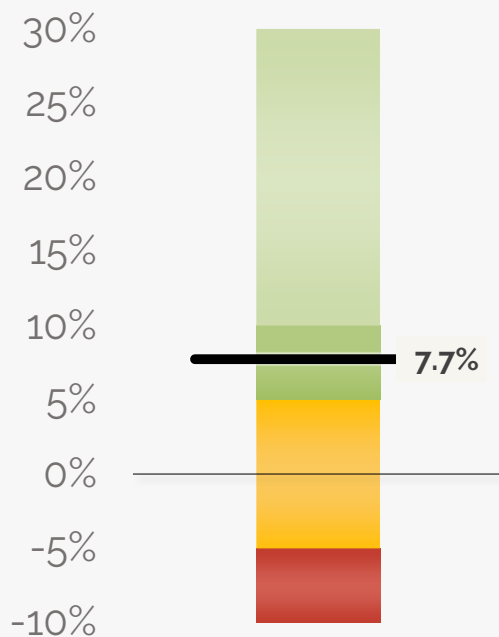


58 DAYS OF CASH AT YEAR'S END

The school will end the year with 58 days of cash. This is below the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

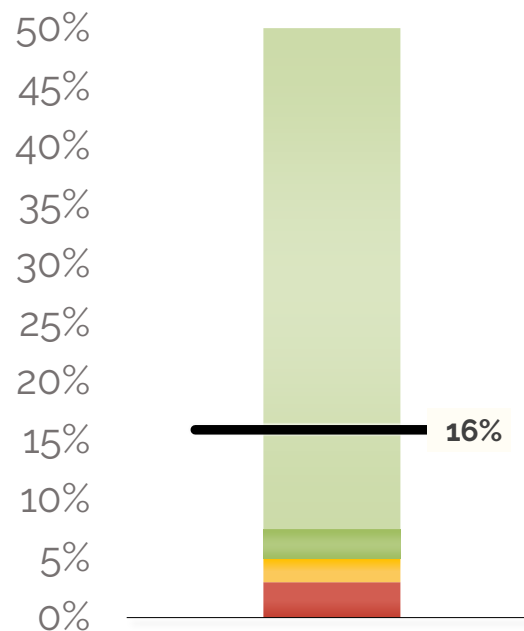


7.7% GROSS MARGIN

The forecasted net income is \$1.7m, which is \$1.6m above the budget. It yields a 7.7% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

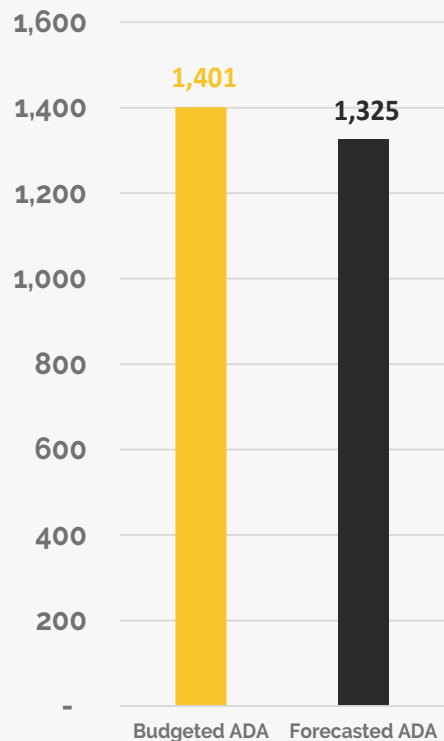


15.93% AT YEAR'S END

The school is projected to end the year with a fund balance of \$3,243,003. Last year's fund balance was \$1,533,484.

State Revenue

Student Expectations






The school now forecasts 1325 ADA for SY22-23. The budget target was 1401.

DESE reimburse on FWADA of 1425

| | Current Forecast | SY22-23 Budget | Difference | Financial Gain / (Loss) |
|-------------------|------------------|----------------|--------------|--|
| Enrollment | 1084 | 1101 | 7 | |
| Attendance | 87.0% | 89.0% | -2.0% | |
| Total ADA | 1325 | 1401 | -76 | |
| Regular Term PK | 12 | 18 | -6 | |
| Regular Term K-12 | 932 | 967 | -35 | |
| Summer | 381 | 416 | -35 | |
| FRL Count | 472 | 657 | -185 | |
| FRL Weight | 16 | 57 | -41 | FRL Count Less (Not impacting Revenue due to FWADA) |
| IEP Count | 138 | 106 | 32 | |
| IEP Weight | 0 | 0 | 0 | |
| LEP Count | 86 | 83 | 3 | |
| LEP Weight | 34 | 31 | 3 | |
| WADA | 1375 | 1489 | -114 | Actual WADA forecast compared to budget |
| FWADA | 1425 | 1489 | -64 | Paid on FWADA |
| Per WADA Payment | \$10,492 | \$8,383 | \$2,109 | Funding Equity Rate |
| State Aid | \$14.8M | \$12.3M | \$2M | 1.9m |

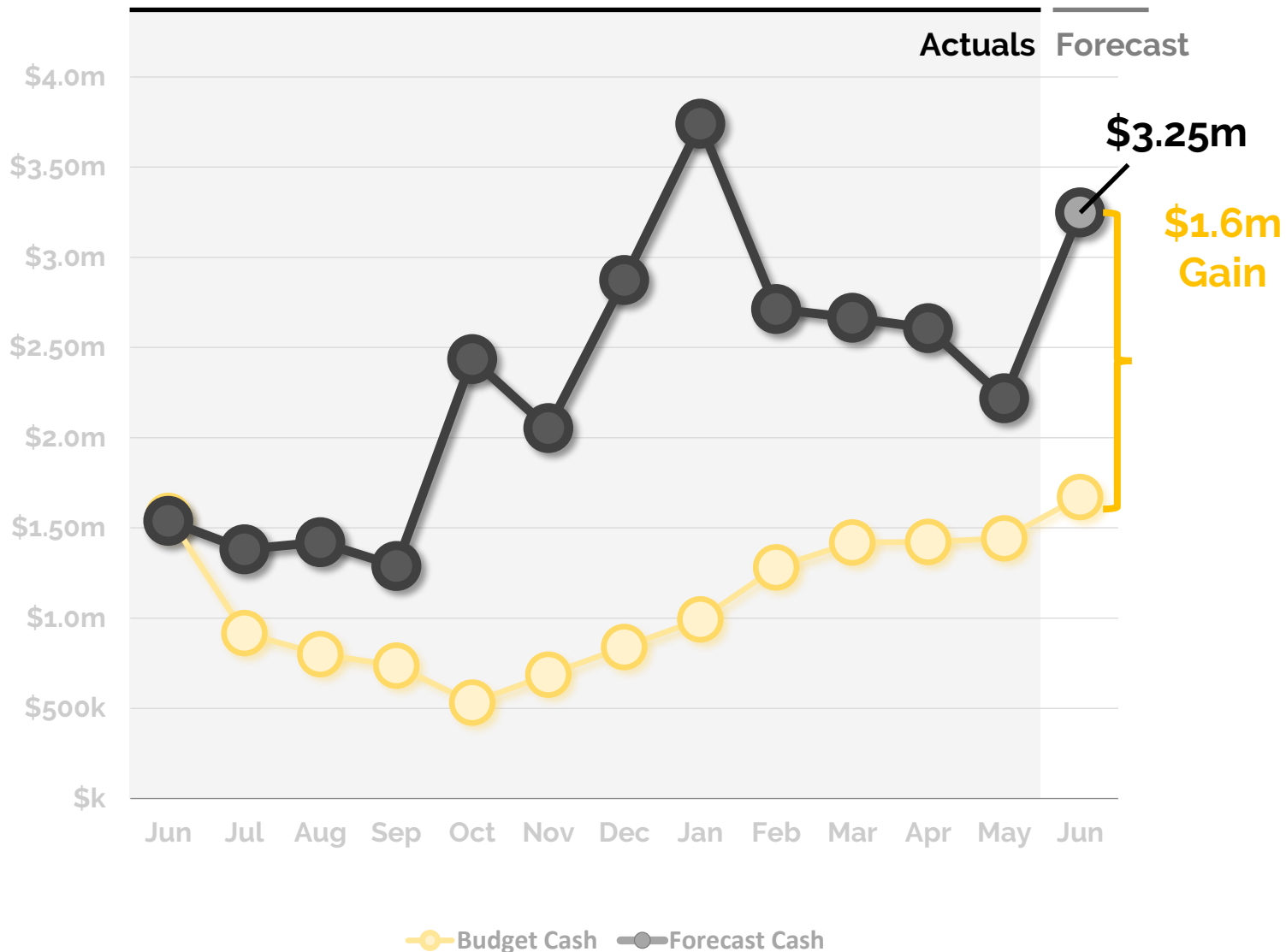
Forecast Overview

| | Forecast | Budget | Variance | Variance Graphic | Comments |
|-------------------|---------------|---------------|----------------|---|---|
| Revenue | \$22.1m | \$20.3m | \$1.7m |  | Primarily due to funding equity and state aid based on FWADA |
| Expenses | \$20.4m | \$20.2m | -\$136k |  | Savings in salaries, rent and capital offset overage in student expenses and transportation |
| Net Income | \$1.7m | \$105k | \$1.6m |  | |

Cash Forecast

58 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$3.2m**, **\$1.6m** above budget.



Key Forecast Changes This Month

The May forecast **increased** the year-end cash expectation by **\$272k**. *Key changes:*

| <i>Annual Change</i> | <i>Category</i> | <i>Impact On Cash</i> |
|-----------------------------|---|-----------------------|
| 255,378 less cash | Federal Revenue Remaining ESSER draw to hit in FY24, plus decrease in food | \$255k |
| 110,527 more cash | Office & Business Expense Less Tech and marketing expenses | \$111k |
| 100,000 more cash | Transportation Year end expense less that the adjusted transportation forecast | \$100k |
| 89,422 more cash | Facility Improvements Capital project budget in FY24 | \$89k |
| 72,878 more cash | Student Expense, Direct Tech expenses less, budgeted in FY24. | \$73k |



QUESTIONS?

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| | <i>Actual</i> | <i>Budget</i> | <i>Variance</i> | <i>Forecast</i> | <i>Budget</i> | <i>Variance</i> | <i>Remaining</i> |
|-------------------------------|-------------------|-------------------|-----------------|-------------------|-------------------|--------------------|------------------|
| Revenue | | | | | | | |
| Local Revenue | 1,660,616 | 1,429,933 | 230,683 | 1,789,189 | 1,571,033 | 218,155 | 128,573 |
| State Revenue | 13,905,681 | 11,447,682 | 2,457,999 | 15,179,215 | 12,702,817 | 2,476,397 | 1,273,534 |
| Federal Revenue | 2,282,442 | 3,407,551 | (1,125,109) | 3,554,351 | 3,806,665 | (252,314) | 1,271,909 |
| Private Grants and Donations | 929,945 | 1,365,000 | (435,055) | 1,400,000 | 1,400,000 | 0 | 470,055 |
| Earned Fees | 148,127 | 767,078 | (618,950) | 150,069 | 851,709 | (701,640) | 1,941 |
| Total Revenue | 18,926,811 | 18,417,244 | 509,567 | 22,072,823 | 20,332,225 | 1,740,599 ① | 3,146,012 |
| Expenses | | | | | | | |
| Salaries | 7,716,165 | 7,841,844 | 125,679 | 8,429,623 | 8,554,739 | 125,117 | 713,457 |
| Benefits and Taxes | 2,352,871 | 2,393,410 | 40,539 | 2,591,946 | 2,610,992 | 19,046 | 239,075 |
| Staff-Related Costs | 99,481 | 70,643 | (28,838) | 106,549 | 77,065 | (29,484) | 7,069 |
| Rent | 376,968 | 523,772 | 146,804 | 392,968 | 571,388 | 178,420 | 16,000 |
| Occupancy Service | 1,334,707 | 1,337,852 | 3,145 | 1,513,246 | 1,459,475 | (53,772) | 178,539 |
| Student Expense, Direct | 4,008,738 | 3,691,112 | (317,625) | 4,376,372 | 4,026,668 | (349,704) | 367,635 |
| Student Expense, Food | 297,905 | 375,161 | 77,256 | 347,905 | 409,266 | 61,361 | 50,000 |
| Office & Business Expense | 860,429 | 877,034 | 16,605 | 923,051 | 956,765 | 33,714 | 62,622 |
| Transportation | 811,774 | 936,833 | 125,060 | 1,237,460 | 1,022,000 | (215,460) | 425,686 |
| Total Ordinary Expenses | 17,859,038 | 18,047,661 | 188,624 | 19,919,120 | 19,688,358 | (230,762) | 2,060,083 |
| Net Operating Income | 1,067,773 | 369,582 | 698,191 | 2,153,703 | 643,867 | 1,509,836 | 1,085,930 |
| Extraordinary Expenses | | | | | | | |
| Interest | 394,188 | 402,417 | 8,229 | 433,607 | 439,000 | 5,393 | 39,419 |
| Facility Improvements | 578 | 91,667 | 91,089 | 10,578 | 100,000 | 89,422 | 10,000 |
| Total Extraordinary Expenses | 394,766 | 494,083 | 99,318 | 444,184 | 539,000 | 94,816 | 49,419 |
| Total Expenses | 18,253,803 | 18,541,745 | 287,942 | 20,363,305 | 20,227,358 | (135,947) ② | 2,109,501 |
| Net Income | 673,008 | (124,501) | 797,509 | 1,709,519 | 104,867 | 1,604,652 ③ | 1,036,511 |
| Cash Flow Adjustments | 5,867 | - | 5,867 | 0 | - | 0 | (5,867) |
| Change in Cash | 678,875 | (124,501) | 803,376 | 1,709,519 | 104,867 | 1,604,652 | 1,030,643 |

① REVENUE: \$1.7M AHEAD

② EXPENSES: \$136K BEHIND

③ NET INCOME: \$1.6M ahead

Monthly Financials

| | Actual | | | | | | | | | | | Forecast | |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| Income Statement | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | TOTAL |
| Revenue | | | | | | | | | | | | | |
| Local Revenue | 163,360 | 183,003 | 142,863 | 160,319 | 143,490 | 141,476 | 153,860 | 185,095 | 113,124 | 137,841 | 136,186 | 128,573 | 1,789,189 |
| State Revenue | 758,821 | 755,193 | 1,058,337 | 1,897,679 | 1,605,932 | 1,417,489 | 1,816,874 | 775,602 | 1,273,672 | 1,273,673 | 1,272,409 | 1,273,534 | 15,179,215 |
| Federal Revenue | 46,944 | 124,332 | 51,911 | 570,619 | 13,094 | 764,496 | 369,073 | 55,510 | 12,315 | 165,438 | 108,709 | 1,271,909 | 3,554,351 |
| Private Grants and Donations | 11,963 | 504,748 | 11,021 | 67,332 | 8,511 | 139,173 | 366 | 199 | 94,350 | 82,153 | 10,129 | 470,055 | 1,400,000 |
| Earned Fees | 87,023 | 14,782 | 12,019 | 5,026 | 5,770 | 4,154 | 1,739 | 4,866 | 4,783 | 6,127 | 1,838 | 1,941 | 150,069 |
| Total Revenue | 1,068,111 | 1,582,058 | 1,276,149 | 2,700,975 | 1,776,798 | 2,466,788 | 2,341,912 | 1,021,272 | 1,498,244 | 1,665,232 | 1,529,271 | 3,146,012 | 22,072,823 |
| Expenses | | | | | | | | | | | | | |
| Salaries | 663,086 | 665,612 | 703,651 | 766,415 | 711,613 | 713,057 | 686,781 | 705,119 | 713,104 | 690,921 | 696,806 | 713,457 | 8,429,623 |
| Benefits and Taxes | 213,862 | 206,579 | 212,437 | 224,421 | 217,861 | 211,673 | 210,420 | 214,587 | 213,456 | 218,852 | 208,723 | 239,075 | 2,591,946 |
| Staff-Related Costs | 1,275 | 28,270 | 5,717 | 13,843 | 8,845 | 3,095 | 3,376 | 7,919 | 4,612 | 14,769 | 7,760 | 7,069 | 106,549 |
| Rent | 36,696 | 52,188 | 42,446 | 30,081 | 42,361 | 41,826 | 43,943 | 54,101 | 16,039 | 2,182 | 15,104 | 16,000 | 392,968 |
| Occupancy Service | 80,756 | 207,669 | 77,545 | 114,304 | 140,868 | 175,548 | 113,354 | 116,345 | 112,135 | 118,123 | 78,060 | 178,539 | 1,513,246 |
| Student Expense, Direct | 153,270 | 177,220 | 164,392 | 233,990 | 864,133 | 322,302 | 284,363 | 388,291 | 292,360 | 343,933 | 784,483 | 367,635 | 4,376,372 |
| Student Expense, Food | 0 | 11,516 | 36,277 | 32,621 | 43,758 | 19,757 | 0 | 58,842 | 40,763 | 27,860 | 26,510 | 50,000 | 347,905 |
| Office & Business Expense | 83,399 | 116,445 | 65,436 | 98,758 | 94,061 | 50,732 | 60,204 | 61,965 | 62,494 | 95,399 | 71,536 | 62,622 | 923,051 |
| Transportation | 0 | 12,507 | 20,636 | 6,540 | 44,538 | 62,991 | 37,567 | 406,772 | 34,730 | 185,893 | -400 | 425,686 | 1,237,460 |
| Facility Improvements | 578 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 10,578 |
| Total Ordinary Expenses | 1,232,921 | 1,478,007 | 1,328,537 | 1,520,972 | 2,168,039 | 1,600,980 | 1,440,009 | 2,013,940 | 1,489,693 | 1,697,931 | 1,888,584 | 2,070,083 | 19,929,698 |
| Operating Income | -164,811 | 104,050 | -52,388 | 1,180,003 | -391,242 | 865,807 | 901,904 | -992,668 | 8,551 | -32,699 | -359,313 | 1,075,930 | 2,143,125 |
| Extraordinary Expenses | | | | | | | | | | | | | |
| Interest | 0 | 78,838 | 39,419 | 39,419 | 0 | 39,419 | 39,419 | 39,419 | 39,419 | 39,419 | 39,419 | 39,419 | 433,607 |
| Total Extraordinary Expenses | 0 | 78,838 | 39,419 | 39,419 | 0 | 39,419 | 39,419 | 39,419 | 39,419 | 39,419 | 39,419 | 39,419 | 433,607 |
| Total Expenses | 1,232,921 | 1,556,845 | 1,367,956 | 1,560,391 | 2,168,039 | 1,640,399 | 1,479,428 | 2,053,359 | 1,529,112 | 1,737,350 | 1,928,003 | 2,109,501 | 20,363,305 |
| Net Income | -164,811 | 25,213 | -91,807 | 1,140,584 | -391,242 | 826,389 | 862,485 | 1,032,087 | -30,868 | -72,118 | -398,731 | 1,036,511 | 1,709,519 |
| Cash Flow Adjustments | 7,361 | 12,928 | -38,837 | 5,634 | 9,525 | -5,813 | 3,788 | 5,044 | -18,321 | 15,185 | 9,375 | -5,867 | 0 |
| Change in Cash | -157,450 | 38,141 | -130,644 | 1,146,218 | -381,716 | 820,575 | 866,272 | -1,027,042 | -49,189 | -56,933 | -389,357 | 1,030,643 | 1,706,519 |

| | <i>Previous Year End</i> | <i>Current</i> | <i>Year End</i> |
|----------------------------------|--------------------------|------------------|------------------|
| | <i>6/30/2022</i> | <i>5/31/2023</i> | <i>6/30/2023</i> |
| Assets | | | |
| Current Assets | | | |
| Cash | 1,539,715 | 2,218,590 | 3,249,233 |
| Accounts Receivable | 0 | 1,250 | 0 |
| Total Current Assets | 1,539,715 | 2,219,840 | 3,249,233 |
| Total Assets | 1,539,715 | 2,219,840 | 3,249,233 |
| Liabilities and Equity | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Other Current Liabilities | 6,231 | 13,348 | 6,231 |
| Total Current Liabilities | 6,231 | 13,348 | 6,231 |
| Total Long-Term Liabilities | 0 | 0 | |
| Total Liabilities | 6,231 | 13,348 | |
| Equity | | | |
| Unrestricted Net Assets | 1,533,484 | 1,533,484 | 1,533,484 |
| Net Income | 0 | 673,008 | 1,709,519 |
| Total Equity | 1,533,484 | 2,206,492 | 3,243,003 |

Coversheet

FY24 Budget Presentation

Section: III. Finance
Item: C. FY24 Budget Presentation
Purpose: Vote
Submitted by:
Related Material: CCS - SY23-24 Budget.pdf



SY23-24 Budget

PREPARED **JUNE 23, 2023** BY

EdOps

Executive Summary

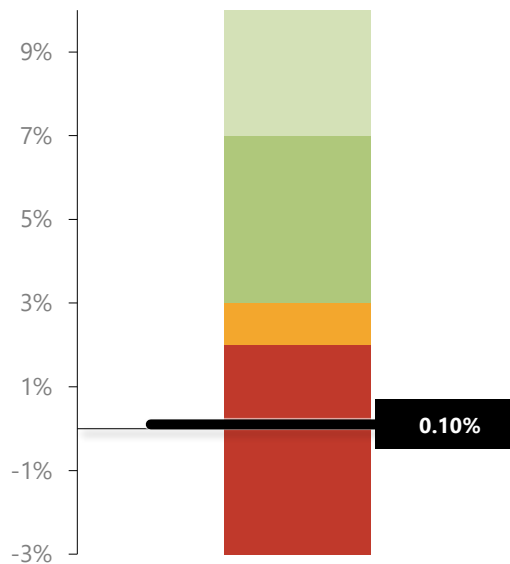
The FY24 budget reflects Crossroads financial plan for July 1, 2023-June 2024 fiscal year. The school is required to provide a board approved 1-year budget.

We developed this budget using historical revenue and expense information, as well as inputs about enrollment, staffing and programmatic changes from school staff.

The FY24 budget is balanced-meaning revenue exceeds expenses. **The year-end cash balance is projected to be \$3.2M**, due to a positive net income of \$22k. This provides 15% fund balance at year end.

FY24 Budget KPIs

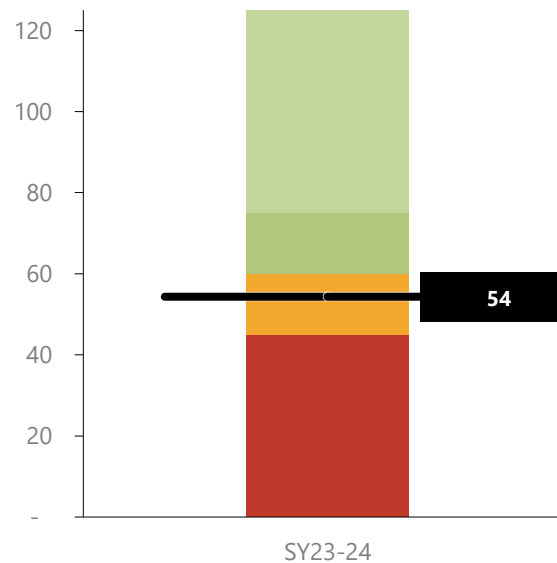
GROSS MARGIN



| | |
|---------------------|--------------|
| Revenue | 21,996,131 |
| Expenses | 21,973,391 |
| Net Income | 22,741 |
| Gross Margin | 0.10% |

Gross Margin = Net Income / Revenue

DAYS OF CASH



| | |
|---------------------------------|------------------|
| Starting Cash | 3,249,233 |
| Net Income | 22,741 |
| Net Annual Cash Increase | 22,741 |
| Ending Cash | 3,271,974 |

COMMENTS

The forecasted net income is \$22,741 on \$21,996,131 in revenue. This yields .10% in gross margin.

We are predicting 54 days of cash at 6/30/24. This is based upon ending the year with 3,271,974 in cash.

SY24 Budget

REVENUE

| | |
|------------------------------|-------------------|
| Local Revenue | 1,897,671 |
| State Revenue | 16,648,265 |
| Federal Revenue | 1,817,810 |
| Private Grants and Donations | 1,600,000 |
| Earned Fees | 32,385 |
| Total Revenue | 21,996,131 |

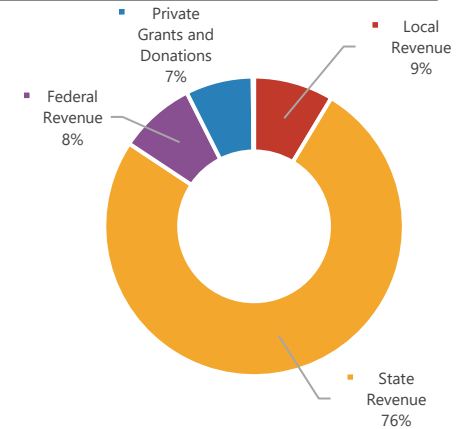
EXPENSES

| | |
|---------------------------|-------------------|
| Salaries | 9,277,019 |
| Benefits and Taxes | 2,771,760 |
| Staff-Related Costs | 73,065 |
| Rent | 171,600 |
| Occupancy Service | 1,478,318 |
| Student Expense, Direct | 5,009,019 |
| Student Expense, Indirect | 360,000 |
| Office & Business Expense | 909,703 |
| Transportation | 1,386,450 |
| Interest | 436,457 |
| Facility Improvements | 100,000 |
| Total Expenses | 21,973,391 |
| Net Income | 22,741 |

REVENUE

We have budgeted **\$21,996,131** in revenue based upon 1099 students, and a WADA payment of \$11,100 per student.

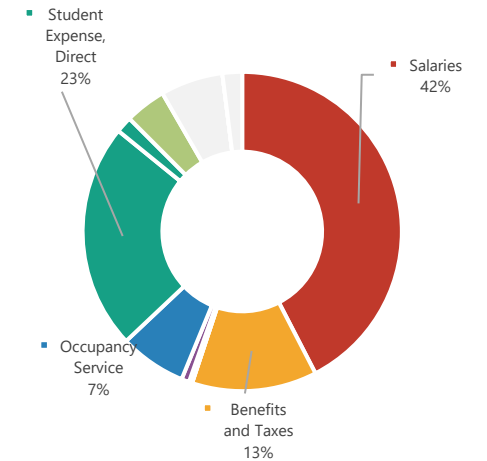
The largest components of revenue are \$17m (75.7%) in State Revenue and \$1.9m (8.6%) in Local Revenue.



EXPENSES

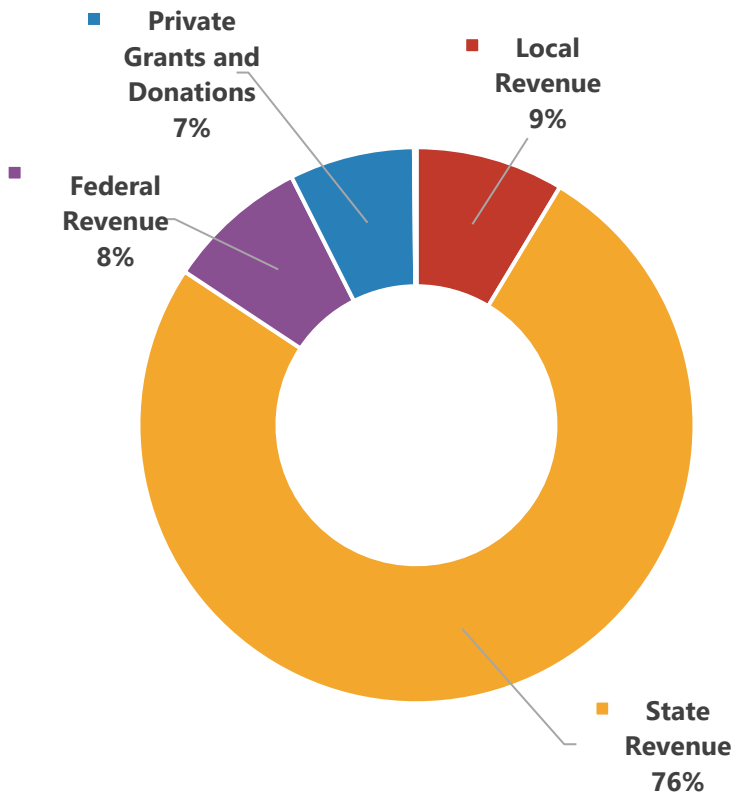
We have budgeted **\$21,973,391** in expenses based on 155 staff, a 7.1 student to teacher ratio, and 10,000 in square feet for the facility.

The largest components of expense are \$9,277,019 (42.2%) in Salaries and \$5,009,019 (22.8%) in Student Expense, Direct.



Revenue | Overview

SY24 BUDGETED REVENUE %



COMMENTS

We have budgeted **\$21,996,130** in revenue for SY23-24, which is \$77k less than the amount forecasted for the year before.

The largest components of revenue are State Revenue (75.7%) and Local Revenue (8.6%).

Highlighted year-to-year changes:

- \$1.7m decrease in Federal Revenue, due to ESSER funding windup.
- \$1.5m increase in State Revenue

State

- 1099 student count, 90% attendance → ADA 994 → WADA = 1466
- For context, in FY23 DESE paid 1425 FWADA
- DESE basic formula calculation now allows charter schools to be paid on FWADA. FWADA is the use of the higher of the 2nd preceding year, 1st preceding or estimate of the current year WADA, less that year's summer school, plus current year summer school.

Federal

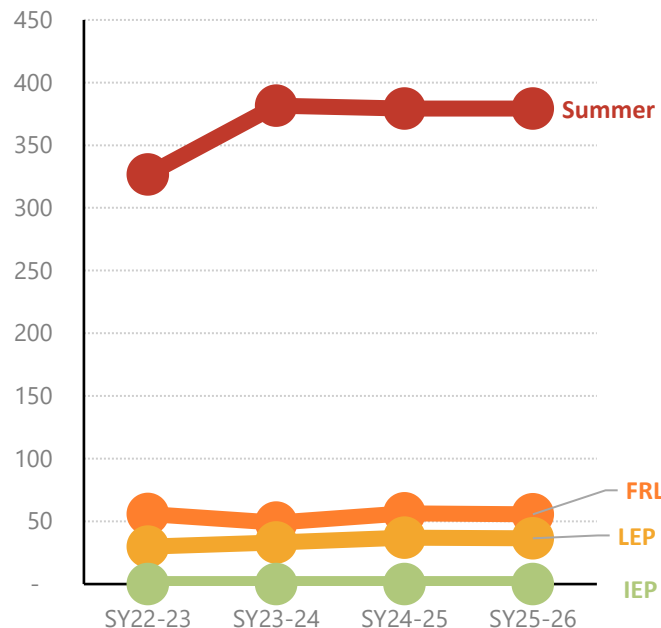
FY24 budget includes \$110k in ESSER III

Revenue | Enrollment Assumptions Detail

WADA DETAIL

| | FY 24 |
|------------------------|----------|
| End of Year Enrollment | 1099 |
| Attendance Rate | 90% |
| Regular Term ADA | 380 |
| Summer ADA | 9 |
| FRL | 56 |
| LEP | 36 |
| WADA | 1466 |
| Per WADA amount | \$11,100 |

SPECIAL POPULATIONS



WADA

Summer School provides the primary source of weighted revenue at 380 Summer ADA. FRL should be monitored closely prior to Feb 2024 data submission.

DESE FWADA

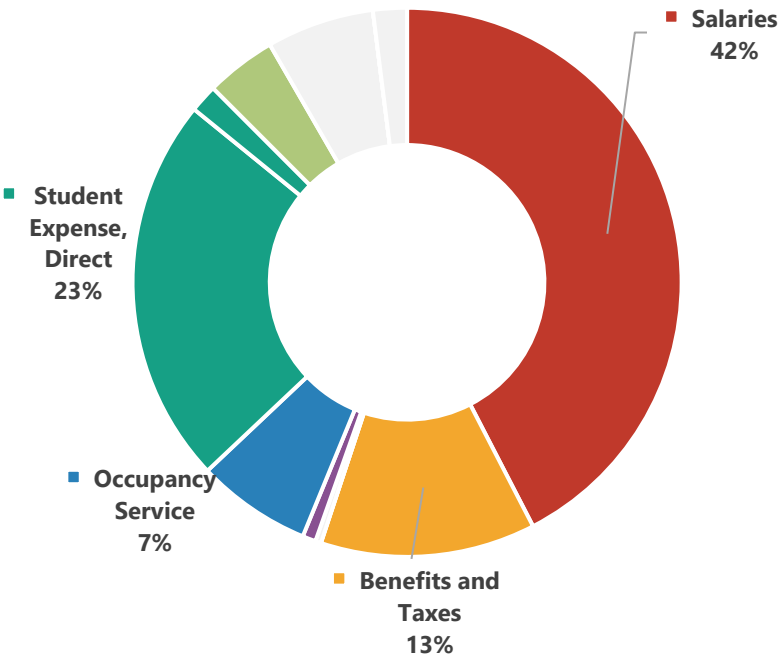
Weighted Average Daily Attendance is the ADA plus special populations Weights.

DESE basic formula calculation now allows charter schools to be paid on FWADA. This is a permanent change in law.

FWADA is the use of the higher of the 2nd preceding year, 1st preceding or estimate of the current year WADA, less that year's summer school, plus current year summer school.

Expenses | Overview

SY24 BUDGETED EXPENSE %



COMMENTS

We have budgeted **\$21,973,390** in expenses for SY23-24, which is \$1.5m more than the amount forecasted for the year before.

The largest components of expenses are Salaries (42.2%) and Student Expense, Direct (22.8%).

Highlighted year-to-year changes:

- \$847k increase in Salaries
- \$633k increase in Student Expense, Direct, Summer School and Tech Supplies
- \$221k decrease in Rent, HVH and CRE wind up

Salaries

155 staff includes:

- 117 Instructional Staff
- 17 Instructional support Staff
- 21 Administrative Staff

Appendix | Profit and Loss Changes

| Income Statement | SY22-23 | SY23-24 | Difference | Comments |
|------------------------------|-------------------|-------------------|--------------------|--|
| Revenue | | | | |
| Local Revenue | 1,789,189 | 1,897,671 | 108,482 | Prop C \$1,360 per prior year WADA |
| State Revenue | 15,179,215 | 16,648,265 | 1,469,051 | \$11,100 on 1466 WADA |
| Federal Revenue | 3,554,351 | 1,817,810 | (1,736,541) | Less ESSER funding in FY24 |
| Private Grants and Donations | 1,400,000 | 1,600,000 | 200,000 | Private donations |
| Earned Fees | 150,069 | 32,385 | (117,684) | Less KCPS MOU |
| Total Revenue | 22,072,823 | 21,996,131 | (76,692) | |
| Operating Expense | | | | |
| Salaries | 8,429,623 | 9,277,019 | (847,397) | Salaries based on staffing model |
| Benefits and Taxes | 2,591,946 | 2,771,760 | (179,814) | \$500/MTH contribution per employee |
| Staff-Related Costs | 106,549 | 73,065 | 33,484 | Decreased PD Budget |
| Rent | 392,968 | 171,600 | 221,368 | CRE and HVH wind up |
| Occupancy Service | 1,513,246 | 1,478,318 | 34,928 | FY23 included one time security purchases |
| Student Expense, Direct | 4,376,372 | 5,009,019 | (632,647) | Summer School expense and technology budget increase |
| Student Expense, Indirect | 347,905 | 360,000 | (12,095) | Food Expense based on student count |
| Office & Business Expense | 923,051 | 909,703 | 13,348 | Less legal expense |
| Transportation | 1,237,460 | 1,386,450 | (148,990) | Based on route calculation |
| Interest | 433,607 | 436,457 | (2,850) | |
| Facility Improvements | 10,578 | 100,000 | (89,423) | Capital projects in FY24 |
| Total Expenses | 20,363,305 | 21,973,391 | (1,610,086) | |
| Net Income | 1,709,519 | 22,741 | (1,686,778) | |

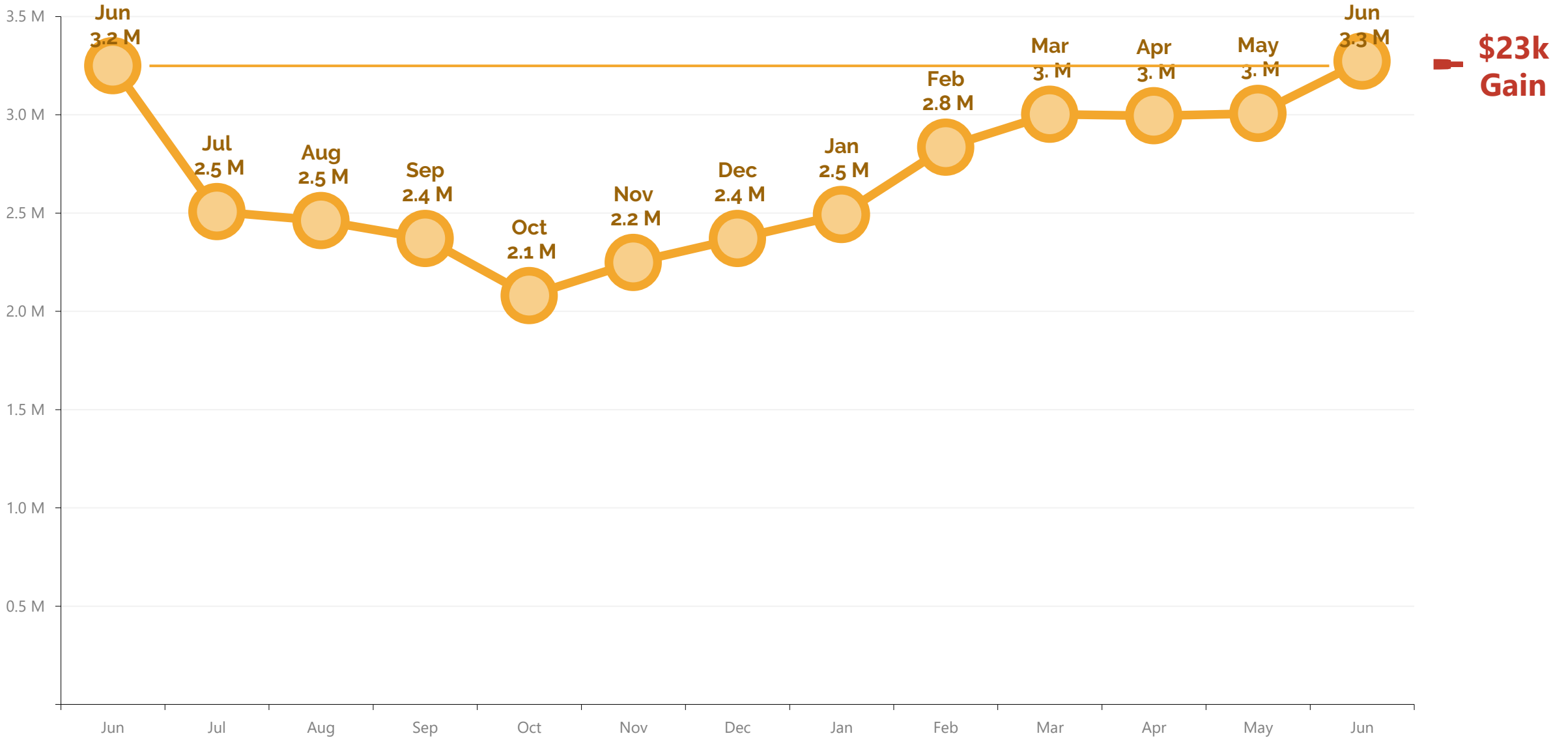


QUESTIONS?

Please contact your
EdOps School Finance Manager

Anne Nichols
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Appendix: Monthly Cash



Coversheet

Therapy Dog Program

Section: IV. Educational Excellence
Item: A. Therapy Dog Program
Purpose: Vote
Submitted by:
Related Material: 2023-03-22_Therapy_Dog_Policyv2.docx
2023-03-22_Therapy_Dog_Policy__Redline_.docx

APPENDIX _____**Professional Therapy Dog Program**

The Board hereby adopts the following policy for Crossroads governing the implementation of a Professional Therapy Dog Program. This policy must remain consistent with professionally accepted practices and standards governing the use and care of therapy dogs in public school settings.

SECTION 1. INTRODUCTION.

In Crossroads, professional therapy dogs may be used as part of instructional programming activities, i.e., reading, facilitating social and/or emotional skill building, supporting the social and/or emotional needs of its students. The corresponding policy set forth herein provides the requisite information and guidance regarding the use of therapy dogs in the school setting.

SECTION 2. DEFINITION.

“Professional therapy dog” (also referred to as a “therapy dog”) is a dog that is selected, trained and tested to provide specific physical therapeutic functions, under the direction and control of a qualified dog handler who works with the dog as a team as a part of the handler's occupation or profession. Such dogs, with their handlers, perform such functions in institutional settings, community-based group settings or specific persons who have disabilities. Professional therapy dogs do not include dogs, certified or not, which are used by volunteers in visitation therapy. Note also that therapy dogs are not the same as “emotional support animals” or “service animals”.

SECTION 3. PURPOSES OF THERAPY DOGS IN SCHOOL SETTING.

3.1 Therapy dogs provide many healing effects, which will improve the culture and/or general mood of Crossroads, to include:

- Reduction in stress and anxiety
- Decrease in feelings of depression, loneliness, and/or feelings of isolation
- Decrease aggressive behaviors
- Increase socialization resulting in a sense of happiness and well-being and/or
- Increase in mental stimulation

3.2 Therapy dogs help make connections with at-risk students, to include:

- The emotional well-being of students is a large factor in their success.
- The presence of a therapy dog can give students a sense of happiness that allows them to perform better academically.
- Therapy dogs incorporated into Crossroads will allow children to discuss issues of grief for those students who struggle to open up to a teacher or counselor about issues that they are facing. Interaction with therapy dogs can relieve their anxiety and improve their mood.

Adopted by Board on [DATE], 2023

- Therapy dog will give Crossroads counselors opportunities to talk with students that otherwise would not open up about their situation. Children may find comfort in talking to the dog, and in turn, be willing to share with a teacher and/or counselor.
- Many children who experience emotional troubles often lack trust, and using the intervention of a therapy dog may help develop trust. Interacting with therapy dogs can help decrease anxiety, manipulative/abusive behaviors, depression, increase self-esteem, self-worth, expression of feelings, and/or ability to trust.

3.3 Therapy dogs improve literacy skills.

- Reading to therapy dogs can eliminate the fear of judgment for many children. Many studies have shown that students are able to improve their reading ability because of the increased motivation and interest they have in reading with a dog.
- Children that read aloud with a handler/dog team have been shown to improved their reading skills compared to children who read with an adult only.

SECTION 4. REQUIREMENTS OF THERAPY DOGS.

The following requirements must be satisfied before each particular therapy dog will be allowed in a Crossroads building and/or on school grounds:

4.1 The therapy dog must be one (1) year of age or older;

4.2 The therapy dog must have up-to-date vaccinations from a licensed veterinarian, and documentation reflecting the same must be provided to Crossroads at least one (1) week prior to the start of each school year and be updated whenever appropriate and/or necessary;

4.3 The therapy dog must have completed and have corresponding documentation of a Therapy Dog Certification program recognized by the American Kennel Club (AKC), with such documentation provided to Crossroads at least one (1) week prior to the start of each school year or one (1) week prior to the start of the dog's scheduled visits (whichever is appropriate); and

4.4 The therapy dog must be clean, well groomed, in good health and housebroken.

Upon each of these requirements being satisfied, Crossroads will notify the therapy dog handler in writing of the approval.

SECTION 5. STUDENT/STAFF NOTIFICATIONS.

Prior to the initial visit of therapy dog(s) to Crossroads and/or at the beginning of each school year, a letter from the Principal (see attached DRAFT letter) must be sent to each Crossroads family and staff member notifying them that therapy

Adopted by Board on [DATE], 2023

dog(s) will be present on school property during school days. Families / staff will have ten (10) days to notify Crossroads of any concerns. If concerns are received that cannot be addressed by the Principal, the Superintendent of Schools must be notified. The Principal and Superintendent of Schools will make good faith efforts to address the concerns Crossroads families and/or staff members raise regarding their respective participation in the therapy dog program, but in no instance will concerned Crossroads families or staff members be forced to interact with a therapy dog if they elect to abstain from the program. Once concerns are adequately addressed by Crossroads and/or there are no concerns received within the communicated deadline, the Principal will notify the therapy dog handler that the request has been approved.

SECTION 6. THERAPY DOG STANDARDS & PROCEDURES.

6.1 Certification: For each therapy dog, his/her Therapy Dog Certification (which must be recognized by the American Kennel Club (AKC)) shall remain current and in good standing at all times at all times during the therapy dog program.

6.2 Health and Vaccination: At the beginning of each school year or upon commencement of therapy dog program if mid-year, the handler shall submit proof from a licensed veterinarian that the therapy dog is in good health and has been immunized against diseases common to dogs. Such vaccinations shall be kept current and up-to-date at all times during the therapy dog program.

6.3 Identification: The dog handler and therapy dog shall wear appropriate identification issued by the school at all times while the therapy dog is on school property.

6.4 Health and Safety: Crossroads shall ensure that the therapy dog does not pose a health and safety risk to any student, employee, or other person at Crossroads and that the therapy dog is brought to Crossroads only when properly groomed, bathed, free of illness or injury and of the temperament appropriate for working with students and others in the school.

6.5 Control: The handler shall ensure that the therapy dog wears a collar or harness and a leash no longer than four (4) feet and shall maintain control of the therapy dog by holding the leash at all times that the therapy dog is on school property, including during breaks, unless holding such leash would interfere with the therapy dog's safe, effective performance of its work or tasks. However, the handler shall maintain control of the therapy dog at all times and shall not tether the therapy dog to any individual or object.

6.6 Supervision and Care of the Therapy Dog: The handler shall be solely responsible for the supervision and humane care of the therapy dog, including any feeding, exercising, and cleaning up after the therapy dog while the therapy dog is

Adopted by Board on [DATE], 2023

in a school building or on school property. The handler shall not leave the therapy dog unsupervised or alone on school property at any time.

6.7 Authorized Area(s): The handler shall ensure that the therapy dog has access to only such areas of the school building or properties that have been authorized by Crossroads.

6.8 Allergies and Aversions: The handler shall remove the therapy dog to a separate area, as designated by Crossroads, in such instances where any student or Crossroads employee who suffers dog allergies or aversion is present in an office, hallway, or classroom.

6.9 Recordkeeping: The handler shall sign in the therapy dog upon arrival and sign out upon departure at the school office and/or counseling office.

6.10 Exclusion or removal from school property: A therapy dog may be excluded from school property if Crossroads determines that: (1) the handler does not have control of the therapy dog; (2) the therapy dog is not housebroken; (3) the therapy dog presents a direct and immediate threat to others in the school; or (4) the therapy dog's presence otherwise interferes with the educational program. The handler shall immediately remove his/her therapy dog from school property when instructed to do so by a school administrator.

6.11 Allergic Reactions. Crossroads will seek to engage therapy dogs that are from hypoallergenic breeds; however, Crossroads cannot guaranty any one or more therapy dog assigned to a school will be hypoallergenic. Any student or Crossroads employee assigned to a classroom in which a therapy dog is permitted with known allergies to the breed of dog assigned to the classroom may be removed from the classroom at any time the therapy dog is present, and Crossroads shall make reasonable accommodations to keep the student(s) and/or Crossroads employee(s) separated from the therapy dog at times while the dog is present in the classroom. If any student or Crossroads employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the handler of the therapy dog will be required to remove the therapy dog to a different location designated by the Principal.

SECTION 7 LIABILITY

7.1 Damages and Injuries: Crossroads shall assume primary responsibility and liability for any damage to school property or injury to district staff, students, or others in a school caused by a therapy dog.

7.2 Indemnity: Notwithstanding the provisions of Section 7.1 of this Policy, the dog handler, by and through a written agreement with Crossroads, shall indemnify and save harmless Crossroads and its directors, officers, employees, agents and representatives from and against all claims, demands, loss, liability, damage or expense (including attorneys' fees) incurred by Crossroads arising out of any acts

Adopted by Board on [DATE], 2023

or omission by the dog handler or therapy dog resulting in the damage, injury, harm or death of a Crossroads student, employee or property.

7.3 Insurance. The dog handler must carry general liability and profession liability insurance coverage including no-fault medical payment coverage for damages/injuries to individuals or property caused by the therapy dog while on school property with limits of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.

CROSSROADS CHARTER SCHOOLS

RE: Therapy Dog Program

Dear _____;

Crossroads Charter Schools will be implementing a therapy dog program beginning the 20__ - 20__ academic school year. Research has shown that therapy dogs in schools can help build strong social emotional skills in students. A therapy dog presence has also been shown to reduce anxiety, help students work through anger management concerns, reduce bullying tendencies, and address other personal and social issues that all of our developing students deal with. There are specific goals of the therapy dog program:

- Increase empathy and compassion in all students
- Help students connect with something in the school setting and reduce anxiety
- Improve academic performance, while increasing confidence and self-esteem.

The Crossroads therapy dog will be certified through the Alliance of Therapy Dogs (ATD). To belong to the Alliance of Therapy Dogs, the dog must be tested and evaluated by a Certified ATD Evaluator. A dog must be a minimum of one (1) year old and have a sound temperament. Each dog must pass an ATD temperament evaluation for suitability to become a certified Therapy Dog. The test also includes the evaluation of each dog's behavior around people in a variety of settings.

ATD has specific guidelines to meet cleanliness grooming requirements. The therapy dog(s) will be brushed and bathed as needed and professionally groomed on a regular schedule as needed. ATD also requires regular veterinarian checks for registered therapy dogs along with regular evaluations to maintain certification.

Adopted by Board on [DATE], 2023

Please complete the form below acknowledging your preference as to whether you wish your child to have contact with the Crossroads therapy dog(s).
=====

Student's Name: _____ Grade: _____

I understand that my child may have incidental or student-initiated contact with the school therapy dog. I understand that the Therapy Dog may be in my child's room and may be part of the counseling process. I understand that this permission form will remain "active" during the years my child attends Crossroads. If I should change my mind regarding my child's interaction and participation with the Therapy Dog, I understand I must provide written notice to the school office if I elect to make such a change.

Yes, my child may have incidental and/or initiated contact with the Crossroads Therapy Dog during the years my child is enrolled at Crossroads.

No, my child may NOT have contact with the Crossroads Therapy Dog.

Due to Allergies Fear of Dogs

Other _____

Should I elect to allow my child to participate in the Crossroads therapy dog program, I, my family, heirs and executors do hereby waive, release, and forever discharge the Crossroads and its officers, directors, employees, contractors, volunteers and agents from any and all responsibilities, liabilities and lawsuits, present or future, and causes of action for ordinary negligence, whether foreseeable or unforeseeable, arising out of or related in any manner directly or indirectly, to my child(ren)'s participation in the therapy dog program described above or any related activities provided by Crossroads for and on behalf of my child(ren), including, but not limited to, such claims that may result from any injury, harm or death, accidental or otherwise, during or arising in any way from my child(ren)'s participation in such therapy dog program conducted or facilitated by Crossroads. I hereby agree to expressly assume and accept sole responsibility for the risk of injury or death so long as they are not the result of gross negligence by Crossroads.

The undersigned hereby expressly agrees that this informed consent and waiver of liability is intended to be as broad and inclusive as permitted by the laws of the State of Missouri, and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Parent Signature: _____

Date: _____

If you have questions please contact Tysie McDowell, Superintendent of Schools, at tmcdowell@crossroadsschoolskc.org.

Adopted by Board on [DATE], 2023

APPENDIX _____**Professional Therapy Dog Program**

The Board hereby adopts the following policy for Crossroads governing the implementation of a Professional Therapy Dog Program. This policy must remain consistent with professionally accepted practices and standards governing the use and care of therapy dogs in public school settings.

SECTION 1. INTRODUCTION.

In Crossroads, professional therapy dogs may be used as part of instructional programming activities, i.e., reading, facilitating social and/or emotional skill building, supporting the social and/or emotional needs of its students. The corresponding policy set forth herein provides the requisite information and guidance regarding the use of therapy dogs in the school setting.

SECTION 2. DEFINITION.

“Professional therapy dog” (also referred to as a “therapy dog”) is a dog that is selected, trained and tested to provide specific physical therapeutic functions, under the direction and control of a qualified dog handler who works with the dog as a team as a part of the handler’s occupation or profession. Such dogs, with their handlers, perform such functions in institutional settings, community-based group settings or specific persons who have disabilities. Professional therapy dogs do not include dogs, certified or not, which are used by volunteers in visitation therapy. Note also that therapy dogs are not the same as “emotional support animals” or “service animals”.

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3.2 Therapy dogs help make connections with at-risk students, to include:

- The emotional well-being of students is a large factor in their success.
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- Therapy dog will give Crossroads counselors opportunities to talk with students that otherwise would not open up about their situation. Children may find comfort in talking to the dog, and in turn, be willing to share with a teacher and/or counselor.
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- Reading to therapy dogs can eliminate the fear of judgment for many children. Many studies have shown that students are able to improve their reading ability because of the increased motivation and interest they have in reading with a dog.
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Adopted by Board on [DATE], 2023

or omission by the dog handler or therapy dog resulting in the damage, injury, harm or death of a Crossroads student, employee or property.

7.3 Insurance. The dog handler must carry general liability and profession liability insurance coverage including no-fault medical payment coverage for damages/injuries to individuals or property caused by the therapy dog while on school property with limits of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.

CROSSROADS CHARTER SCHOOLS

RE: Therapy Dog Program

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Adopted by Board on [DATE], 2023

Please complete the form below acknowledging your preference as to whether you wish your child to have contact with the Crossroads therapy dog(s).
=====

Student's Name: _____ Grade: _____

I understand that my child may have incidental or student-initiated contact with the school therapy dog. I understand that the Therapy Dog may be in my child's room and may be part of the counseling process. I understand that this permission form will remain "active" during the years my child attends Crossroads. If I should change my mind regarding my child's interaction and participation with the Therapy Dog, I understand I must provide written notice to the school office if I elect to make such a change.

Yes, my child may have incidental and/or initiated contact with the Crossroads Therapy Dog during the years my child is enrolled at Crossroads.

No, my child may NOT have contact with the Crossroads Therapy Dog.

Due to Allergies Fear of Dogs

Other _____

Should I elect to allow my child to participate in the Crossroads therapy dog program, I, my family, heirs and executors do hereby waive, release, and forever discharge the Crossroads and its officers, directors, employees, contractors, volunteers and agents from any and all responsibilities, liabilities and lawsuits, present or future, and causes of action for ordinary negligence, whether foreseeable or unforeseeable, arising out of or related in any manner directly or indirectly, to my child(ren)'s participation in the therapy dog program described above or any related activities provided by Crossroads for and on behalf of my child(ren), including, but not limited to, such claims that may result from any injury, harm or death, accidental or otherwise, during or arising in any way from my child(ren)'s participation in such therapy dog program conducted or facilitated by Crossroads. I hereby agree to expressly assume and accept sole responsibility for the risk of injury or death so long as they are not the result of gross negligence by Crossroads.

The undersigned hereby expressly agrees that this informed consent and waiver of liability is intended to be as broad and inclusive as permitted by the laws of the State of Missouri, and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Parent Signature: _____

Date: _____

If you have questions please contact Tysie McDowell, Superintendent of Schools, at tmcdowell@crossroadsschoolskc.org.

Adopted by Board on [DATE], 2023

Coversheet

Quarterly Board Data Story

Section: IV. Educational Excellence
Item: B. Quarterly Board Data Story
Purpose: Discuss
Submitted by:
Related Material: Copy of CCS Board of Directors' Quarterly Data Story.docx

CCS Board of Directors' Quarterly Data Story
2023-2024

**This is not the format in which this information will be shared. We will prepare a slide show presentation for the quarterly reports. This is just a list of everything that will be shared.*

| Measures | Point person | Descriptors | Actual | Goal | Why Track this Data? |
|-----------------------------------|----------------------------------|--|--------|----------------|---|
| Academics | | | | | |
| College Acceptance | College and Career Counselor | Percent of seniors that have been accepted into college | | 100% | Indicator of college readiness |
| Scholarships | College and Career Counselor | Amount of scholarship funding earned by seniors | | \$500K or more | Indicator of student achievement and support for college bound students |
| Market Value Assets | Dean of Real World Learning | Percent of seniors that have earned a Market Value Asset (internship, work experience, client connected project, industry recognized credential, dual credit, or entrepreneurship) | | 75% | Indicator of college and career readiness |
| RWL Experiences | Principals | Percent of students participating in Real World Learning experiences (learning expeditions, guest speakers, college tours, etc.) | | 2 per student | Indicator of college and career exposure |
| Student Showcases | Principals | Number of events where students showcase their work | | 2 per student | Indicator of student connection with broader community |
| NWEA ELA (growth fall to winter) | Director of Data and Assessments | Average growth in English Language Arts on the nationally normed NWEA assessment. | | .5 | Indicator of student achievement |
| NWEA Math (growth fall to winter) | Director of Data and Assessments | Average growth in Math on the nationally normed NWEA assessment. | | .5 | Indicator of student achievement |
| ANet ELA | Director of Data and Assessments | Percent of students that outperformed the other schools across the country who take the English Language Arts | | 70% | Indicator of student achievement |

| | | | | | |
|-----------------------------|----------------------------------|--|--|------------------------------|---|
| | | Achievement Network assessment. | | | |
| ANet Math | Director of Data and Assessments | Percent of students that outperformed the other schools across the country who take the Math Achievement Network assessment. | | 70% | Indicator of student achievement |
| Grade Point Average | Director of Data and Assessments | The average GPA for 9th-12th grade students. | | 2.5 | Indicator of student achievement |
| Mastery of Standards | Director of Data and Assessments | The percent of standards mastered in K-8. | | 90% | Indicator of student achievement |
| Diversity and Equity | | | | | |
| Students of Color | Director of Data and Finance | Percent of students that identify as a person of color | | 60% | Indicator of diversity |
| Staff of Color | Director of Human Resources | Percent of staff that identify as a person of color | | Equal to % students of color | Indicator of representation Research has shown that representation increases student achievement, graduation, and college entrance |
| Free and Reduced Lunch | Director of Data and Finance | Percent of students that qualify for free and reduced lunch | | 60% | Indicator of school diversity and indicates additional supports required for students in need |
| English Language Learners | Director of Diverse Learners | Percent of students that qualify for English Language services | | | Indicator of specialized services offered to this population |
| Special Education | Director of Special Education | Percent of students that qualify for Special Education services | | Less than 10% | Indicator of specialized services offered to this population |
| Suspensions | Principals | Number of discipline incidents that result in an Out of School suspension | | 0 | Indicator of equity and positive school culture |
| Engagement and Satisfaction | | | | | |

| | | | | | |
|-------------------------------|------------------------------------|--|--|--------|---|
| Average Daily Attendance | Director of Data and Assessments | The total hours of student attendance divided by the number of instructional hours for the specified time period | | 90% | Indicator of student engagement. ADA is also how schools are funded. |
| Enrollment/Open Seats | Community Engagement Manager | Total number of students enrolled for the specific time period | | 1101 | Indicator of family satisfaction and/or accessibility Open seats also has a negative impact on funding |
| Student Retention | Community Engagement Manager | Percent of students that remain from the previous year | | 80% | Indicator of family satisfaction and/or accessibility |
| Staff Retention | Director of Human Resources | Percent of staff that remain from the previous year | | 75% | Indicator of staff satisfaction |
| Extracurricular Participation | Athletic Coordinator and Principal | Percent of 7th-12th grade students participating in athletics, clubs, and other extracurricular activities. | | 50% | Indicator of student involvement and positive school culture |
| Buses on Time | Director of Operations | Percent of transportation routes that arrive on time (with 10-minute grace period) | | 100% | Indicator of customer service |
| Volunteer Hours | Community Engagement Manager | Number of volunteer hours | | | Indicator of community engagement |
| Parent Engagement Events | Principals | Number of whole school/district family events | | 4 | Indicator of community engagement |
| PAC Leaders Training | Community Engagement Manager | Number of hours of training for PAC leaders | | 10 | Indicator of community engagement |
| Sustainability | | | | | |
| Open Positions | Director of Human Resources | Percent of positions not filled | | 0 | Indicator of staff sustainability |
| Certified Teachers | Director of Human Resources | Percent of instructional staff that have state certification | | 100% | Indicator of teacher quality |
| Local Grants and | Director of | Amount of funding | | \$1.6M | Indicator of financial |

| | | | | | |
|-------------------------|------------------------------|----------------------------|--|--|-------------------------------|
| Donations | External Affairs | received | | | health |
| State Grants | Director of External Affairs | Amount of funding received | | | Indicator of financial health |
| National/Federal Grants | Director of External Affairs | Amount of funding received | | | Indicator of financial health |

- Q1 report presented in November board meeting
- Q2 report presented in the January board meeting
- Q3 report presented in the April board meeting
- Q4 report presented in the June board meeting

Coversheet

Operational Policy Vote

Section: V. Board Governance
Item: A. Operational Policy Vote
Purpose: Vote
Submitted by:
Related Material: Memo Re Proposed Changes to Operations Policy.docx
OPERATIONAL POLICIES 2023.docx
OPERATIONAL POLICIES 2023 (Redline) (1).docx

Memo

Date: June 8, 2023
From: Donald E. Maxwell, Esq.
To: Crossroads Charter Schools Board of Directors
Client: Crossroads Charter School
Subject/Issue: Summary of proposed changes to Crossroads Charter Schools' Operational Board Policies.

Summary/Explanation of Recommended Changes

From 2020 to 2022, the Missouri legislature adopted a number of changes to Missouri statutes impacting public charter schools. Many of those changes are/were scheduled to go into effect for the 2022/23 school year. Of all the Crossroads Board Policies, the Operational Policies were impacted most by the statutory changes. As a result, Crossroads Charter Schools (Crossroads) should examine its current board policies and determine what policies should be amended, repealed or adopted to remain in compliance with Missouri law. Below is a summary of changes being proposed to the Operational Policies to be in compliance with the updated provisions of Missouri law or otherwise memorialize practices that have been adopted and are in place since the last time the policies were amended.

1. Introduction: Since the Board policies were last adopted, certain changes have been made to Crossroads' leadership team including the employment of a Superintendent of Schools in lieu of an Executive Director. The reference to Executive Director was revised throughout the policy to shift the roles/responsibilities of that position to either the Superintendent of Schools or such other appropriate member of the school's leadership team.
2. Appendix B: § 171.031, RSMo now exempts schools from making up no more than 36 hours of lost or cancelled school days that were otherwise built into the calendar if the school has an alternative method of instruction plan approved by DESE in place.
3. Appendix O: Crossroads' transportation policy did not address students of driving age driving themselves to and from school-related events and activities. This policy will allow students of driving to transport themselves to and from school-related events and activities upon Crossroads' receipt of their parent/guardian's consent and acknowledgement that the student is not in Crossroads' care or custody while transporting themselves to and from such events.
4. Appendix CC:
 - a. Crossroads removed portions of the policy allowing students to attend school 100% virtually due to the COVID 19 pandemic.

- b. Pursuant to § 160.410, RSMo, Crossroads expanded its admissions criteria to include the admission of students of staff members who reside outside of the KCPS school district under certain conditions.
5. Appendix DD: §167.640.1, RSMo was revised to allow the remediation of all students who don't demonstrate proficiency in communication arts, reading and math on state assessments. Prior to this change, the ability to restrict promotion was limited to students in grades K-3.
6. Appendix JJ: This policy was updated to create more strict requirements on Crossroads' employees' and students' use of school technology including social media and email and affirming the school's obligations to comply with FERPA restrictions related to the use of technology.
7. Appendix MM: The consequences for certain disciplinary offenses were refined from the statutory limits for suspension and expulsion to be in line with more restorative consequences for delinquent behaviors.
8. Appendix RR: § 160.263, RSMo was revised to provide more detailed direction on how school districts can handle incidents requiring seclusion and/or restraint of students including when restraint can be deployed, restricting the types of types of restraint techniques that can be used and the reporting requirements for schools following each student-involved incident in which seclusion/restraint is deployed.
9. Appendix SS: § 162.686, RSMo was implemented to allow parents/guardians to audio record meetings their student's teacher or counselor regarding their IEP Plan or other special education services being provided to the student. It further specified that any such recordings are not public records and are the property of the parent/guardian who makes the recording.
10. Appendix BBB: The Policy on Suicide Prevention requires the school's crisis team to assess steps to be taken to ensure a student's safer and well-being following an in-school suicide attempt. The members/staff positions of that team need to be specified in the policy. As written, the staff members to fill those positions have not yet been named and should be done prior to adopting the policy.
11. Appendix CCC: Schools are required to pay the cost associated with district students electing to enroll solely in virtual classes unless the school has good cause to deny the student for virtual courses. § 161.670, RSMo was revised to update the definition of the term "good cause" to deny a student access to virtual coursework giving the school district more discretion to make that determination.
12. Appendix DDD: This section previously required Braille instruction for all visually impaired students of Crossroads as part of that student's IEP but not much more. The revised version of the policy incorporates provisions of § 167.225, RSMo that require

schools to evaluate students' competencies in the use of Braille, the requirement to provide training in assistive technologies as part of their IEP and instruction on orientation and mobility.

13. Appendix FFF: § 162.084, RSMo was adopted to require any public/charter school determined to be in the bottom 5% of scores in its annual performance report to send a written notification to all parents and students of the school informing them of the poor performance and providing options to the students as a result of the school's poor performance.
14. Appendix GGG: § 162.058, RSMo is a new statute that requires each public/charter school to implement a community engagement policy that provides residents of the school district methods of communicating with the school board/governing board and with the administration of the charter school.
15. Appendix HHH: § 160.077, RSMo was adopted in August of 2022 that requires all public/charter schools to provide drinking water with a lead concentration level below five parts per billion in sufficient amounts to meet the drinking water needs of all students and staff prior to the 2023/2024 school year.
16. Appendix III: § 170.048, RSMo was revised to require all public/charter schools that (i) serve any students in grades seven to twelve and (ii) issues pupil identification cards shall have printed on either side of the cards the three-digit dialing code that directs calls and routes text messages to the Suicide and Crisis Lifeline, 988.
17. Appendix JJJ: § 170.307, RSMo requires all public/charter school serving grades nine through twelve to provide all enrolled students instruction in mental health awareness from and after the 2022/2023 school year.
18. Appendix KKK: § 167.625, RSMo was adopted to allow any parent of a student with an epilepsy or seizure disorder to inform the school of the disorder and work with the school nurse to create a treatment plan for the student and to train the student's teachers, nurses and school employees on how to administer treatment to the student in the event the student has an epileptic seizure while at school.
19. Appendix LLL: § 167.645, RSMo requires all public/charter schools to assess all students enrolled in kindergarten through third grade at the beginning and end of each school year for their level of reading or reading readiness on state-approved reading assessments in order to identify all students who exhibit substantial reading deficiencies or who identify as being at risk of dyslexia. Upon identifying any such reading deficiencies, Crossroads is obligated to inform the parent/guardian of those students and meet with parents and staff to determine whether or not the student will be retained at grade level.
20. Appendix MMM: § 160.2000, RSMo requires all Missouri schools to participate in the Interstate Compact on Educational Opportunities for Military Children to remove education barriers to success for students in military families. This policy provides a

process whereby Crossroads will integrate all students of active-duty military families to integrate into the school and accept coursework from other school districts in order to keep those students on track for graduation.

21. Appendix NNN: The Missouri Victims' Economic Security and Safety Act requires employers to provide a specified amount of unpaid leave to employees that qualify as victims of domestic or sexual violence.



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.

“Superintendent of Schools” shall mean the person maintaining the position of Superintendent of Schools for Crossroads Charter Schools, or such person’s duly authorized designee, which shall be the chief executive officer of Crossroads.

“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 the Superintendent of Schools, Chief Academic Officer, Chief Operating Officer, Operations Manager and each of the Principals of Crossroads.

“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 May 2023

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 the Superintendent of Schools and approved by the Board.

The school calendar shall include six (6) make-up days for possible loss of attendance due to inclement weather. Crossroads shall be required to make up the first thirty-six (36) hours 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. Additionally, Crossroads shall be exempt from making up, up to 36 hours of school, lost or cancelled to due to exceptional or emergency circumstances if Crossroads has an alternative methods of instruction plan approved by the Missouri Department of Elementary and Secondary Education in place. For purposes of this Policy, “inclement weather” shall mean ice, snow, extreme cold, extreme heat, flooding or a tornado. For purposes of this Policy, “exceptional or emergency circumstances” shall include, but not be limited to inclement weather, utility outages or an outbreak of a contagious disease.

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, the lost hours will be made up in half or full day additions at the end of the school term.

APPENDIX C

Fiscal Year

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

APPENDIX D

School Annual Report

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

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

APPENDIX E

Public Inspection

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

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

APPENDIX F

Title I

Parent Involvement

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

Reporting Requirements

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

APPENDIX G

Equal Educational Opportunity

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

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

APPENDIX H

Students of Legal Age

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

APPENDIX I

Student Educational Records

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

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

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

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

APPENDIX J

Health Information Records

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

APPENDIX K

School Safety Plan and Emergency Closing Procedures

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

SECTION 2. Emergency Suspension of School Operations or Activities

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

SECTION 2.2. The Board further authorizes the Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.5. At the Superintendent of Schools' 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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools) 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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools. The Superintendent of Schools 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 1.4. Crossroads acknowledges its duty to supervise students that are under its care and control. However, Crossroads hosts a number of off-campus activities, field trips and learning opportunities (both curricular and extracurricular) that require transportation to and from those activities. Crossroads students of legal driving age may seek to transport themselves to and from those off-campus activities, field trips and learning opportunities. It is the policy of Crossroads that students transporting themselves to and from off-campus activities, field trips and learning opportunities may do so upon a parent or guardian of the student delivering written authorization for the student to transport themselves to and from an off-campus activity, field trip and/or learning opportunity to Crossroads coupled with an acknowledgement from the parent or guardian that the student is not under the care, custody and control of Crossroads while the student is transporting themselves to and from any one or more such off-campus activity, field trip and/or learning opportunity and such other acknowledgement, agreement and procedure the Superintendent of Schools deems necessary and appropriate.

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

Adopted by the Board May 2023

be in the following order:

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

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

SECTION 3. Staff Vehicles

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

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

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

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

SECTION 4. Walking and Biking.

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

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

APPENDIX P

Building Maintenance

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

The Superintendent of Schools 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 Superintendent of Schools, 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 Superintendent of Schools 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 Superintendent of Schools or Principal. Solicitation within the school must have prior approval of the Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools.

SECTION 1.5. Upon request, the Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent of Schools 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 May 2023

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 Superintendent of Schools 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 statutoryrape.
- (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 May 2023

(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 May 2023

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 Superintendent of Schools 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 (i) reside within the Kansas City Public Schools (KCPS) District boundaries; (ii) be eligible to attend under an urban voluntary transfer program; or (iii) subject to the provisions of SECTION 8 below, be a child of an employee of Crossroads. All students residing within KCPS District boundaries, or otherwise meeting the above criteria, 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.

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 3.4. 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, and 5. All other eligible applicants.

Adopted by the Board May 2023

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 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 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.

Adopted by the Board May 2023

- 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.

SECTION 8. Non-Resident Children of Crossroads Employees: Children of Crossroads staff who reside outside of the Kansas City Public Schools (KCPS) District boundaries may enroll in Crossroads provided (i) the student is not barred from enrollment in Crossroads by provisions of the Safe Schools Act, as amended, (ii) the student does not fill an enrollment slot of an otherwise eligible student within the Kansas City Public Schools (KCPS) District boundaries and (iii) the district of residence of the student is not required to pay tuition. The district of residence for the student shall be school district where the student's domicile is located. The domicile of the student is the domicile of the parent, military guardian pursuant to a military issued guardianship or a court appointed legal guardian. A child of a Crossroads staff member who resides outside of the Kansas City Public Schools (KCPS) District boundaries will not be required to pay tuition up to the amount of the then current average daily attendance rate of reimbursement for students residing within the boundaries of the Kansas City Public Schools (KCPS) District; however, the student will be required to pay the cost associated with transportation as well as any additional supportive services (i.e. additional para-professional, English language learning, independent education plan/504, speech pathology, reading intervention, English as second language, etc.) the student requires during any academic school year.

Updated By the Board on 2/10/20

Adopted by the Board May 2023

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 KCMUSD 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 a student not demonstrating Proficiency in Communication Arts/Reading and Math based on the Missouri state assessment of the previous school year or the fall NWEA assessment of the current school year, will be required to participate in the school's current year remediation program as a condition of promotion to the next grade level. 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.

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 Adopted by the Board May 2023

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

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.

Adopted by the Board May 2023

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 Superintendent of Schools 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 Superintendent of Schools for approval.

SECTION 2. Board Notification.

The Superintendent of Schools 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 Superintendent of Schools 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

Adopted by the Board May 2023

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** – Superintendent of Schools

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 Superintendent of Schools 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.

Adopted by the Board May 2023

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 Crossroads' leadership personnel, 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. No Crossroads employee will be given access to Crossroads' technology resources before Crossroads has a signed Employee Manual, which includes an acknowledgment that the employee has read and understands this Board Policy regarding the acceptable use of Crossroads technology and the internet, on file. Authorized employees may use Crossroads' technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of Crossroads' policies or procedures, hinder the use of Crossroads' technology resources for the benefit of its students or waste Crossroads resources. Any use that jeopardizes the safety, security or usefulness of Crossroads' technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by Crossroads, employees may not access, view, display, store, print or disseminate information using Crossroads technology resources that students or other users could not access, view, display, store, print or disseminate. Crossroads employees shall use Crossroads technology to pursue the following goals and under the following conditions:

- To 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.
- To supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy.
- To 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.
- To supervise student Internet and computer usage.

SECTION 3. Student Responsibilities for Use of Technology

- Use Crossroads technology strictly in compliance with this policy.
- 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.

Adopted by the Board May 2023

- 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. The following rules and responsibilities will apply to all users of Crossroads technology resources:

- Use of Crossroads' technology resources must be in support of education and research consistent with the educational objectives of Crossroads.
- Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, or local law, and Internet providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- All users shall immediately report any security problems or misuse of Crossroads' technology resources to a teacher or administrator.
- 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 Superintendent of Schools.
- 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.
- Only install and use properly licensed software, audio or video media purchased by Crossroads or approved for use by Crossroads.

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

- Applying for a user ID under false pretenses or using another person's ID or password.
- Sharing user IDs or passwords with others or otherwise providing unauthorized or inappropriate access to Crossroads' technology resources.
- Deleting, examining, copying or modifying files or data belonging to other users without their prior consent or engaging in any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any Crossroads technology.
- Use of Crossroads technology to connect to other systems or in evasion of the physical limitations of the remote system.
- Any attempts to secure a higher level of privilege on the technology resources without authorization from Crossroads administration.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of information that constitutes obscene, insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedure.

Adopted by the Board May 2023

- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
- 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.
- Accessing fee services without permission from an administrator.

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. Students who do not have a Crossroads Internet Use Agreement on file with Crossroads may be granted permission to use Crossroads' technology resources by the Superintendent of Schools or designee. No child will be allowed to operate a computer to access the Internet without direct adult supervision.

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

SECTION 8. Social Media Use Policy

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

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

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

SECTION 8.3. Definitions

- Guests – include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff and students, Board members, independent contractors, vendors, and Crossroads consultants.
- Social Media – includes websites that incorporate one or more of the following:
 1. Blogs – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments on their blogs.
 2. Microblogs – are websites and spaces that allow users to post short blog entries. Twitter is an example, as well as other sites that invite users to post short status and location updates such as Facebook and Foursquare.
 3. Social networks – are websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites such as Meta (Facebook/Instagram), TikTok, Reddit, Twitter, YouTube, WhatsApp, WeChat, Snapchat and the like tend to foster personal social contact among “friends”, while websites such as LinkedIn are oriented toward professional networking. Some schools, school districts 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 Superintendent of Schools or his/her designee. Conduct otherwise will result in disciplinary action to be determined at the discretion of the Superintendent of Schools. 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 Superintendent of Schools, 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 Superintendent of Schools 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 fileserver space. 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 Superintendent of Schools. When such permission is granted, the posting must state that the statement does not represent the position of Crossroads.

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

SECTION 8.8 Consequences for Inappropriate, Unauthorized and Illegal Use. General rules for behavior, ethics, and communications apply when using social networking systems and information. Users must be aware that violations of this Policy, or other unlawful or inappropriate use of social media systems and information, may result in loss of access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay for employees), dismissal, expulsions, breach of contract, penalties provided in statutes, regulations, and other laws and/or legal proceedings on a case-by-case basis.

SECTION 9. Electronic Mail. All users of Crossroads electronic mail system are responsible for messages originating from the user's account. The following acts or activities related to the use of Crossroads electronic mail system are strictly prohibited:

- Forgery or attempted forgery of e-mail messages.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users.
- Users are prohibited from sending unsolicited mass e-mail. Crossroads considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
- All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with Crossroads policies and procedures.

SECTION 10. External Users. Consultants, legal counsel, independent contractors and other persons having professional business with Crossroads may be granted user privileges at the discretion of the Superintendent of Schools or designee, subject to the execution of a Crossroads Technology Use Agreement and for the sole, limited purpose of conducting business with Crossroads. External users must abide by all laws, district policies and procedures.

SECTION 11. Exceptions. Exceptions to Crossroads technology use policy will be made in the following instances:

- Crossroads employees or agents conducting an investigation of a use that potentially violates the law, Crossroads policies or procedures.
- Administrators who need access to Crossroads technology resources to maintain the Crossroads resources or examine and delete data stored on Crossroads computers as allowed by Crossroads document retention policy.
- Administrators and/or security personnel accessing Crossroads technology for purposes of investigating a student, teacher or other Crossroads personnel related to a potential violation of Crossroads' code of conduct, discipline policy, Employee Manual or to otherwise preserve the health, safety or security of Crossroads students, personnel or property.

SECTION 12. Student Data. Any and all records, data, documents, video or electronic mail messages related to Crossroads students captured, stored or collected on Crossroads technology constitute Student Data. All Student Data collected or stored by Crossroads is subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 CFR Part 99, as amended (FERPA). Crossroads shall keep and maintain all Student Data in strict confidence and shall not disclose any Student Data to any third-party except as required by law or the provisions of FERPA.

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 Superintendent of Schools, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Children's Division. The Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools. 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.

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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 Superintendent of Schools 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 Superintendent of Schools 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.

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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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools for permission for the student to participate in school-sponsored activities. If denied permission by the Superintendent of Schools, 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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools, 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 Superintendent of Schools 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 Superintendent of Schools 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 May 2023

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

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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.

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| 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.

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| 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.

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| 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.

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| 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.

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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 May 2023

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 Superintendent of Schools 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 Superintendent of Schools or Principal so that the Superintendent of Schools or Principal can be responsible for taking such steps.

SECTION 3. Administrative Action.

SECTION 3.1. The Superintendent of Schools 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 Superintendent of Schools or Principal feels that it is necessary to contact outside officials to respond to a threat appropriately, the Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools, 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

The Board hereby adopts the following policy for Crossroads governing the manner in which the use of restrictive behavioral interventions as a form of discipline or behavior management techniques (such as seclusion, restraint and corporal punishment) may be deployed to preserve the health and safety of Crossroads students. This policy must remain consistent with professionally accepted practices and standards of student discipline, behavior management, health and safety, and statutes and regulations, particularly, the Revised Statutes of Missouri and the Safe Schools Act.

SECTION 1. Definitions. As used in this policy, the following terms shall have the meaning set forth below.

SECTION 1.1 Emergency situation: one in which a student's behavior poses a serious, probable threat of (i) imminent physical harm to self or others; or (ii) Crossroads property or the destruction of school property or another's property.

SECTION 1.2 Law enforcement officer: any public servant having both the power and duty to make arrests for violations of the laws of this state.

SECTION 1.3 Physical escort: the temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

SECTION 1.4 Restraint: includes but is not limited to mechanical restraint, physical restraint, and prone restraint.

SECTION 1.4.1 Mechanical restraint: the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained Crossroads personnel or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- (a) adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- (b) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- (c) restraints for medical immobilization; or
- (d) orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

SECTION 1.4.2 Physical restraint: a personal restriction that immobilizes or reduces the ability of a student to move his/her torso, arms, legs, or head freely. It does not include: a physical escort, which is a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student to walk to a safe location; comforting or calming a student; holding a student's hand to transport the student for safety purposes; intervening in a fight; or using an assistive or protective device prescribed by an

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appropriately trained professional or professional team.

SECTION 1.4.3 Prone restraint: using mechanical or physical restraint or both to restrict a student's movement while the student is lying with the student's front or face downward.

SECTION 1.5 Publicly contracted private providers: any person working at a Crossroads function under a contract or written agreement with the Crossroads to provide educational, behavioral, or related services to students.

SECTION 1.6 Crossroads personnel: includes:

- (a) employees of Crossroads or the Board; or
- (b) any person, paid or unpaid, working in or on a Crossroads facility in an official capacity.

SECTION 1.7 Seclusion: the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code of Crossroads. Seclusion does not include time-out, in-school suspension, detention, or other appropriate disciplinary measures.

SECTION 1.7.1 Time-Out: a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.

SECTION 1.8 Corporal Punishment: 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.

SECTION 2. General Policy Provisions

SECTION 2.1. The use of mechanical restraint or prone restraint is prohibited in Crossroads.

SECTION 2.2 The use of seclusion, as defined by state law, is prohibited within Crossroads except in situations or conditions in which there is imminent danger of physical harm to self or others. 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 3. Physical Restraint

SECTION 3.1 The use of physical restraint by Crossroads personnel or publicly contracted private providers is limited to situations or conditions in which (i) there is imminent danger of physical harm to self, others or Crossroads property; and (ii) the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Any student placed in seclusion or restraint shall be removed from seclusion or restraint as soon as the student is no longer in imminent danger of physical harm to self or others or Crossroads property.

SECTION 3.2 Neither Crossroads nor any publicly contracted private provider shall use any mechanical, physical, or prone restraint technique that

- (a) obstructs views of the student's face;

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- (b) obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity, or restricts the movement required for normal breathing to cause positional or postural asphyxia;
- (c) places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen, or genitals;
- (d) obstructs the student's circulation of blood;
- (e) involves pushing on or into the student's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything including, but not limited to, soft objects such as pillows, blankets, or washcloths;
- (f) endangers the student's life or significantly exacerbates the student's medical condition;
- (g) is purposely designed to inflict pain; or
- (h) restricts the student from communicating.

SECTION 3.3 If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of restraint for brief periods unless an employee determines that such freedom appears likely to result in physical harm to self or others or Crossroads property.

SECTION 3.4 Physical restraint shall not be used (i) as a form of discipline or punishment (ii) when the student cannot be safely restrained; or (iii) 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. All physical restraint must be immediately terminated when the student is no longer an immediate danger to self or others or if the student is observed to be in severe distress.

SECTION 3.5 This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.

SECTION 3.6 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 4 POLICY, COMMUNICATION, AND TRAINING

SECTION 4.1 Crossroads and any publicly contracted private providers engaged by Crossroads shall annually review the policy and procedures involving the use of seclusion and restraint. Crossroads Personnel who use seclusion or restraint shall annually complete mandatory training in the specific seclusion and restraint techniques utilized by Crossroads.

SECTION 4.1.1 Approved training programs must address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

SECTION 4.1.2 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
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be made available to the Missouri Department of Elementary and Secondary Education or any member of the public upon request.

SECTION 4.1.3 If a Crossroads 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 4.2 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 Crossroads staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. A report shall be completed that contains the following information:

- (a) The date, time of day, location, duration, and description of the incident and interventions;
- (b) Any event leading to the incident and the reason for using restraint;
- (c) A description of the methods of restraint used;
- (d) The nature and extent of an injury to the student;
- (e) The names, roles, and certifications of each employee involved in the use of restraint;
- (f) The name, role, and signature of the person who prepared the report;
- (g) The name of any employee whom the parent or guardian can contact regarding the incident and use of restraint;
- (h) The name of an employee to contact if the parent or guardian wishes to file a complaint; and
- (i) A statement directing parents and legal guardians to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.
- (j) The report shall be included as an education record of the student. A copy will be provided to the parent or legal guardian within five school days of the incident. An incident report must be filed within 30 days with the Missouri Department of Elementary and Secondary Education in the form, method, and with details specified by the department.

SECTION 4.3 Parental notification: Except as otherwise specified more stringently in a student's IEP or Section 504 plan:

SECTION 4.3.1 Following a situation involving the use of seclusion or restraint, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than one hour after the end of the school day of the incident; and

SECTION 4.3.2 The parent or guardian shall receive a written report of the situation within five school days of the incident.

SECTION 4.4 Personnel training: Crossroads shall ensure that all Crossroads Personnel receive annual Adopted by the Board May 2023

training and know the policy and procedures involving the use of seclusion and restraint. The training shall include:

- (a) a continuum of prevention techniques;
- (b) environmental management techniques;
- (c) a continuum of de-escalation techniques; and
- (d) information about the policy.

SECTION 4.5 Crossroads Personnel who utilize seclusion and/or restraint shall receive annual training in:

- (a) de-escalation practices;
- (b) appropriate use of seclusion, inclusion, physical restraint, and mechanical restraint;
- (c) professionally-accepted practices in physical management and use of restraints;
- (d) methods to explain the use of restraint to the student who is to be restrained and to the individual's family; and
- (e) information on the policy and appropriate documentation and notification procedures.

SECTION 4.6 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 Elementary and Secondary Education or any member of the public upon request.

SECTION 4.7 In situations in which a student is an immediate danger of (i) physical harm to self or others; or (ii) Crossroads property, Crossroads and publicly contracted private providers engaged by Crossroads 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 4.8 Crossroads Personnel must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from Crossroads or any Crossroads program setting.

SECTION 5. APPLICABILITY OF THIS POLICY

SECTION 5.1 This policy applies to all Crossroads Personnel assigned to programs not located both on and off Crossroads property/facilities (e.g., hospitals, detention centers, juvenile facilities, and mental health facilities), and such Crossroads Personnel shall follow the policy and procedure of the facility/program where they work.

SECTION 5.2 No person shall be retaliated against for reporting a violation of this policy or for providing information on a violation of the Revised Statutes of Missouri, by Crossroads or any publicly contracted

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private providers engaged by Crossroads.

SECTION 6. CORPORAL PUNISHMENT

SECTION 6.1 No person employed by or volunteering on behalf of Crossroads or any publicly contracted private providers engaged by Crossroads shall administer corporal punishment or cause corporal punishment to be administered upon a student attending Crossroads.

SECTION 6.2 A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons as in the manner provided in this policy.

APPENDIX SS

Services for Students with Disabilities

SECTION 1. 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.

SECTION 2. 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.

SECTION 3. Parents/guardians of students requiring special education and/or other services are encouraged to team with their student's teacher to understand the IEP or other services being offered for the student's educational needs. In doing so, no parent or guardian will be prohibited from recording by audio any meeting held with their student's teacher or counselor regarding their student's IEP Plan or other special educational services being provided by Crossroads. Any such recording, if made by a parent or guardian, shall be the property of the parent or guardian creating the recording, and shall not be construed as a public record made by or prepared for any public governmental body pursuant to the Revised Statutes of Missouri. A parent or guardian may be asked to notify a teacher or counselor of their intent to record any meeting being held pursuant to this policy within twenty-three (23) hours of the time such meeting is scheduled to occur.

SECTION 4. 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 Superintendent of Schools, 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.

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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; or
 - (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.

Adopted by the Board May 2023

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

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

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

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

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

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

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

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

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

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

Appendix XX

Program for Homeless Students Policy

SECTION 1. Definitions.

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

- (1) lacks a fixed, regular, and adequate nighttime residence; and
- (2) 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 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 May 2023

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. Homeless Coordinator.

SECTION 7.1. The Superintendent of Schools 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 Superintendent of Schools or his/her designee of the formal complaint and the disposition.

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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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools 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 Superintendent of Schools 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

Adopted by the Board May 2023

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.

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Appendix AAA

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.

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b. A Crossroads employee may search student lockers, desks and storage areas and the contents contained therein at any time for any justifiable reason.

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.

Adopted by the Board May 2023

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 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.

Adopted by the Board May 2023

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, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a public school in the community 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." "Good cause" is a determination that doing so is not in the best educational interest of the student and shall be consistent with the determination that would be made for such course requested under the process by which a student would enroll in a similar course offered by Crossroads, except that the determination may consider the suitability of virtual courses for the student based on prior participation in virtual courses by the student. An appeal shall be considered under a policy that is substantially similar to the typical process by which appeals would be considered for a student seeking to enroll in courses offered by Crossroads.

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.

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.

APPENDIX DDD

Braille Instruction

The Board of Crossroads Charter Schools adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Definitions

- **"Accessible assistive technology device"**, an assistive technology device, as defined in 20 U.S.C. Section 1401, as amended, that provides blind or visually impaired students the benefits of an educational program in an equally effective and integrated manner as that provided to nondisabled students;
- **"Adequate instruction"**, the quality teaching of blind or visually impaired students, as it pertains to general education and necessary blindness skills, in alignment with the U.S. Department of Education's definition of free appropriate public education, as defined in 20 U.S.C. Section 1401, as amended;
- **"Blind or visually impaired student"**: A child who: (i) has an individualized education program (IEP) or an individualized family service plan (IFSP), as such terms are defined in 20 U.S.C. Section 1401, as amended, or a 504 plan created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended; and (ii) is identified as having the disability of visual impairment (including blindness) within the definition of child with a disability in 20 U.S.C. Section 1401, as amended; or an individual who is deaf-blind under the federal Individuals with Disabilities Education Act (IDEA), as amended, or other federal law;
- **"Braille"**, the system of reading and writing through touch;
- **"Expanded core curriculum"**, a disability-specific curriculum that compensates for vision loss, is foundational to all other learning, and that covers the nine essential areas of compensatory access, sensory efficiency, assistive technology, orientation and mobility, social interaction, recreation and leisure, independent living, self-determination, and career education;
- **"Grade level instruction"**, instruction that aligns with state-designated content standards and curricula for students of the same age or level of maturity, based on the development of intellectual, emotional, physical, and behavioral capacity that is typical for the student's age or age group;
- **"Local educational agency" or "LEA"**, the same definition as in 20 U.S.C. Section 1401, as amended;
- **"Nonvisual access"**, the ability of a blind or visually impaired student to use all functions of a device, without using the student's vision, in an equally effective, equally integrated manner and with equivalent ease of use as the student's sighted peers;
- **"Nonvisual skills"**, skills that are taught in such a way that the student does not need to use any vision;
- **"State educational agency"**, the same definition as in 20 U.S.C. Section 1401, as amended;
- **"Technology-mediated learning environments and methods"**, the settings in which electronic and information technology including, but not limited to, the following is used:

Adopted by the Board May 2023

- Computer-based applications and simulations;
- Personal and mobile computing devices such as smartphones or tablets;
- Web-based platforms;
- Online or distance-learning programs;
- Video games; and
- Exhibits or installations that feature digital media, wearable technology, or other tools that support participants engagement with new knowledge, skills, or practices;

- **"U.S. Access Board"**, the independent federal agency created in 1973 that promotes equality for people with disabilities through leadership in accessible design and the development of accessibility guidelines and standards.

Section 2. Braille Instruction

2.1 Each blind or visually impaired student shall receive instruction in Braille reading and writing as part of such student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of the student's reading and writing skills, needs, and appropriate reading and writing media including, but not limited to, an evaluation of the student's needs for instruction in Braille or the use of Braille, that instruction in Braille or the use of Braille is not appropriate. No blind or visually impaired student shall be denied instruction in Braille reading and writing solely because the student has some vision. During the evaluation and IEP process, consideration shall be given regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis.

2.2 In conjunction with the U.S. Department of Education's Braille presumption requirement in the federal Individuals with Disabilities Education Act (IDEA), as amended, instruction in Braille reading and writing shall be sufficient to enable each blind or visually impaired student to communicate effectively and efficiently at a level commensurate with the student's same age and with the student's nondisabled peers of comparable intellectual ability. The blind or visually impaired student's individualized education program (IEP) or individualized family support plan (IFSP) shall specify:

2.2.1 The results obtained from an evaluation of the blind or visually impaired student's reading and writing skills, needs, and appropriate reading and writing media including, but not limited to, an evaluation of the blind or visually impaired student's needs for instruction in Braille or the use of Braille including, but not limited to, consideration regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis;

2.2.2 How Braille will be implemented, if needed as determined by the IEP team, as a primary mode for learning through integration with other classroom activities;

2.2.3 The length of the period of instruction and the frequency and duration of each instructional session as determined by the IEP team, which shall, as closely as appropriate based on individual needs, be identical to the level of instruction provided to nondisabled peers; and

2.2.4 The level of competency in Braille reading and writing to be achieved by the end of the period.

2.3 Use, and provision, of Braille materials for reading and writing shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 Adopted by the Board May 2023

U.S.C. Section 794, as amended.

2.4 In conjunction with academic achievement and functional performance requirements of 34 CFR 300.320(a)(2)(i), as amended, instruction in expanded core curriculum shall be provided to blind or visually impaired students to support progress in the general education curriculum.

Section 3. Instruction In Assistive Technology

3.1 Each blind or visually impaired student shall receive instruction in assistive technology as part of the student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of a student's needs, that instruction in assistive technology is not appropriate. No student shall be denied instruction in assistive technology solely because the student has some vision.

3.2 In conjunction with accessible assistive technology requirements of the federal Individuals with Disabilities Education Act (IDEA) in 20 U.S.C. Section 1412(a)(12)(B)(i), as amended, the blind or visually impaired student shall receive grade-level instruction that will equip the blind or visually impaired student with the appropriate technology-mediated learning environments and methods to perform on the same level of proficiency expected of peers of comparable intellectual ability and grade level. The blind or visually impaired student's IEP or IFSP shall specify:

3.2.1 The results obtained from an assessment of the blind or visually impaired student's skills, needs, and appropriate accessible assistive technology including, but not limited to, an evaluation of the future needs for accessible assistive technology training or the use of accessible assistive technology;

3.2.2 How accessible assistive technology will be implemented as a primary mode for learning through integration with other classroom activities;

3.2.3 The frequency and duration of each instructional session;

3.2.4 The level of mastery of the accessible assistive technology specified by the blind or visually impaired student's assessment to be achieved by the end of the period; and

3.2.5 Acknowledgment that either:

3.2.5.1 The blind or visually impaired student may transport the accessible assistive technology to and from school without the need for payment, family assumption of liability for loss or damage, or any other cost to the blind or visually impaired student or the family; or

3.2.5.2 If the accessible assistive technology remains at school, the LEA will provide duplicate accessible assistive technology in the blind or visually impaired student's home without requiring payment, family assumption of liability for loss or damage, or any other cost to the blind or visually impaired student or the family.

3.3 Use, and provision, of accessible assistive technology shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

Section 4. Instruction in Orientation and Mobility

Adopted by the Board May 2023

4.1 Each blind or visually impaired student shall receive instruction in orientation and mobility as part of the student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of a student's needs, that instruction in orientation and mobility is not appropriate. No student shall be denied instruction in orientation and mobility solely because the student has some vision.

4.2 In conjunction with orientation and mobility services requirements of 34 CFR 300.34(c)(7), as amended, blind or visually impaired students shall receive orientation and mobility instruction to equip each blind or visually impaired student with the age-appropriate tools, techniques, and nonvisual skills to navigate in and around the student's home, schools, communities, and other environments as applicable, and as expected of peers of comparable intellectual ability and grade level. The blind or visually impaired student's IEP or IFSP shall specify:

4.2.1 The results obtained from an evaluation of the blind or visually impaired student's orientation and mobility needs including, but not limited to, an evaluation of the blind or visually impaired student's future needs for instruction in orientation and mobility;

4.2.2 How orientation and mobility will be integrated into the home, school, and community;

4.2.3 The date on which orientation and mobility instruction will commence;

4.2.4 The frequency and duration of each instructional session; and

4.2.5 The level of mastery of orientation and mobility skills to be achieved by the end of the period.

4.3 Orientation and mobility equipment, accommodations, and modifications shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

4.4 An orientation and mobility evaluation shall be conducted by a person who is appropriately certified by the National Blindness Professional Certification Board (NBPCB) with a National Orientation and Mobility Certification (NOMC), or through the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) as a Certified Orientation and Mobility Specialist (COMS), or who holds a nationally recognized certification related to orientation and mobility.

4.5 The orientation and mobility evaluations described in subdivision (4) of this subsection shall occur in familiar and unfamiliar environments, during the daytime and nighttime, and around the home, school, and community as determined age appropriate by the blind or visually impaired student's IEP or IFSP.

Appendix EEE

Virtual Education Observation Policy

The Board of Crossroads Charter Schools adopts the following policy, effective on the date of the adoption by the Board: August 10, 2020

1. Observation of Virtual Classroom Sessions
 - 1.1. Non-students are allowed to observe virtual classroom sessions.
 - 1.2. An individual wishing to observe a virtual classroom session must email the teacher in advance of the lesson with a request to observe the classroom session.
 - 1.3. An observer shall not participate in the lesson or interrupt the teacher to ask a question.
 - 1.4. The school administrator shall send a communication to parents or guardians at the beginning of the year sharing the virtual observation policy.

2. Protecting Student Privacy
 - 2.1. In order to protect the privacy of students participating in virtual classrooms, the school shall send a communication to parents/guardians and students requesting that no personally identifiable information that may be disclosed in the virtual classroom be shared or recorded.
 - 2.2. If a parent/guardian and/or student wishes to record or share personally identifiable information from a virtual classroom session, they must request prior written consent in order to share such information.

Adopted by the Board May 2023

APPENDIX FFF

Annual Performance Report Information and Parental Notification

The Board of Crossroads Charter Schools hereby adopts the following policy effective on that date that the policy is adopted by the Board.

1. Crossroads shall display the following information on its website:
 - a. Crossroads' annual performance rating and ranking percentage; and
 - b. A list of the bottom five percent (5%) of scores for all schools and all local educational agencies.
2. Any time Crossroads is determined to be in the bottom five percent (5%) of scores on the annual performance report, Crossroads shall mail a letter to the parents and guardians of each student of Crossroads.
3. Such letter shall include:
 - a. That Crossroads has been determined to be in the bottom five percent (5%) of scores on the annual performance report; and
 - b. What options are available to such students as a result of Crossroads' current status.

APPENDIX GGG

COMMUNITY ENGAGEMENT

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Crossroads shall adopt a community engagement policy that provides residents within the boundaries of the Kansas City Missouri Public School District with methods of communicating with the Board of Crossroads and Crossroads' administration.

Section 2. Crossroads' community engagement policy shall include a process for allowing any resident of the KCPS District to place an item on the agenda of the Board meeting. Such process shall include the following:

Section 2.1. No item shall be placed on a meeting agenda pursuant to the established process unless the item is directly related to the governance or operation of Crossroads.

Section 2.2. Crossroads may require a resident to meet with the head of Crossroads in order to resolve the issue. Such meeting shall take place within twenty (20) business days of receiving a written request from the resident to meet. After such meeting or if the meeting did not take place within twenty (20) business days, the resident may request to have the item placed on the Board's meeting agenda. If the Board receives the request to place the item on the agenda at least five (5) business days prior to the next regularly scheduled meeting, the issue shall be placed as an item on the agenda for such meeting. If the request is received less than five (5) business days before the next regularly scheduled meeting, the agenda item may be placed as an item on the next subsequent regularly scheduled meeting. The item may be moved to a different meeting with consent of the resident.

Section 2.3. The Board may refuse to hear or delay hearing an agenda item if the Board has heard an identical or substantially similar issue in the previous three calendar months or if the resident has previously violated Board rules regarding conduct at meetings or on school property.

Section 2.4. The Board may delay hearing an agenda item if more than three resident-initiated agenda items are scheduled for the same board meeting. If the hearing of a resident's agenda item is delayed, the Board shall provide the resident with an alternate method of communicating to Crossroads board or governing board regarding the agenda item.

Adopted by the Board May 2023

APPENDIX HHH

GET THE LEAD OUT OF SCHOOL DRINKING WATER POLICY

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Beginning in the 2023-2024 school year and every subsequent school year, Crossroads shall provide drinking water with a lead concentration level below five parts per billion in sufficient amounts to meet the drinking water needs of all students and staff.

Section 2. On or before January 1, 2024, Crossroads shall:

- a. Conduct an inventory of all drinking water outlets and all outlets that are used for dispensing water for cooking or for cleaning cooking and eating utensils in each of its school buildings;
- b. Develop a plan for testing every water outlet inventoried under paragraph (a) above and make such plan available to the public; and
- c. Provide general information on the health effects of lead contamination and additional informational resources for employees and parents if information is requested.

Section 3. Before August 1, 2024, or the first day on which students will be present, Crossroads shall:

- a. Conduct testing for lead by first-draw and follow-up flush samples of a random sampling of at least twenty-five percent of remediated drinking water outlets until all remediated sources have been tested as recommended by the 2018 version of the United States Environmental Protection Agency's Training, Testing, and Taking Action program. Such testing shall be conducted, and results analyzed by an entity approved by the Department of Health and Senior Services;
- b. Make all test results and any lead remediation plans available on Crossroads' website within two weeks after receiving test results; and
- c. Remove and replace any drinking water coolers or drinking water outlets that the United States Environmental Protection Agency has determined are not lead-free under the federal Lead Contamination Act of 1988, as amended. Crossroads is not required to replace drinking water outlets or water coolers that tested under the testing requirements in the United States Environmental Protection Agency's Training, Testing, and Taking Action program and have been determined to be dispensing drinking water with a lead concentration less than five parts per billion.

Section 4. If testing indicates the water source is causing the contamination and until such time remediation is complete, Crossroads shall:

- a. Install a filter at each point at which the water supply enters a Crossroads building;
- b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion; or
- c. Provide purified water at each water outlet inventories described in Section 2(a) above.

Adopted by the Board May 2023

Section 5. If testing indicates that the internal building piping is causing the contamination and until such time remediation is complete, Crossroads shall:

- a. Install a filter at each point at which the water supply enters a Crossroads building; or
- b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion.

Section 6. Any pipe, solder, fitting, or fixture replaced as part of remediation shall be lead free, as such term is defined in 40 CFR 143.12, as amended.

Section 7. If test results show lead concentration that exceeds five parts per billion, Crossroads shall provide written notification to its staff within seven business days of receiving such test result. The written notification shall include:

- a. The test results and a summary that explains the results;
- b. A description of remedial steps taken; and
- c. A description of general health effects of lead contamination and community specific resources.

Section 8. If test results show lead concentration that exceeds five parts per billion, Crossroads shall also provide bottled water if there is not enough water to meet the drinking water needs of students, teachers, and staff.

Section 9. Crossroads shall test for lead annually, however, if Crossroads tests and does not find a drinking water source with a lead concentration above 5 parts per billion, Crossroads is only required to test every five years.

APPENDIX III

Identification Cards Model Policy

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Beginning July 1, 2023, Crossroads shall have “988” printed on either side of all student identification cards. 988 is the three-digit dialing code that directs calls and routes text messages to the Suicide and Crisis Lifeline.

Section 2. If on July 1, 2023, Crossroads has unissued student identification cards that do not have the “988” code on them, Crossroads shall issue those cards until the supply is depleted.

APPENDIX JJJ

Mental Health Awareness Training Model Policy

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. For each school year beginning in the 2022-2023 school year, Crossroads shall provide mental health awareness training to students.

Section 2. Each student shall have received mental health awareness training any time during their four years of high school.

Section 3. Such training shall be included in Crossroads' existing health or physical education curriculum. Such training shall be based on a program established by the Department of Elementary and Secondary Education.

APPENDIX KKK

WILL'S LAW

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1. Definitions

- a. "Individualized emergency health care plan" means a document developed by the School Nurse, in consultation with a student's parent and other appropriate medical professionals, that is consistent with the recommendations of the student's health care providers, that describes procedural guidelines that provide specific directions about what to do in a particular emergency situations, and that is signed by the parent or guardian and the School Nurse, or the Principal or the Principal's designee in the absence of the School Nurse.
- b. "Individualized health care plan" means a document developed by a school nurse, in consultations with a student's parent and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, that is consistent with the recommendations of the student's health care providers, that describes the health services needed by a student at school, and that is signed by the parent or guardian and the School Nurse or Principal or the Principal's designee in the absence of the School Nurse.

SECTION 2. If any parent of a student of Crossroads seeks epilepsy or seizure disorder care, the School Nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student.

SECTION 3. The parent of the student shall annually provide Crossroads written authorization for the provision of epilepsy or seizure disorder care as described in the individualized plans.

SECTION 4. The School Nurse shall update each student's individualized plan before the beginning of each school year and as necessary if there is a change in the health status of the student.

SECTION 5. Each individualized health care plan shall, and each individualized emergency health care plan may include, but not be limited to the following:

- a. A notice about the student's condition for all school employees who interact with the student;
- b. Written orders from the student's physician or advanced practice nurse describing the epilepsy or seizure disorder care;
- c. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
- d. Whether the student may fully participate in exercise and sports, and any contraindications to exercise or accommodations that shall be made for that particular student;
- e. Accommodations for school trips, after-school activities, class parties, and other school-related activities;

Adopted by the Board May 2023

f. Information for such school employees about how to recognize and provide care for epilepsy and seizure disorders, epilepsy and seizure disorder first aid training, when to call for assistance, emergency contact information, and parent contact information;

g. Medical and treatment issues that may affect the educational process of the student;

h. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and

i. How to maintain communication with the student, the student's parent and health care team, the School Nurse or the Principal or the Principal's designee in the absence of the School Nurse, and Crossroads employees.

SECTION 6. The School Nurse or Principal or the Principal's designee in the absence of the School Nurse shall obtain a release from the student's parent or guardian to authorize the sharing of medical information between the student's physician or advance practice nurse and other health care providers. Such release shall also authorize the School Nurse, Principal or the Principal's designee in the absence of the School Nurse to share medical information with other school employees as necessary.

SECTION 7. The School Nurse shall coordinate the provision of epilepsy and seizure disorder care at Crossroads.

SECTION 8. The School Nurse shall provide mandatory training every two years to all school employees in the care of students with epilepsy and seizure disorders. Such training shall include, but not be limited to:

- a. School employees working with school-sponsored programs outside of the regular school day, as provided in any student's individualized plan; and
- b. An online or in-person course of instruction approved by the Department of Health and Senior Services.

APPENDIX LLL

Reading Assessment Model Policy

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1. Crossroads shall assess all students enrolled in kindergarten through grade three at the beginning and end of each school year for their level of reading or reading readiness on state-approved reading assessments. Crossroads shall also assess any newly enrolled student in grades one through five.

SECTION 2. At the beginning of the school year, Crossroads shall provide a reading success plan to any student who:

- a. Exhibits a substantial deficiency in reading which creates a barrier to the child's progress learning to read. The identification of such deficiency may be based upon the most recent assessments or teacher observation; or
- b. Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia.

SECTION 3. Crossroads shall provide annual written notification to the parent or guardian of any student in kindergarten through grade three who exhibits a substantial deficiency of the following:

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services currently provided to the child; and
- c. A description of the proposed supplemental instructional services and supports that Crossroads will provide the student that are designed to remediate the identified area of reading deficiency. For any student who is identified as being at risk for dyslexia or has diagnosis of dyslexia, Crossroads shall provide an explanation that the instruction that will be used to teach the child reading will be explicit, systematic, and diagnostic, and based on phonological awareness, phonics, fluency, vocabulary, comprehension, morphology, syntax, and semantics.

SECTION 4. [INCLUDE IF CROSSROADS HAS A SUMMER READING PROGRAM] Crossroads shall notify the parent or guardian of each student who exhibits a substantial deficiency in reading of the opportunity to attend Crossroads' summer reading program.

SECTION 5. If a student has a substantial reading deficiency at the end of third grade, Crossroads shall convene a meeting with the appropriate staff and the student's parent or guardian to discuss whether the student should be retained in grade level. This decision shall be based on all relevant factors including:

- a. The reading deficiency;
- b. The student's progress in other subject areas; and
- c. The student's overall intellectual, physical, emotional, and social development.

Adopted by the Board May 2023

SECTION 6. If a student is retained at the end of grade three, a specific plan of action shall be formulated to remedy the student's reading deficiency.

SECTION 7. The reading success plan shall be provided as appropriate according to student need, free of charge, to remediate the identified areas of reading deficiency, including scientific, evidence-based reading instruction and other strategies. Such strategies may include, but are not limited to:

- i. Small group or individual instruction;
- ii. Reduced teacher-student ratios;
- iii. More frequent progress monitoring;
- iv. Tutoring or mentoring;
- v. Extended school day, week, or year; and
- vi. Summer reading programs.

SECTION 8. For any student with a formal diagnosis of dyslexia or for a student who was found to be at risk of dyslexia in the statewide dyslexia screening, Crossroads shall provide evidence-based reading instruction that addresses phonology, sound-symbol association, syllable instruction, morphology, syntax, and semantics provided through systematic, cumulative, explicit, and diagnostic methods.

SECTION 9. No less than four times a year, Crossroads shall notify the parent or guardian of academic or other progress being made by the student. This notification shall include any other information Crossroads wishes to provide the parent or guardian.

SECTION 10. Crossroads shall provide all parents and guardians with a plan that includes suggestions for regular parent or guardian-guided home reading.

SECTION 11. Crossroads shall provide intensive reading instruction to each kindergarten through grade five student who is assessed as exhibiting a substantial deficiency in reading. Such instruction shall also comply with the following criteria:

- a. The assessment shall measure phonemic awareness, phonics, fluency, vocabulary, and comprehension;
- b. Be provided during regular school hours;
- c. Provide a reading curriculum that meets the following requirements and specifications:
 - i. Assists students assessed as exhibiting a substantial deficiency in reading to develop the skills to read at grade level;
 - ii. Provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension;
 - iii. Includes a scientifically based and reliable assessment;

Adopted by the Board May 2023

- iv. Provides initial and ongoing analysis of each student's reading progress; and
- v. Provides a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects.

SECTION 12. Crossroads shall provide a report to the Department of Elementary and Secondary Education regarding specific intensive reading interventions and supports Crossroads implemented as well as the reading assessment data collected for grades kindergarten through five.

APPENDIX MMM

Interstate Compact on Educational Opportunity for Military Children Policy

The Board of Crossroads Charter Schools adopts the following policy, effective on the date of adoption by the Board.

This policy implements the obligations of Crossroads Charter Schools under the Interstate Compact on Educational Opportunity for Military Children.

Section 1. Definitions

- A. Active Duty: full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.
- B. Deployment: the period one (1) month prior to the service members' departure from their home station on military orders through six (6) months after return to their home station.
- C. Education(al) records: those official records, files, and data related to a student and maintained by the school or local education agency including but not limited to records encompassing all the material kept in the student's cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results of evaluative tests, health data, disciplinary status, test protocol and individualized education programs.
- D. Extracurricular activities: a voluntary activity sponsored by the school or local education agency or an organization sanctioned by the local educational agency. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.
- E. Military installation: a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other U.S. Territory. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.
- F. Receiving state: the state to which a child of a military family is sent, brought, or caused to be sent or brought.
- G. Sending state: the state from which a child of a military family is sent, brought, or caused to be sent or brought.
- H. Transition: 1) the formal and physical process of transferring from school to school or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

Section 2. Applicability

Section 2.1. This policy applies to the children of: (1) active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and

Adopted by the Board May 2023

1211; (2) members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and (3) members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

Section 2.2. This policy shall not apply to children of: (1) inactive members of the National Guard and military reserves; (2) members of the uniformed services now retired, except as provided for in Section 2.1; (3) veterans of the uniformed services, except as provided for in Section 2.1; and (4) other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

Section 3. Student Eligibility and Enrollment

Section 3.1. Upon receipt of the unofficial education records by Crossroads Charter Schools, Crossroads Charter Schools shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

Section 3.2. Simultaneous with enrollment and conditional placement of a student, Crossroads Charter Schools shall request the student's official education record from the school in the sending state. If Crossroads Charter Schools is the school in the sending state, Crossroads Charter Schools will process any such request and furnish the official education records to the school in the receiving state within ten (10) days of its receipt of a request from a school in the receiving state for such educational records.

Section 3.3. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

Section 3.4. Crossroads Charter Schools is prohibited from charging tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

Section 3.5. A transitioning military child shall have thirty (30) days from the date of enrollment to obtain any required immunization(s).

Section 3.6. A transitioning military child, placed in the care of a non-custodial parent or other person standing in local parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend Crossroads Charter Schools if he/she was enrolled while residing with the custodial parent.

Section 3.7. Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including Kindergarten) in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

Section 3.8. Crossroads Charter Schools shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

Section 4. Placement and Attendance

Adopted by the Board May 2023

Section 4.1. When the student transfers before or during the school year, Crossroads Charter Schools shall initially honor placement of the student in educational courses on the student's enrollment in the sending state school and/or educational assessment conducted at the school in the sending state if the courses are offered. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude Crossroads Charter Schools from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

Section 4.2. Crossroads Charter Schools shall initially honor placement of the student in educational programs based on current educational assessment conducted at the school in the sending state or participation/placement in like programs in the sending state. Such programs include but are not limited to: 1) gifted and talented programs, and 2) English as a second language (ESL). This does not preclude Crossroads Charter Schools from performing subsequent evaluations to ensure appropriate placement of the student.

Section 4.3. Crossroads Charter Schools shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP). Crossroads Charter Schools shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities to provide such students with equal access to education. This does not preclude Crossroads Charter Schools from performing subsequent evaluations to ensure appropriate placement of the student. Nothing in this section exempts Crossroads Charter Schools from the requirements of federal and state law.

Section 4.4. Crossroads Charter Schools may waive course/programs prerequisites, or other preconditions for placement in courses/programs.

Section 4.5. A student whose parent or legal guardian is an active duty member of the uniformed services, as defined in this policy, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of Crossroads Charter Schools to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

Section 5. Graduation

Section 5.1. Crossroads Charter Schools shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, Crossroads Charter Schools shall provide an alternative means of acquiring coursework so that graduation may occur on time.

Section 5.2. Should a military student transferring at the beginning or during his or her senior year of high school be ineligible to graduate from the receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies shall ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. Crossroads Charter Schools shall ensure cooperation, as either the sending or receiving local education agency, in the event of the situation described in this section.

APPENDIX NNN

Missouri Victims' Economic Security And Safety Act

The Board of Crossroads Charter Schools adopts the following policy, effective on the date of adoption by the Board.

In accordance with the Missouri Victims' Economic Security and Safety Act (VESSA), Crossroads Charter Schools offers eligible employees unpaid leave for qualifying domestic or sexual violence related reasons, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

Section 1. Definitions

1. "Domestic violence" means abuse or stalking committed by a family or household member.
2. "Family" or "household member" means spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.
3. "Sexual violence" means a sexual assault, including without limitation, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without the person's consent, and trafficking for the purposes of sexual exploitation as described by Missouri law.
4. "Workweek" means an individual employee's standard workweek.

Section 2. Eligible Employees

Employees are eligible for leave if they are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence. The family or household member may not have interests that are adverse to the employee as it relates to the domestic or sexual violence.

Section 3. Qualifying Reasons for Leave

Domestic or sexual violence leave is available to eligible employees in the following circumstances:

1. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against the employee or their family or household member.
2. To obtain victim services from a victim services organization for the employee or their family or household member.
3. To obtain psychological or other counseling services for the employee or their family or household member.
4. To participate in safety planning, including temporary or permanent relocation or other actions to increase safety for the employee or their family or household member from future domestic or sexual violence.

Adopted by the Board May 2023

5. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including participating in court proceedings related to the domestic or sexual violence.

Section 4. Leave Time

Eligible employees may take up to two workweeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Leave taken under this policy is unpaid. However, employees may substitute accrued and unused PTO for the unpaid leave. The substitution of PTO does not extend the leave period but runs concurrently with it. Likewise, domestic and sexual violence leave may run concurrently with any leave available under the federal Family and Medical Leave Act (FMLA). This policy does not entitle employees to take unpaid leave that exceeds the amount of unpaid leave time allowed under the FMLA.

Section 5. Notice of Need for Leave and Certification

Eligible employees must provide Crossroads Charter Schools with at least 48 hours' advance notice (*preferably written notice*) of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave with a reasonable period after the absence.

To request domestic or sexual violence leave, employees must supply Director of Human Resources with a sworn statement that the employee or a member of the employee's family or household is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying reason. In addition, Crossroads Charter Schools may require the following supplemental information:

1. Documents from an employee, agent, or volunteer of a victim's services organization, member of the clergy, or medical or other professional from whom the employee or family or household member has sought assistance.
2. A police report or court record.
3. Other corroborating evidence.

This information must be provided to Director of Human Resources within a reasonable time after it is requested by Crossroads Charter Schools. Full cooperation to obtain this supplemental information is required under this policy.

During leave, employees may be required to provide periodic reports when reasonably requested about the employee's status or any change in the employee's plans to return to work.

Section 6. Medical and Other Benefits

An employee taking domestic or sexual violence leave, upon return from leave, is entitled to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position.

Taking domestic or sexual violence leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

Section 7. Reasonable Safety Accommodations

Adopted by the Board May 2023

Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence unless it would impose an undue hardship on Crossroads Charter Schools. Employees seeking a reasonable safety accommodation may be required by Crossroads Charter Schools to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodations are for a purpose authorized by VESSA.

Section 8. Non-Retaliation

Employees who seek good faith leave or reasonable safety accommodations under this policy will not be retaliated against. If an employee believes he/she/they has been subjected to retaliation or discrimination, the employee should report it to Director of Human Resources.



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~~Superintendent of Schools” shall mean the person maintaining the position of ~~Executive Director~~Superintendent of Schools for Crossroads Charter Schools, or such person’s duly authorized designee, which shall be the chief executive officer of Crossroads.

“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~~shall mean the Superintendent of Schools, Chief Academic Officer, Chief Operating Officer, Operations Manager and each of the Principals of Crossroads.

“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.

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~~ the Superintendent of Schools and approved by the Board.

The school calendar shall include six (6) make-up days for possible loss of attendance due to inclement weather. Crossroads shall be required to make up the first thirty-six (36) hours 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. Additionally, Crossroads shall be exempt from making up, up to 36 hours of school, lost or cancelled to due to exceptional or emergency circumstances if Crossroads has an alternative methods of instruction plan approved by the Missouri Department of Elementary and Secondary Education in place. For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, extreme heat, flooding or a tornado. For purposes of this Policy, "exceptional or emergency circumstances" shall include, but not be limited to inclement weather, utility outages or an outbreak of a contagious disease.

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, the lost hours 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 May 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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools shall communicate with students and parents in a timely manner regarding the cancellation of these activities.

SECTION 2.5. At the ~~Executive Director's~~Superintendent of Schools' 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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools) 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~~Superintendent of Schools 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~~Superintendent of Schools 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/Superintendent of Schools. The Superintendent of Schools 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 1.4. Crossroads acknowledges its duty to supervise students that are under its care and control. However, Crossroads hosts a number of off-campus activities, field trips and learning opportunities (both curricular and extracurricular) that require transportation to and from those activities. Crossroads students of legal driving age may seek to transport themselves to and from those off-campus activities, field trips and learning opportunities. It is the policy of Crossroads that students transporting themselves to and from off-campus activities, field trips and learning opportunities may do so upon a parent or guardian of the student delivering written authorization for the student to transport themselves to and from an off-campus activity, field trip and/or learning opportunity to Crossroads coupled with an acknowledgement from the parent or guardian that the student is not under the care, custody and control of Crossroads while the student is transporting themselves to and from any one or more such off-campus activity, field trip and/or learning opportunity and such other acknowledgement, agreement and procedure the Superintendent of Schools deems necessary and appropriate.

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.

~~Adopted by the Board May 2023~~
Adopted by the Board May 2019

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

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

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

SECTION 3. Staff Vehicles

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

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

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

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

SECTION 4. Walking and Biking.

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

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

APPENDIX P

Building Maintenance

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

The ~~Executive Director~~Superintendent of Schools 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~~Superintendent of Schools, 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~~Superintendent of Schools 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 good 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~~Superintendent of Schools or Principal. Solicitation within the school must have prior approval of the ~~Executive Director~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools.

SECTION 1.5. Upon request, the ~~Executive Director~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools. Individual petitions for any deviation from full-time attendance shall be considered by the ~~Executive Director~~Superintendent of Schools 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 May 20, 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~~Superintendent of Schools 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 statutoryrape.
- (7) Teach pupils about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and instant messaging programs. Pupils shall be taught how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing and Exploited Children's CyberTipline; and

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

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

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

- (1) The basic content of the district's or school's human sexuality instruction to be provided to the student; and
- (2) The parent's right to remove the student from any part of the school's human sexuality instruction.
- (3) All curriculum materials used in the human sexuality instruction shall be available for public inspection pursuant to chapter 610 prior to the use of such materials in actual instruction.
- (4) The school will not provide abortion services, 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 May 20, 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~~Superintendent of Schools 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 (i) reside within the Kansas City Public Schools (KCPS) ~~district~~District boundaries; (ii) be eligible to attend under an urban voluntary transfer program; or (iii) subject to the provisions of SECTION 8 below, be a child of an employee of Crossroads. All students residing within KCPS ~~district~~District boundaries, or otherwise meeting the above criteria, 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.

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 3.34. 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, and 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

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

- 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.
- ~~Due to uncertainties related to the COVID-19 pandemic, for the 2020-21 school year, Crossroads may enroll into a 100% Virtual Only option, a number of students in each grade level that exceeds by 10% the traditional grade level capacity. Students accepting this 100% Virtual Only option for the 2020-21 school year will be able to re-enroll along with other current students for Crossroads regular program in the 2021-22 school year.~~

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.

SECTION 8. Non-Resident Children of Crossroads Employees: Children of Crossroads staff who reside outside of the Kansas City Public Schools (KCPS) District boundaries may enroll in Crossroads provided (i) the student is not barred from enrollment in Crossroads by provisions of the Safe Schools Act, as amended, (ii) the student does not fill an enrollment slot of an otherwise eligible student within the Kansas City Public Schools (KCPS) District boundaries and (iii) the district of residence of the student is not required to pay tuition. The district of residence for the student shall be school district where the student's domicile is located. The domicile of the student is the domicile of the parent, military guardian pursuant to a military issued guardianship or a court appointed legal guardian. A child of a Crossroads staff member who resides outside of the Kansas City Public Schools (KCPS) District boundaries will not be required to pay tuition up to the amount of the then current average daily attendance rate of reimbursement for students residing within the boundaries of the Kansas City Public Schools (KCPS) District; however, the student will be required to pay the cost associated with transportation as well as any additional supportive services (i.e. additional para-professional, English language learning, independent education plan/504, speech pathology, reading intervention, English as second language, etc.) the student requires during any academic school year.

Updated By the Board on 2/10/20

~~Adopted by the Board May 2023~~
Adopted by the Board May 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 a student not demonstrating Proficiency in Communication Arts/Reading and Math based on the Missouri state assessment results in Communication Arts and Math from the of the previous school year cannot be verified, who does not score at or the 50th percentile on the fall NWEA Reading and Math tests in the Fall assessment of the current school year, will be required to participate in the school's current year remediation program as a condition of promotion to the next grade level.~~ A

2. _____ 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.

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

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~~Superintendent of Schools 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~~Superintendent of Schools for approval.

SECTION 2. Board Notification.

The ~~Executive Director~~Superintendent of Schools 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~~Superintendent of Schools 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

~~Adopted by the Board May 2023~~
Adopted by the Board May 2019

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~~Superintendent of Schools

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~~Superintendent of Schools 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~~The Crossroads' leadership personnel, 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. No Crossroads employee will be given access to Crossroads' technology resources before Crossroads has a signed Employee Manual, which includes an acknowledgment that the employee has read and understands this Board Policy regarding the acceptable use of Crossroads technology and the internet, on file. Authorized employees may use Crossroads' technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of Crossroads' policies or procedures, hinder the use of Crossroads' technology resources for the benefit of its students or waste Crossroads resources. Any use that jeopardizes the safety, security or usefulness of Crossroads' technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by Crossroads, employees may not access, view, display, store, print or disseminate information using Crossroads technology resources that students or other users could not access, view, display, store, print or disseminate. Crossroads employees shall use Crossroads technology to pursue the following goals and under the following conditions:

~~Develop~~

- To 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~~To supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy.
- ~~Take~~To 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~~To supervise student Internet and computer usage.

SECTION 3. Student Responsibilities for Use of Technology

- Use Crossroads technology strictly in compliance with this policy.
- 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.

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- 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. The following rules and responsibilities will apply to all users of Crossroads technology resources:

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

- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- All users shall immediately report any security problems or misuse of Crossroads' technology resources to a teacher or administrator.
- 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/Superintendent of Schools.
- 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.
- Only install and use properly licensed software, audio or video media purchased by Crossroads or approved for use by Crossroads.

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

Providing

- Applying for a user ID under false pretenses or using another person's ID or password.
- Sharing user IDs or passwords with others or otherwise providing unauthorized or inappropriate access to Crossroads' technology resources.
- Any Deleting, examining, copying or modifying files or data belonging to other users without their prior consent or engaging in any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any Crossroads technology.
- Use of Crossroads technology to connect to other systems or in evasion of the physical limitations of the remote system.
- Any attempts to secure a higher level of privilege on the technology resources without authorization from Crossroads administration.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive, or threatening material.
- Distribution or use of information that constitutes obscene, insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedure.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
- 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.

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- Accessing fee services without permission from an administrator.

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. Students who do not have a Crossroads Internet Use Agreement on file with Crossroads may be granted permission to use Crossroads' technology resources by the Superintendent of Schools or designee. No child will be allowed to operate a computer to access the Internet without direct adult supervision.

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

SECTION 8. Social Media Use Policy

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

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

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

SECTION 8.3. Definitions

- Guests – include, but are not limited to, visitors, workshop attendees, volunteers, adult education staff and students, Board members, independent contractors, vendors, and Crossroads consultants.
- Social Media – includes websites that incorporate one or more of the following:
 1. Blogs – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments on their blogs.
 2. Microblogs – are websites and spaces that allow users to post short blog entries. Twitter is an example, as well as other sites that invite users to post short status and location updates such as Facebook and Foursquare.
 3. Social networks – are websites where users can create customized profiles and form connections with other users based on shared characteristics and interests. Websites such as [Meta \(Facebook/Instagram\)](#), [TikTok](#), [Reddit](#), [Twitter](#), [YouTube](#), [WhatsApp](#), [WeChat](#), [Snapchat](#) and [MySpace](#) [the like](#) tend to foster personal social contact among “friends”, while websites such as LinkedIn are oriented toward professional networking. Some [LEAschools](#), [school districts](#) 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~~Superintendent of Schools or his/her designee. Conduct otherwise will result in disciplinary action to be determined at the discretion of the ~~Executive Director~~Superintendent of Schools. 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~~Superintendent of Schools, 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~~Superintendent of Schools 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 fileserver space. 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, Superintendent of Schools. When such permission is granted, the posting must state that the statement does not represent the position of Crossroads.

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

SECTION 8.8 Consequences for Inappropriate, Unauthorized and Illegal Use. General rules for behavior, ethics, and communications apply when using social networking systems and information. Users must be aware that violations of this Policy, or other unlawful or inappropriate use of social media systems and information, may result in loss of access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, student suspensions, employee suspensions (with or without pay for employees), dismissal, expulsions, breach of contract, penalties provided in statutes, regulations, and other laws and/or legal proceedings on a case-by-case basis.

SECTION 9. Electronic Mail. All users of Crossroads electronic mail system are responsible for messages originating from the user's account. The following acts or activities related to the use of Crossroads electronic mail system are strictly prohibited:

- Forgery or attempted forgery of e-mail messages.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users.
- Users are prohibited from sending unsolicited mass e-mail. Crossroads considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
- All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with Crossroads policies and procedures.

SECTION 10. External Users. Consultants, legal counsel, independent contractors and other persons having professional business with Crossroads may be granted user privileges at the discretion of the Superintendent of Schools or designee, subject to the execution of a Crossroads Technology Use Agreement and for the sole, limited purpose of conducting business with Crossroads. External users must abide by all laws, district policies and procedures.

SECTION 11. Exceptions. Exceptions to Crossroads technology use policy will be made in the following instances:

- Crossroads employees or agents conducting an investigation of a use that potentially violates the law, Crossroads policies or procedures.
- Administrators who need access to Crossroads technology resources to maintain the Crossroads resources or examine and delete data stored on Crossroads computers as allowed by Crossroads document retention policy.
- Administrators and/or security personnel accessing Crossroads technology for purposes of investigating a student, teacher or other Crossroads personnel related to a potential violation of Crossroads' code of conduct, discipline policy, Employee Manual or to otherwise preserve the health, safety or security of Crossroads students, personnel or property.

SECTION 12. Student Data. Any and all records, data, documents, video or electronic mail messages related to Crossroads students captured, stored or collected on Crossroads technology constitute Student Data. All Student Data collected or stored by Crossroads is subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 CFR Part 99, as amended (FERPA). Crossroads shall keep and maintain all Student Data in strict confidence and shall not disclose any Student Data to any third-party except as required by law or the provisions of FERPA.

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~~Superintendent of Schools, 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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools. 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 May 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~~Superintendent of Schools 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~~Superintendent of Schools 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 May 2023~~
Adopted by the Board May 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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools for permission for the student to participate in school-sponsored activities. If denied permission by the ~~Executive Director~~Superintendent of Schools, 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.

~~Adopted by the Board May 2023~~
Adopted by the Board May 2019

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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools, 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~~Superintendent of Schools 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~~Superintendent of Schools 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 May 2023~~
Adopted by the Board May 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.~~

~~Offense:~~

~~Offense:~~

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.~~

~~Offense:~~

~~Offense:~~

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

~~First Offense: Expulsion.~~

~~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.

~~Adopted by the Board May 2023~~

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

~~Adopted by the Board May 20, 2019~~

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

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

~~Adopted by the Board May 20, 2019~~

~~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.~~
~~Offense:~~
~~Offense:~~

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.~~
~~Offense:~~
~~Offense:~~

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.~~
~~Offense:~~
~~Offense:~~

~~Adopted by the Board May 20, 2019~~

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

~~Adopted by the Board May 2023~~
~~Adopted by the Board May 2019~~

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.~~
~~Offense:~~
~~Offense:~~

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.~~
~~Offense:~~
~~Offense:~~

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.~~
~~Offense:~~
~~Offense:~~

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~~
~~Second Offense: Expulsion~~

~~Adopted by the Board May 2019~~

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

~~Adopted by the Board May 2023~~
~~Adopted by the Board May 2019~~

~~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.~~

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.~~

Offense: 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.~~

Offense:

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

~~Adopted by the Board May 2019~~

~~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.~~

~~Offense:~~

~~Offense:~~

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.~~

~~Offense:~~

~~Offense:~~

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.~~

~~Offense:~~

~~Offense:~~

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.~~

~~Offense:~~

~~Offense:~~

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.

~~Adopted by the Board May 2023~~ 2019

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

~~Adopted by the Board May 20, 2019~~

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

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.
~~Offense:~~
Offense:

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.
~~Offense:~~
Offense:

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.
~~Offense:~~ 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;

Adopted by the Board May 2023

or to evade or disable a filtering/blocking device.

~~Adopted by the Board May 2023~~
~~Adopted by the Board May 2019~~

~~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.~~

~~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.~~

~~Offense: 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.~~

~~Offense: 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.~~

~~Offense:~~

~~Offense:~~

Tobacco

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

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

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

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.~~

~~Offense:~~

Offense:

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.~~

~~Offense:~~

Offense:

Vandalism

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

Adopted by the Board May 20, 2019

~~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.~~

~~Offense:~~

~~Offense:~~

Weapons

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

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

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

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.
Offense:
Offense:~~

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~~Superintendent of Schools 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~~Superintendent of Schools or Principal so that the ~~Executive Director~~Superintendent of Schools or Principal can be responsible for taking such steps.

SECTION 3. Administrative Action.

SECTION 3.1. The ~~Executive Director~~Superintendent of Schools 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~~Superintendent of Schools or Principal feels that it is necessary to contact outside officials to respond to a threat appropriately, the ~~Executive Director~~Superintendent of Schools 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~~Superintendent of Schools 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

Adopted by the Board ~~May 2023~~ 2019

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~~Superintendent of Schools, 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

The Board hereby adopts the following policy for Crossroads governing the manner in which the use of restrictive behavioral interventions as a form of discipline or behavior management techniques (such as seclusion, restraint and corporal punishment) may be deployed to preserve the health and safety of Crossroads students. This policy must remain consistent with professionally accepted practices and standards of student discipline, behavior management, health and safety, and statutes and regulations, particularly, the Revised Statutes of Missouri and the Safe Schools Act.

SECTION 1. Definitions. As used in this policy, the following terms shall have the meaning set forth below.

~~SECTION 1. General Policy Provisions~~

~~SECTION 1.1. The use of chemical restraint,~~ Emergency situation: one in which a student's behavior poses a serious, probable threat of (i) imminent physical harm to self or others; or (ii) Crossroads property or the destruction of school property or another's property.

SECTION 1.2 Law enforcement officer: any public servant having both the power and duty to make arrests for violations of the laws of this state.

SECTION 1.3 Physical escort: the temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

SECTION 1.4 Restraint: includes but is not limited to mechanical restraint, ~~or physical restraint, and prone restraint is prohibited in Crossroads.~~

SECTION 1.4.1 Mechanical restraint: the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained Crossroads personnel or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- (a) adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- (b) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- (c) restraints for medical immobilization; or
- (d) orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

SECTION 1.4.2 Physical restraint: a personal restriction that immobilizes or reduces the ability of a student to move his/her torso, arms, legs, or head freely. It does not include: a physical escort, which is a temporary
Adopted by the Board May 2019

touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student to walk to a safe location; comforting or calming a student; holding a student's hand to transport the student for safety purposes; intervening in a fight; or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

SECTION 1.4.3 Prone restraint: using mechanical or physical restraint or both to restrict a student's movement while the student is lying with the student's front or face downward.

SECTION 1.5 Publicly contracted private providers: any person working at a Crossroads function under a contract or written agreement with the Crossroads to provide educational, behavioral, or related services to students.

SECTION 1.6 Crossroads personnel: includes:

(a) employees of Crossroads or the Board; or

(b) any person, paid or unpaid, working in or on a Crossroads facility in an official capacity.

SECTION 1.7 Seclusion: the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code of Crossroads. Seclusion does not include time-out, in-school suspension, detention, or other appropriate disciplinary measures.

SECTION 1.7.1 Time-Out:~~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 1.8 Corporal Punishment: 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.

SECTION 2. General Policy Provisions~~Physical Restraint~~

Physical

SECTION 2.1. The use of mechanical restraint may be utilized only when the student or prone restraint is an immediate prohibited in Crossroads.

SECTION 2.2 The use of seclusion, as defined by state law, is prohibited within Crossroads except in situations or conditions in which there is imminent danger of physical harm to himselfself or others. 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 3. Physical Restraint

SECTION 3.1 The use of physical restraint by Crossroads personnel or publicly contracted private providers is limited to situations or conditions in which (i) there is imminent danger of physical harm to self, others or Crossroads property; and (ii) the student is not responsive to less intensive behavioral interventions

Adopted by the Board May 2019

including verbal directives or other de-escalation techniques. Any student placed in seclusion or restraint shall be removed from seclusion or restraint as soon as the student is no longer in imminent danger of physical harm to self or others or Crossroads property.

SECTION ~~3.2.1. Physical~~ _____ Neither Crossroads nor any publicly contracted private provider shall use any mechanical, physical, or prone restraint ~~doest~~ technique that

(a) obstructs views of the student's face;

(b) obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity, or restricts the movement required for normal breathing to cause positional or postural asphyxia;

(c) places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen, or genitals;

(d) obstructs the student's circulation of blood;

(e) involves pushing on or into the student's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything including, but not include: providing limited physical contact and/or redirection to promoteto, soft objects such as pillows, blankets, or washcloths;

(f) endangers the student's life or significantly exacerbates the student's medical condition;

(g) is purposely designed to inflict pain; or

(h) restricts the student safety, providingfrom communicating.

SECTION 3.3 If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of restraint for brief periods unless an employee determines that such freedom appears likely to result in physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort ~~harm to self or others or Crossroads property.~~

SECTION ~~2.2.3.4~~ _____ Physical restraint shall not be used (1*i*) as a form of discipline or punishment (2*ii*) when the student cannot be safely restrained; or (3*iii*) 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~~ self or others or if the student is observed to be in severe distress.

SECTION ~~2.4. Before any~~ 3.5 This policy does not prohibit a staff member may implementfrom taking appropriate action to diffuse a student fight or altercation.

SECTION 3.6 The decision whether or not the use of physical restraint, he or she should have completed an approved 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

Adopted by the Board May 2023 2019

that involve the performance of discretionary, not ministerial, duties.

SECTION 4 POLICY, COMMUNICATION, AND TRAINING

SECTION 4.1 Crossroads and any publicly contracted private providers engaged by Crossroads shall annually review the policy and procedures involving the use of seclusion and restraint. Crossroads Personnel who use seclusion or restraint shall annually complete mandatory training program in the specific seclusion and restraint techniques utilized by Crossroads.

SECTION ~~2.4.1~~.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 ~~2.4.1~~.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 Elementary and Secondary Education or any member of the public upon request.

SECTION ~~2.5-4.1.3~~ If a Crossroads 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 ~~4.2.6. Whenever possible, the~~ 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 Crossroads staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. A report shall be completed that contains the following information:

- ~~(a) SECTION 2.7. Whenever physical~~ The date, time of day, location, duration, and description of the incident and interventions;
- ~~(b) Any event leading to the incident and the reason for using restraint is;~~
- ~~(c) A description of the methods of restraint used on a;~~
- ~~(d) The nature and extent of an injury to the student;~~
- ~~(e) The names, roles, and certifications of each employee involved in the Crossroads or the Crossroads program where the use of restraint is administered;~~
- ~~(f) The name, role, and signature of the person who prepared the report;~~
- ~~(g) The name of any employee whom the parent or guardian can contact regarding the incident and use of restraint;~~
- ~~(h) The name of an employee to contact if the parent or guardian wishes to file a complaint; and~~
- ~~(i) A statement directing parents and legal guardians to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.~~
- ~~(j) The report shall notify the student's be included as an education record of the student. A copy will be provided to the parent or legal guardian within one school day after the use of restraint five school days of the incident. An incident report must be filed within 30 days with the Missouri Department of Elementary and Secondary Education in the form, method, and with details specified by the department.~~

~~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~~ 3 Parental notification: Except as otherwise specified more stringently in a student's IEP or Section 504 plan:

SECTION 4.3.1 Following a situation involving the use of seclusion or restraint, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than one hour after the end of the school day of the incident; and

Adopted by the Board May 2023

SECTION 4.3.2 The parent or guardian shall receive a written report of the situation within five school days of the incident.

SECTION 4.4 Personnel training: Crossroads shall ensure that all Crossroads Personnel receive annual training and know the policy and procedures involving the use of seclusion and restraint. The training shall include:

- (a) a continuum of prevention techniques;
- (b) environmental management techniques;
- (c) a continuum of de-escalation techniques; and
- (d) information about the policy does not prohibit a staff member from taking.

SECTION 4.5 Crossroads Personnel who utilize seclusion and/or restraint shall receive annual training in:

- (a) de-escalation practices;
- (b) appropriate action to diffuse a student fight or altercation. use of seclusion, inclusion, physical restraint, and mechanical restraint;

~~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.~~

~~—~~
(c) professionally-accepted practices in physical management and use of restraints;

~~—~~
(d) methods to explain the use of restraint to the student who is to be restrained and to the individual's family; and

~~—~~
(e) information on the policy and appropriate documentation and notification procedures.

SECTION 4.6 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 Elementary and Secondary Education or any member of the public upon request.

~~SECTION 6-4.7 In some instances situations in which a student is an immediate danger to himself or herself or others, the school or program of (i) physical harm to self or others; or (ii) Crossroads property, Crossroads and publicly contracted private providers engaged by Crossroads 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~~4.8 Crossroads Personnel must notify a student's parent or guardian
~~Adopted by the Board May 20, 2019~~

immediately when emergency medical or law enforcement personnel remove a student from ~~a school~~
~~or Crossroads or any Crossroads~~ program setting.

~~SECTION 8. CORPORAL PUNISHMENT~~5. APPLICABILITY OF THIS POLICY

~~SECTION 8.1. For the purposes~~ _____ This policy applies to all Crossroads Personnel assigned to programs not located both on and off Crossroads property/facilities (e.g., hospitals, detention centers, juvenile facilities, and mental health facilities), and such Crossroads Personnel shall follow the policy and procedure of the facility/program where they work.

~~SECTION 5.2 No person shall be retaliated against for reporting a violation of this policy, corporal punishment is a form of physical punishment administered by an adult to the body or for providing information on a violation of a child for the purpose~~Revised Statutes of discipline or reformation, Missouri, by Crossroads or to deter attitudes or behaviors deemed unacceptable. any publicly contracted private providers engaged by Crossroads.

SECTION 6. CORPORAL PUNISHMENT

SECTION 6.1 No person employed by or volunteering on behalf of Crossroads or any publicly contracted private providers engaged by 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.~~as in the manner provided in this policy.

APPENDIX SS

Services for Students with Disabilities

SECTION 1. 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.

SECTION 2. 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.

SECTION 3. Parents/guardians of students requiring special education and/or other services are encouraged to team with their student's teacher to understand the IEP or other services being offered for the student's educational needs. In doing so, no parent or guardian will be prohibited from recording by audio any meeting held with their student's teacher or counselor regarding their student's IEP Plan or other special educational services being provided by Crossroads. Any such recording, if made by a parent or guardian, shall be the property of the parent or guardian creating the recording, and shall not be construed as a public record made by or prepared for any public governmental body pursuant to the Revised Statutes of Missouri. A parent or guardian may be asked to notify a teacher or counselor of their intent to record any meeting being held pursuant to this policy within twenty-three (23) hours of the time such meeting is scheduled to occur.

SECTION 4. 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~~ Superintendent of Schools, 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.

Adopted by the Board May 2023

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)~~
- (C) (i) who was not born in the United States or whose native language is a language other than English;
 - or (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.

Adopted by the Board May 2023

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:

~~Adopted by the Board May 2019~~

(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:

~~(1)~~ (1) lacks a fixed, regular, and adequate nighttime residence; and

~~(2)~~ (2) _____ 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

~~Adopted by the Board May 2019~~

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 May 2023~~
Adopted by the Board May 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. Homeless Coordinator.

SECTION 7.1. The ~~Executive Director~~Superintendent of Schools 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~~Superintendent of Schools or his/her designee of the formal complaint and the disposition.

Adopted by the Board May 2023

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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools 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~~Superintendent of Schools 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

~~Adopted by the Board May 2019~~

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 May 2019~~
~~May 2023~~

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.

~~Adopted by the Board May 2023~~
Adopted by the Board May 2019

b. A Crossroads employee may search student lockers, desks and storage areas and the contents contained therein at any time for any justifiable reason.

~~Adopted by the Board May 2023~~
~~Adopted by the Board May 2019~~

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

~~Adopted by the Board May 2023~~
Adopted by the Board May 2019

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

~~Adopted by the Board May 2023~~
~~Adopted by the Board May 2019~~

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.

~~Adopted by the Board May 2023~~
Adopted by the Board May 2019

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

~~Adopted by the Board May 2023~~
Adopted by the Board May 2019

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 public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending Crossroads public school in the community 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.~~ "Good cause" is a determination that doing so is not in the best educational interest of the student and shall be consistent with the determination that would be made for such course requested under the process by which a student would enroll in a similar course offered by Crossroads, except that the determination may consider the suitability of virtual courses for the student based on prior participation in virtual courses by the student. An appeal shall be considered under a policy that is substantially similar to the typical process by which appeals would be considered for a student seeking to enroll in courses offered by Crossroads.

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

Adopted by the Board May 2023

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.

~~Adopted by the Board May 2023~~
~~Adopted by the Board May 2019~~

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 ~~EE~~DD

Braille Instruction

The Board of Crossroads Charter Schools adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. ~~For the purpose of this section, student is~~ Definitions

- "Accessible assistive technology device", an assistive technology device, as defined as: any student who in 20 U.S.C. Section 1401, as amended, that provides blind or visually impaired students the benefits of an educational program in an equally effective and integrated manner as that provided to nondisabled students;

- "Adequate instruction", the quality teaching of blind or visually impaired students, as it pertains to general education and necessary blindness skills, in alignment with the U.S. Department of Education's definition of free appropriate public education, as defined in 20 U.S.C. Section 1401, as amended;

- "Blind or visually impaired student": A child who: (i) has an individualized education program (IEP) or an individualized family service plan (IFSP), as such terms are defined in 20 U.S.C. Section 1401, as amended, or a 504 plan created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended; and (ii) is identified as having the disability of visual impairment that, even with correction, adversely affects the student's educational performance and (including blindness) within the definition of child with a disability in 20 U.S.C. Section 1401, as amended; or an individual who is determined eligible for special education services deaf-blind under the federal Individuals with Disabilities Act Education Act (IDEA), as amended, or other federal law;

- "Braille", the system of reading and writing through touch;

- "Expanded core curriculum", a disability-specific curriculum that compensates for vision loss, is foundational to all other learning, and that covers the nine essential areas of compensatory access, sensory efficiency, assistive technology, orientation and mobility, social interaction, recreation and leisure, independent living, self-determination, and career education;

- "Grade level instruction", instruction that aligns with state-designated content standards and curricula for students of the same age or level of maturity, based on the development of intellectual, emotional, physical, and behavioral capacity that is typical for the student's age or age group;

- "Local educational agency" or "LEA", the same definition as in 20 U.S.C. Section 1401, as amended;

- "Nonvisual access", the ability of a blind or visually impaired student to use all functions of a device, without using the student's vision, in an equally effective, equally integrated manner and with equivalent ease of use as the student's sighted peers;

- "Nonvisual skills", skills that are taught in such a way that the student does not need to use any vision;

- "State educational agency", the same definition as in 20 U.S.C. Section 1401, as amended;

Adopted by the Board May 2023

- "Technology-mediated learning environments and methods", the settings in which electronic and information technology including, but not limited to, the following is used:

- Computer-based applications and simulations;
- Personal and mobile computing devices such as smartphones or tablets;
- Web-based platforms;
- Online or distance-learning programs;
- Video games; and
- Exhibits or installations that feature digital media, wearable technology, or other

tools that support participants engagement with new knowledge, skills, or practices;

- "U.S. Access Board", the independent federal agency created in 1973 that promotes equality for people with disabilities through leadership in accessible design and the development of accessibility guidelines and standards.

Section 2. Braille Instruction

2.1 Each blind or visually impaired student shall receive instruction in brailleBraille reading and writing as part of theirsuch student's individualized education program (IEP) or individualized family support plan (IFSP) unless the individual education program-IEP or IFSP team determines, after an evaluation of atthe student's reading and writing skills, needs, and appropriate reading and writing media, including, but not limited to, an evaluation of the student's futureneeds for instruction in brailleBraille or the use of brailleBraille, that instruction in brailleBraille or the use of brailleBraille is not appropriate. No blind or visually impaired student shall be denied instruction in Braille reading and writing solely because the student has some vision. During the evaluation and IEP process, consideration shall be given regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis.

Section 3. Instruction in braille

In conjunction with the U.S. Department of Education's Braille presumption requirement in the federal Individuals with Disabilities Education Act (IDEA), as amended, instruction in Braille reading and writing shall be sufficient to enable each blind or visually impaired student to communicate effectively and efficiently at a level commensurate with the student's sighted peerssame age and with the student's nondisabled peers of comparable grade level and intellectual functioning.

2.2 Section 4. ability. The blind or visually impaired student's individualized education program (IEP) or individualized family support plan (IFSP) shall specify:

2.2.1 The results obtained from an evaluation of the blind or visually impaired student's reading and writing skills, needs, and appropriate reading and writing media including, but not limited to, an evaluation of the blind or visually impaired student's needs for instruction in Braille or the use of Braille including, but not limited to, consideration regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis;

(a)2.2.2 How brailleBraille will be implemented, if needed as determined by the IEP team, as a 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 documentedother classroom activities;

2.2.3 The length of the period of instruction and the frequency and duration of each

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instructional session as determined by the IEP team, which shall, as closely as appropriate based on individual needs, be identical to the level of instruction provided to nondisabled peers; and

2.2.4 The level of competency in Braille reading and writing to be achieved by the end of the period.

2.3 Use, and provision, of Braille materials for reading and writing shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

2.4 In conjunction with academic achievement and functional performance requirements of 34 CFR 300.320(a)(2)(i), as amended, instruction in expanded core curriculum shall be provided to blind or visually impaired students to support progress in the general education curriculum.

Section 3. Instruction In Assistive Technology

3.1 Each blind or visually impaired student shall receive instruction in assistive technology as part of the student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of a student's needs, that instruction in assistive technology is not appropriate. No student shall be denied instruction in assistive technology solely because the student has some vision.

3.2 In conjunction with accessible assistive technology requirements of the federal Individuals with Disabilities Education Act (IDEA) in 20 U.S.C. Section 1412(a)(12)(B)(i), as amended, the blind or visually impaired student shall receive grade-level instruction that will equip the blind or visually impaired student with the appropriate technology-mediated learning environments and methods to perform on the same level of proficiency expected of peers of comparable intellectual ability and grade level. The blind or visually impaired student's IEP or IFSP shall specify:

3.2.1 The results obtained from an assessment of the blind or visually impaired student's skills, needs, and appropriate accessible assistive technology including, but not limited to, an evaluation of the future needs for accessible assistive technology training or the use of accessible assistive technology;

3.2.2 How accessible assistive technology will be implemented as a primary mode for learning through integration with other classroom activities;

3.2.3 The frequency and duration of each instructional session;

3.2.4 The level of mastery of the accessible assistive technology specified by the blind or visually impaired student's assessment to be achieved by the end of the period; and

3.2.5 Acknowledgment that either:

3.2.5.1 The blind or visually impaired student may transport the accessible assistive technology to and from school without the need for payment, family assumption of liability for loss or damage, or any other cost to the blind or visually impaired student or the family; or

3.2.5.2 If the accessible assistive technology remains at school, the LEA will provide duplicate accessible assistive technology in the blind or visually impaired student's home without requiring payment, family assumption of liability for loss or damage, or any other cost to the blind or visually impaired student or

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the family.

3.3 Use, and provision, of accessible assistive technology shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

Section 4. Instruction in Orientation and Mobility

4.1 Each blind or visually impaired student shall receive instruction in orientation and mobility as part of the student's individualized education program (IEP) or individualized family support plan (IFSP) unless the IEP or IFSP team determines, after an evaluation of a student's needs, that instruction in orientation and mobility is not appropriate. No student shall be denied instruction in orientation and mobility solely because the student has some vision.

4.2 In conjunction with orientation and mobility services requirements of 34 CFR 300.34(c)(7), as amended, blind or visually impaired students shall receive orientation and mobility instruction to equip each blind or visually impaired student with the age-appropriate tools, techniques, and nonvisual skills to navigate in and around the student's home, schools, communities, and other environments as applicable, and as expected of peers of comparable intellectual ability and grade level. The blind or visually impaired student's IEP or IFSP shall specify:

4.2.1 The results obtained from an evaluation of the blind or visually impaired student's orientation and mobility needs including, but not limited to, an evaluation of the blind or visually impaired student's future needs for instruction in orientation and mobility;

4.2.2 How orientation and mobility will be integrated into the home, school, and community;

(b)4.2.3 The date on which ~~braille~~ orientation and mobility instruction will commence;

4.2.4 The frequency and duration of each instructional session; and

4.2.5 The level of ~~competency in braille reading and writing~~ mastery of orientation and mobility skills to be achieved by the end of the period ~~covered by~~.

(c)4.3 Orientation and mobility equipment, accommodations, and modifications shall be addressed in 504 plans for blind or visually impaired students created under Section 504 of the ~~individualized education plan~~; and federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended.

~~The duration of each session.~~

4.4 An orientation and mobility evaluation shall be conducted by a person who is appropriately certified by the National Blindness Professional Certification Board (NBPCB) with a National Orientation and Mobility Certification (NOMC), or through the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) as a Certified Orientation and Mobility Specialist (COMS), or who holds a nationally recognized certification related to orientation and mobility.

4.5 The orientation and mobility evaluations described in subdivision (4) of this subsection shall occur in familiar and unfamiliar environments, during the daytime and nighttime, and around the home, school, and community as determined age appropriate by the blind or visually impaired student's IEP or IFSP.

Appendix ~~FFFFE~~

Virtual Education Observation Policy

The Board of Crossroads Charter Schools adopts the following policy, effective on the date of the adoption by the Board: August 10, 2020

1. Observation of Virtual Classroom Sessions
 - 1.1. Non-students are allowed to observe virtual classroom sessions.
 - 1.2. An individual wishing to observe a virtual classroom session must email the teacher in advance of the lesson with a request to observe the classroom session.
 - 1.3. An observer shall not participate in the lesson or interrupt the teacher to ask a question.
 - 1.4. The school administrator shall send a communication to parents or guardians at the beginning of the year sharing the virtual observation policy.

2. Protecting Student Privacy
 - 2.1. In order to protect the privacy of students participating in virtual classrooms, the school shall send a communication to parents/guardians and students requesting that no personally identifiable information that may be disclosed in the virtual classroom be shared or recorded.
 - 2.2. If a parent/guardian and/or student wishes to record or share personally identifiable information from a virtual classroom session, they must request prior written consent in order to share such information.

APPENDIX FFF

Annual Performance Report Information and Parental Notification

The Board of Crossroads Charter Schools hereby adopts the following policy effective on that date that the policy is adopted by the Board.

1. Crossroads shall display the following information on its website:
 - a. Crossroads' annual performance rating and ranking percentage; and
 - b. A list of the bottom five percent (5%) of scores for all schools and all local educational agencies.
2. Any time Crossroads is determined to be in the bottom five percent (5%) of scores on the annual performance report, Crossroads shall mail a letter to the parents and guardians of each student of Crossroads.
3. Such letter shall include:
 - a. That Crossroads has been determined to be in the bottom five percent (5%) of scores on the annual performance report; and
 - b. What options are available to such students as a result of Crossroads' current status.

APPENDIX GGG

COMMUNITY ENGAGEMENT

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Crossroads shall adopt a community engagement policy that provides residents within the boundaries of the Kansas City Missouri Public School District with methods of communicating with the Board of Crossroads and Crossroads' administration.

Section 2. Crossroads' community engagement policy shall include a process for allowing any resident of the KCPS District to place an item on the agenda of the Board meeting. Such process shall include the following:

Section 2.1. No item shall be placed on a meeting agenda pursuant to the established process unless the item is directly related to the governance or operation of Crossroads.

Section 2.2. Crossroads may require a resident to meet with the head of Crossroads in order to resolve the issue. Such meeting shall take place within twenty (20) business days of receiving a written request from the resident to meet. After such meeting or if the meeting did not take place within twenty (20) business days, the resident may request to have the item placed on the Board's meeting agenda. If the Board receives the request to place the item on the agenda at least five (5) business days prior to the next regularly scheduled meeting, the issue shall be placed as an item on the agenda for such meeting. If the request is received less than five (5) business days before the next regularly scheduled meeting, the agenda item may be placed as an item on the next subsequent regularly scheduled meeting. The item may be moved to a different meeting with consent of the resident.

Section 2.3. The Board may refuse to hear or delay hearing an agenda item if the Board has heard an identical or substantially similar issue in the previous three calendar months or if the resident has previously violated Board rules regarding conduct at meetings or on school property.

Section 2.4. The Board may delay hearing an agenda item if more than three resident-initiated agenda items are scheduled for the same board meeting. If the hearing of a resident's agenda item is delayed, the Board shall provide the resident with an alternate method of communicating to Crossroads board or governing board regarding the agenda item.

APPENDIX HHH

GET THE LEAD OUT OF SCHOOL DRINKING WATER POLICY

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Beginning in the 2023-2024 school year and every subsequent school year, Crossroads shall provide drinking water with a lead concentration level below five parts per billion in sufficient amounts to meet the drinking water needs of all students and staff.

Section 2. On or before January 1, 2024, Crossroads shall:

- a. Conduct an inventory of all drinking water outlets and all outlets that are used for dispensing water for cooking or for cleaning cooking and eating utensils in each of its school buildings;
- b. Develop a plan for testing every water outlet inventoried under paragraph (a) above and make such plan available to the public; and
- c. Provide general information on the health effects of lead contamination and additional informational resources for employees and parents if information is requested.

Section 3. Before August 1, 2024, or the first day on which students will be present, Crossroads shall:

- a. Conduct testing for lead by first-draw and follow-up flush samples of a random sampling of at least twenty-five percent of remediated drinking water outlets until all remediated sources have been tested as recommended by the 2018 version of the United States Environmental Protection Agency's Training, Testing, and Taking Action program. Such testing shall be conducted, and results analyzed by an entity approved by the Department of Health and Senior Services;
- b. Make all test results and any lead remediation plans available on Crossroads' website within two weeks after receiving test results; and
- c. Remove and replace any drinking water coolers or drinking water outlets that the United States Environmental Protection Agency has determined are not lead-free under the federal Lead Contamination Act of 1988, as amended. Crossroads is not required to replace drinking water outlets or water coolers that tested under the testing requirements in the United States Environmental Protection Agency's Training, Testing, and Taking Action program and have been determined to be dispensing drinking water with a lead concentration less than five parts per billion.

Section 4. If testing indicates the water source is causing the contamination and until such time remediation is complete, Crossroads shall:

- a. Install a filter at each point at which the water supply enters a Crossroads building;
- b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion; or
- c. Provide purified water at each water outlet inventories described in Section 2(a) above.

Adopted by the Board May 2023 2019

Section 5. If testing indicates that the internal building piping is causing the contamination and until such time remediation is complete, Crossroads shall:

- a. Install a filter at each point at which the water supply enters a Crossroads building; or
- b. Install a filter that reduces lead in drinking water on each water outlet inventoried in Section 2(a) above to ensure lead concentrations are below five parts per billion.

Section 6. Any pipe, solder, fitting, or fixture replaced as part of remediation shall be lead free, as such term is defined in 40 CFR 143.12, as amended.

Section 7. If test results show lead concentration that exceeds five parts per billion, Crossroads shall provide written notification to its staff within seven business days of receiving such test result. The written notification shall include:

- a. The test results and a summary that explains the results;
- b. A description of remedial steps taken; and
- c. A description of general health effects of lead contamination and community specific resources.

Section 8. If test results show lead concentration that exceeds five parts per billion, Crossroads shall also provide bottled water if there is not enough water to meet the drinking water needs of students, teachers, and staff.

Section 9. Crossroads shall test for lead annually, however, if Crossroads tests and does not find a drinking water source with a lead concentration above 5 parts per billion, Crossroads is only required to test every five years.

APPENDIX III

Identification Cards Model Policy

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. Beginning July 1, 2023, Crossroads shall have "988" printed on either side of all student identification cards. 988 is the three-digit dialing code that directs calls and routes text messages to the Suicide and Crisis Lifeline.

Section 2. If on July 1, 2023, Crossroads has unissued student identification cards that do not have the "988" code on them, Crossroads shall issue those cards until the supply is depleted.

APPENDIX JJJ

Mental Health Awareness Training Model Policy

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

Section 1. For each school year beginning in the 2022-2023 school year, Crossroads shall provide mental health awareness training to students.

Section 2. Each student shall have received mental health awareness training any time during their four years of high school.

Section 3. Such training shall be included in Crossroads' existing health or physical education curriculum. Such training shall be based on a program established by the Department of Elementary and Secondary Education.

Adopted by the Board May 2019
~~May 2023~~

APPENDIX KKK

WILL'S LAW

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1. Definitions

- a. "Individualized emergency health care plan" means a document developed by the School Nurse, in consultation with a student's parent and other appropriate medical professionals, that is consistent with the recommendations of the student's health care providers, that describes procedural guidelines that provide specific directions about what to do in a particular emergency situations, and that is signed by the parent or guardian and the School Nurse, or the Principal or the Principal's designee in the absence of the School Nurse.
- b. "Individualized health care plan" means a document developed by a school nurse, in consultations with a student's parent and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, that is consistent with the recommendations of the student's health care providers, that describes the health services needed by a student at school, and that is signed by the parent or guardian and the School Nurse or Principal or the Principal's designee in the absence of the School Nurse.

SECTION 2. If any parent of a student of Crossroads seeks epilepsy or seizure disorder care, the School Nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student.

SECTION 3. The parent of the student shall annually provide Crossroads written authorization for the provision of epilepsy or seizure disorder care as described in the individualized plans.

SECTION 4. The School Nurse shall update each student's individualized plan before the beginning of each school year and as necessary if there is a change in the health status of the student.

SECTION 5. Each individualized health care plan shall, and each individualized emergency health care plan may include, but not be limited to the following:

- a. A notice about the student's condition for all school employees who interact with the student;
- b. Written orders from the student's physician or advanced practice nurse describing the epilepsy or seizure disorder care;
- c. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
- d. Whether the student may fully participate in exercise and sports, and any contraindications to exercise or accommodations that shall be made for that particular student;
- e. Accommodations for school trips, after-school activities, class parties, and other school-related activities;

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f. Information for such school employees about how to recognize and provide care for epilepsy and seizure disorders, epilepsy and seizure disorder first aid training, when to call for assistance, emergency contact information, and parent contact information;

g. Medical and treatment issues that may affect the educational process of the student;

h. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and

i. How to maintain communication with the student, the student's parent and health care team, the School Nurse or the Principal or the Principal's designee in the absence of the School Nurse, and Crossroads employees.

SECTION 6. The School Nurse or Principal or the Principal's designee in the absence of the School Nurse shall obtain a release from the student's parent or guardian to authorize the sharing of medical information between the student's physician or advance practice nurse and other health care providers. Such release shall also authorize the School Nurse, Principal or the Principal's designee in the absence of the School Nurse to share medical information with other school employees as necessary.

SECTION 7. The School Nurse shall coordinate the provision of epilepsy and seizure disorder care at Crossroads.

SECTION 8. The School Nurse shall provide mandatory training every two years to all school employees in the care of students with epilepsy and seizure disorders. Such training shall include, but not be limited to:

a. School employees working with school-sponsored programs outside of the regular school day, as provided in any student's individualized plan; and

b. An online or in-person course of instruction approved by the Department of Health and Senior Services.

APPENDIX LLL

Reading Assessment Model Policy

The Board of Crossroads adopts the following policy effective on that date that the policy is adopted by the Board.

SECTION 1. Crossroads shall assess all students enrolled in kindergarten through grade three at the beginning and end of each school year for their level of reading or reading readiness on state-approved reading assessments. Crossroads shall also assess any newly enrolled student in grades one through five.

SECTION 2. At the beginning of the school year, Crossroads shall provide a reading success plan to any student who:

- a. Exhibits a substantial deficiency in reading which creates a barrier to the child's progress learning to read. The identification of such deficiency may be based upon the most recent assessments or teacher observation; or
- b. Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia.

SECTION 3. Crossroads shall provide annual written notification to the parent or guardian of any student in kindergarten through grade three who exhibits a substantial deficiency of the following:

- a. That the student has been identified as having a substantial deficiency in reading;
- b. A description of the services currently provided to the child; and
- c. A description of the proposed supplemental instructional services and supports that Crossroads will provide the student that are designed to remediate the identified area of reading deficiency. For any student who is identified as being at risk for dyslexia or has diagnosis of dyslexia, Crossroads shall provide an explanation that the instruction that will be used to teach the child reading will be explicit, systematic, and diagnostic, and based on phonological awareness, phonics, fluency, vocabulary, comprehension, morphology, syntax, and semantics.

SECTION 4. [INCLUDE IF CROSSROADS HAS A SUMMER READING PROGRAM] Crossroads shall notify the parent or guardian of each student who exhibits a substantial deficiency in reading of the opportunity to attend Crossroads' summer reading program.

SECTION 5. If a student has a substantial reading deficiency at the end of third grade, Crossroads shall convene a meeting with the appropriate staff and the student's parent or guardian to discuss whether the student should be retained in grade level. This decision shall be based on all relevant factors including:

- a. The reading deficiency;
- b. The student's progress in other subject areas; and
- c. The student's overall intellectual, physical, emotional, and social development.

SECTION 6. If a student is retained at the end of grade three, a specific plan of action shall be formulated to remedy the student's reading deficiency.

SECTION 7. The reading success plan shall be provided as appropriate according to student need, free of charge, to remediate the identified areas of reading deficiency, including scientific, evidence-based reading instruction and other strategies. Such strategies may include, but are not limited to:

- i. Small group or individual instruction;
- ii. Reduced teacher-student ratios;
- iii. More frequent progress monitoring;
- iv. Tutoring or mentoring;
- v. Extended school day, week, or year; and
- vi. Summer reading programs.

SECTION 8. For any student with a formal diagnosis of dyslexia or for a student who was found to be at risk of dyslexia in the statewide dyslexia screening, Crossroads shall provide evidence-based reading instruction that addresses phonology, sound-symbol association, syllable instruction, morphology, syntax, and semantics provided through systematic, cumulative, explicit, and diagnostic methods.

SECTION 9. No less than four times a year, Crossroads shall notify the parent or guardian of academic or other progress being made by the student. This notification shall include any other information Crossroads wishes to provide the parent or guardian.

SECTION 10. Crossroads shall provide all parents and guardians with a plan that includes suggestions for regular parent or guardian-guided home reading.

SECTION 11. Crossroads shall provide intensive reading instruction to each kindergarten through grade five student who is assessed as exhibiting a substantial deficiency in reading. Such instruction shall also comply with the following criteria:

- a. The assessment shall measure phonemic awareness, phonics, fluency, vocabulary, and comprehension;
- b. Be provided during regular school hours;
- c. Provide a reading curriculum that meets the following requirements and specifications:
 - i. Assists students assessed as exhibiting a substantial deficiency in reading to develop the skills to read at grade level;
 - ii. Provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension;
 - iii. Includes a scientifically based and reliable assessment;

iv. Provides initial and ongoing analysis of each student's reading progress; and

v. Provides a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects.

SECTION 12. Crossroads shall provide a report to the Department of Elementary and Secondary Education regarding specific intensive reading interventions and supports Crossroads implemented as well as the reading assessment data collected for grades kindergarten through five.

APPENDIX MMM

Interstate Compact on Educational Opportunity for Military Children Policy

The Board of Crossroads Charter Schools adopts the following policy, effective on the date of adoption by the Board.

This policy implements the obligations of Crossroads Charter Schools under the Interstate Compact on Educational Opportunity for Military Children.

Section 1. Definitions

A. Active Duty: full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.

B. Deployment: the period one (1) month prior to the service members' departure from their home station on military orders through six (6) months after return to their home station.

C. Education(al) records: those official records, files, and data related to a student and maintained by the school or local education agency including but not limited to records encompassing all the material kept in the student's cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results of evaluative tests, health data, disciplinary status, test protocol and individualized education programs.

D. Extracurricular activities: a voluntary activity sponsored by the school or local education agency or an organization sanctioned by the local educational agency. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.

E. Military installation: a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other U.S. Territory. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.

F. Receiving state: the state to which a child of a military family is sent, brought, or caused to be sent or brought.

G. Sending state: the state from which a child of a military family is sent, brought, or caused to be sent or brought.

H. Transition: 1) the formal and physical process of transferring from school to school or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

Section 2. Applicability

Section 2.1. This policy applies to the children of: (1) active duty members of the uniformed services, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and

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1211; (2) members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and (3) members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

Section 2.2. This policy shall not apply to children of: (1) inactive members of the National Guard and military reserves; (2) members of the uniformed services now retired, except as provided for in Section 2.1; (3) veterans of the uniformed services, except as provided for in Section 2.1; and (4) other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

Section 3. Student Eligibility and Enrollment

Section 3.1. Upon receipt of the unofficial education records by Crossroads Charter Schools, Crossroads Charter Schools shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.

Section 3.2. Simultaneous with enrollment and conditional placement of a student, Crossroads Charter Schools shall request the student's official education record from the school in the sending state. If Crossroads Charter Schools is the school in the sending state, Crossroads Charter Schools will process any such request and furnish the official education records to the school in the receiving state within ten (10) days of its receipt of a request from a school in the receiving state for such educational records.

Section 3.3. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

Section 3.4. Crossroads Charter Schools is prohibited from charging tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

Section 3.5. A transitioning military child shall have thirty (30) days from the date of enrollment to obtain any required immunization(s).

Section 3.6. A transitioning military child, placed in the care of a non-custodial parent or other person standing in local parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend Crossroads Charter Schools if he/she was enrolled while residing with the custodial parent.

Section 3.7. Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including Kindergarten) in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

Section 3.8. Crossroads Charter Schools shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

Section 4. Placement and Attendance

Adopted by the Board May 2023

Section 4.1. When the student transfers before or during the school year, Crossroads Charter Schools shall initially honor placement of the student in educational courses on the student's enrollment in the sending state school and/or educational assessment conducted at the school in the sending state if the courses are offered. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude Crossroads Charter Schools from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).

Section 4.2. Crossroads Charter Schools shall initially honor placement of the student in educational programs based on current educational assessment conducted at the school in the sending state or participation/placement in like programs in the sending state. Such programs include but are not limited to: 1) gifted and talented programs, and 2) English as a second language (ESL). This does not preclude Crossroads Charter Schools from performing subsequent evaluations to ensure appropriate placement of the student.

Section 4.3. Crossroads Charter Schools shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP). Crossroads Charter Schools shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities to provide such students with equal access to education. This does not preclude Crossroads Charter Schools from performing subsequent evaluations to ensure appropriate placement of the student. Nothing in this section exempts Crossroads Charter Schools from the requirements of federal and state law.

Section 4.4. Crossroads Charter Schools may waive course/programs prerequisites, or other preconditions for placement in courses/programs.

Section 4.5. A student whose parent or legal guardian is an active duty member of the uniformed services, as defined in this policy, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of Crossroads Charter Schools to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

Section 5. Graduation

Section 5.1. Crossroads Charter Schools shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, Crossroads Charter Schools shall provide an alternative means of acquiring coursework so that graduation may occur on time.

Section 5.2. Should a military student transferring at the beginning or during his or her senior year of high school be ineligible to graduate from the receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies shall ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. Crossroads Charter Schools shall ensure cooperation, as either the sending or receiving local education agency, in the event of the situation described in this section.

APPENDIX NNN

Missouri Victims' Economic Security And Safety Act

The Board of Crossroads Charter Schools adopts the following policy, effective on the date of adoption by the Board.

In accordance with the Missouri Victims' Economic Security and Safety Act (VESSA), Crossroads Charter Schools offers eligible employees unpaid leave for qualifying domestic or sexual violence related reasons, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees must comply with the terms and conditions set forth in this policy.

Section 1. Definitions

1. "Domestic violence" means abuse or stalking committed by a family or household member.
2. "Family" or "household member" means spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.
3. "Sexual violence" means a sexual assault, including without limitation, causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without the person's consent, and trafficking for the purposes of sexual exploitation as described by Missouri law.
4. "Workweek" means an individual employee's standard workweek.

Section 2. Eligible Employees

Employees are eligible for leave if they are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence. The family or household member may not have interests that are adverse to the employee as it relates to the domestic or sexual violence.

Section 3. Qualifying Reasons for Leave

Domestic or sexual violence leave is available to eligible employees in the following circumstances:

1. To seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against the employee or their family or household member.
2. To obtain victim services from a victim services organization for the employee or their family or household member.
3. To obtain psychological or other counseling services for the employee or their family or household member.
4. To participate in safety planning, including temporary or permanent relocation or other actions to increase safety for the employee or their family or household member from future domestic or sexual violence.

Adopted by the Board May 2019

- 5. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including participating in court proceedings related to the domestic or sexual violence.

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Section 4. Leave Time

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Eligible employees may take up to two workweeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Leave taken under this policy is unpaid. However, employees may substitute accrued and unused PTO for the unpaid leave. The substitution of PTO does not extend the leave period but runs concurrently with it. Likewise, domestic and sexual violence leave may run concurrently with any leave available under the federal Family and Medical Leave Act (FMLA). This policy does not entitle employees to take unpaid leave that exceeds the amount of unpaid leave time allowed under the FMLA.

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Section 5. Notice of Need for Leave and Certification

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Eligible employees must provide Crossroads Charter Schools with at least 48 hours' advance notice (*preferably written notice*) of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave with a reasonable period after the absence.

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To request domestic or sexual violence leave, employees must supply Director of Human Resources with a sworn statement that the employee or a member of the employee's family or household is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying reason. In addition, Crossroads Charter Schools may require the following supplemental information:

- 1. Documents from an employee, agent, or volunteer of a victim's services organization, member of the clergy, or medical or other professional from whom the employee or family or household member has sought assistance.
- 2. A police report or court record.
- 3. Other corroborating evidence.

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This information must be provided to Director of Human Resources within a reasonable time after it is requested by Crossroads Charter Schools. Full cooperation to obtain this supplemental information is required under this policy.

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During leave, employees may be required to provide periodic reports when reasonably requested about the employee's status or any change in the employee's plans to return to work.

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Section 6. Medical and Other Benefits

An employee taking domestic or sexual violence leave, upon return from leave, is entitled to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position.

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Taking domestic or sexual violence leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

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Section 7. Reasonable Safety Accommodations

Adopted by the Board May 2019

- Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence unless it would impose an undue hardship on Crossroads Charter Schools. Employees seeking a reasonable safety accommodation may be required by Crossroads Charter Schools to provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodations are for a purpose authorized by VESSA.

- Section 8. Non-Retaliation

- Employees who seek good faith leave or reasonable safety accommodations under this policy will not be retaliated against. If an employee believes he/she/they has been subjected to retaliation or discrimination, the employee should report it to Director of Human Resources.

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