



Crossroads Charter Schools

Crossroads Monthly Board Meeting: July 27th 2026

Date and Time

Monday July 27, 2026 at 5:00 PM CDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Spark Bookhart	
B. Call the Meeting to Order		Spark Bookhart	
C. Approve Minutes	Approve Minutes	Spark Bookhart	
Approve minutes for Crossroads Monthly Board Meeting on June 22, 2026			
II. Public Comment			
III. Educational Excellence			5:00 PM
A. Review & Consideration of District Assessment Calendar	Vote	Keith Jones	5 m
B. Review & Consideration for the Appointment of Homeless Liaison; Diverse Learners Director	Vote	Keith Jones	5 m

	Purpose	Presenter	Time
C. Review & Consideration for the Appointment of Foster Care Liaison, Diverse Learners Director	Vote	Keith Jones	5 m
D. Review & Consideration of Dyslexia Plan	Vote	Keith Jones	5 m
E. Review & Consideration Professional Development Plan	Vote	Keith Jones	5 m
IV. Finance			5:25 PM
A. Review Year-End Financials (2025-2026)	Discuss	Latresse Yarbough	3 m
B. Review & Consideration of May Registers	Vote	Jillian Linn	5 m
C. Review & Consideration of June Check Registers	Vote	Jillian Linn	5 m
V. Operations			5:38 PM
A. Bond Update	FYI	Jose Leos	5 m
VI. Governance			5:43 PM
A. Review & Consideration of Updated Policy Manuals • Board Governance Policies • Financial Operation Policies • Human Resources Policies • Operation Policies	Vote	Jose Leos	10 m
B. August 5th Convocation	FYI	Danielle Miles	5 m
C. August 7th Board Retreat Update	FYI	Spark Bookhart	5 m
D. MCPSA Conference	FYI	Danielle Miles	5 m
VII. Closing Items			6:08 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Crossroads Monthly Board Meeting on June 22, 2026

APPROVED



Crossroads Charter Schools

Minutes

Crossroads Monthly Board Meeting

Date and Time

Monday June 22, 2026 at 5:00 PM

Location

Zoom: <https://us06web.zoom.us/j/85343332963?pwd=0aHwhDflZHffGlhBgL9En0p0aSgWnk.1>

Trustees Present

C. Mitchell (remote), D. Charity (remote), J. Williams (remote), L. Weekly (remote), P. Hardwick (remote), S. Bookhart (remote), W. King (remote)

Trustees Absent

J. Linn, J. Schwartz

Guests Present

Danielle Miles (remote), Fabiola Riobe (remote), J. Leos (remote), K. Parker (remote), L. Yarbough (remote), Latasha Jacobs (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Bookhart called a meeting of the board of trustees of Crossroads Charter Schools to order on Monday Jun 22, 2026 at 5:04 PM.

C.

P. Hardwick made a motion to Approve the addition of Latasha Jacobs and Fabiola Riobe to the Crossroads Board c/o 2027.

L. Weekly seconded the motion.

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

B. FY27 Board Meeting Dates

C. Mitchell made a motion to Approve the FY26-27 Board Meeting Dates with an amendment to introduce and vote on the new board member during the October 2026 board meeting.

D. Charity seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

P. Hardwick made a motion to Adjourn the June 22, 2026, meeting.

D. Charity seconded the motion.

The board **VOTED** 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 6:26 PM.

Respectfully Submitted,

L. Yarbough

Coversheet

Review & Consideration of District Assessment Calendar

Section:	III. Educational Excellence
Item:	A. Review & Consideration of District Assessment Calendar
Purpose:	Vote
Submitted by:	
Related Material:	26-27 Academic Data & Assessment Calendar- external.pdf



2026-27 Academic Data & Assessment Calendar

What you will find in this calendar	Why academic data & assessments are important to our students and organization
• Year-at-a-Glance: Includes windows for district-mandated benchmarks, grade posting windows, and state testing window • <u>Assessment Details by Grade Band</u>: Includes teacher & administrative purposes for assessments, details on testing windows, and links to assessment-specific resources ◦ K-6 Reading and writing ◦ K-6 Math ◦ K-6 STEM ◦ CPA (Grades 7-12) • <u>All Assessments: Growth & Achievement Goals</u>: Information on measurable goals for all students • <u>Family Communication Resources</u>: Information for teachers on family-facing reports	At Crossroads Charter Schools, we believe that data tells a story about our students' experiences at school, and we value data as a resource to find access points for equitable student outcomes. Our goals for assessments are: • To intentionally collect data on research-based indicators of success to ensure annual or catch up growth for all students • To define data usage at the district, building, grade level, content and individual student levels • To align the assessments used across campuses • To provide clarity on how data can be used to increase student achievement
Related Links & Resources	
• CCS Curriculum Shared Drive • iReady login site	• CPA Midterms/Interims Shared Drive • CCS Interims Planning Doc



2025-2026 CCS Assessment Calendar

2026-2027 CALENDAR: 2 Week SJS, 169 days

July 27-31, New Staff PD

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 1: No School, Winter Break

January 4: No School, Teacher

PD/Planning Day

Jan 4-8: Q2 Posting Window

Jan 5-22nd Winter iReady Interim

Jan 15: Q 2 ends (42 days)

January 18: No School, MLK Day

August 3-7: All Staff PD

August 7: All Staff BOY Celebration
(Tentative)

August 10-21: Jump Start

*Note: during Jumpstart dismiss 1 hour
early: 8:45-3:00 CS/QH, 7:30-1:45 CPA

Aug 24: First day of RSY

Aug 26-Sept 4 Fall iReady

AUGUST 2026						
S	M	T	W	Th	F	S
						2
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 2-3: Accuplacer Make up

February 12: No School, Teacher

Real-World Planning Day

February 15: No School, President's Day

Feb 22-26: CPA Interim 3 Window

Aug 26-Sept 4 Fall iReady

September 7: Labor Day

September 8: No School, Teacher Real
World Planning Day

Sept 29: District ACT- Seniors

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 5-12: Q3 Posting Window

March 2-4: CS/QH Interim 3 Window

March 18-19 Conferences

- 3:30-8:00 PM, 3/13

- CPA: 3:30-7

- CS/QH: 4:30-8

- 8AM-3PM, 3/14

March 22-26 No School, Spring Break

March 18: Q 3 Ends (41 days)

Oct 1-8: CPA Interim 1 Window

October 9: No School, Teacher PD Day

Oct 12-16: Q1 Posting Window

October 20-21: 10th Accuplacer

Oct 21-22: CS/QH Interim 1 Window

October 22: Q1 Ends (42 days)

October 22-23: Conferences

- 4:30-8:00 PM 10/22

- 8AM-3PM 10/23

October 26: No School

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 6: District ACT- Juniors

April 9: No School: Teacher PD Day

April 23: No School, Spring

Holiday/Teacher Care Day **First

Inclement Make Up Day

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 3-21: Spring iReady Interim

May 15: All Staff EOY Celebration

May 3-14: MAP GL/EOC/ Interim 4
Window

May 21: Seniors' last day (tent)

May 24-28: Q4 Posting Window

May 31: No School, Memorial Day

Dec 9-16: Interim 2 Window

Dec 9-16: HS S1 EOC and make ups

December 11, No School, Teacher Real
World Planning DayDecember 21-31: No School, Winter
Break

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 3: Q4 ends (46 days)

June 3: Tentative last day of school

June 4: Staff Work Day **Second

Inclement Make Up Day



K-6 Reading & Writing						
Indicators of Success	Assessment & Measures	Assessment Purpose	Kinder	1st	2nd & 3rd	4th-6th
Dyslexia Screener Plan	PACE-1 Heggerty Letter Names & Sounds (LNS) 2-3 PAST Fall - Form A Winter - Form B Spring - Form C	Teachers: Identify students who may have dyslexic tendencies. Progress monitor growth Administrative: Early identifier. Progress monitor with staff. Utilize to inform Tier 2 & 3 services DESE requirement.	All: FALL - Sept 1 WIN - Jan SPR - May	All: FALL - Sept 1 WIN - Jan SPR - May	All: FALL - Sept 1 Below Benchmark Only: WIN - Jan 26 SPR - April 26	As Needed
Kindergarten Screening	DIAL 4 (Language Motor Concepts)	Teachers: Data shared with K teachers PACE teachers use at the beginning of the year to inform instruction Administrative: Kindergarten readiness: Determines placement in PACE or Kindergarten -Share trends with partner Pre-K to determine next steps - 35th percentile and below qualify for PACE	BOY & New enroll (Due Sept 1) PACE repeat at EOY	N/A		
K-6 Reading & Writing (cont)						
Indicators of Success	Assessment & Measures	Assessment Purpose	Kinder	1st & 2nd	3rd	4th-6th



MLS/CCSS Aligned Interims	CCS Interims (ELA MLS)	Teachers: -Identify and plan for gaps in instruction -Use resources and assessment to plan for upcoming instruction and plan for formative assessments -Use assessment to set the bar for grade level expectations and academic rigor Administrative: -Look at school progress compared to network -Confirm alignment between intended standard and execution -Use items to set the bar for teacher created assessments -Use as a data point to identify needed supports	n/a		Interim 1: Week of Oct 19 Interim 2: Week of Dec 7 Interim 3: Week of March 1 Interim 4: Not completing due to MAP	
K-6 Reading & Writing (cont)						
Indicators of Success	Assessment & Measures	Assessment Purpose	Kinder	1st	2nd & 3rd	4th-6th
Across Grade Level ELA Standards	iReady Annual Growth	Teachers: -Determine placement in RTI/Extended Learning - Grade level growth over time Administrative: -Report data to families, sponsor and funders - Measure growth BOY to EOY	Fall iReady - Week of 8/24 Winter iReady - Week of 1/4 Spring iReady - Week of 5/3			
State Standards	MAP: Missouri Assessment Program	Administrative: -Report data to families and funders -Determine placement in RTI/Extended Learning	n/a		2nd: n/a 3rd-6th: Week of 5/3	
Access	ACCESS- Assessing Comprehension and Communication in English State-to-State	Teachers: Give teachers insight to student English proficiency levels to enhance teaching strategies and differentiation Administrative: Monitors and Reports ELL's progress towards English language proficiency in 4 domains: Listening,	First 3 weeks of February: Week 1: K-2 Week 2: 3-6 Week 3-4: 7-12			



		Reading, Speaking and Writing.	
Enrichment	Naglieri Nonverbal Ability Test® Third Edition (NNAT3)	Teachers: Utilized to determine placement in Enrichment in 3rd grade and 5th grade. Universally given to all students to ensure equal access Administrative: Determine enrichment placement	3rd grade - Completed during jump start session 5th grade: - As needed, completed during jump start session

K-6 Math						
Indicators of Success	Assessment & Measures	Assessment Purpose	Kinder	1st & 2nd	3rd	4th-6th
MLS/CCSS Aligned Interims	CCS Interims (Math MLS)	Teachers: -Identify and plan for gaps in instruction -Use resources and assessment to plan for upcoming instruction and plan for formative assessments -Use assessment to set the bar for grade level expectations and academic rigor Administrative: -Look at school progress compared to network -Confirm alignment between intended standard and execution -Use items to set the bar for teacher created assessments -Use as a data point to identify needed supports	n/a	n/a	Interim 1: Week of Oct 19 Interim 2: Week of Dec 7 Interim 3: Week of March 1 Interim 4: Not completing due to MAP	
Across Grade Level ELA Standards	iReady Annual Growth	Teachers: -Determine placement in RTI/Extended Learning - Grade level growth over time Administrative: -Report data to families, sponsor and funders - Measure growth BOY to EOY	Fall iReady - Week of 8/24 Winter iReady - Week of 1/4 Spring iReady - Week of 5/3			
K-6 Math (cont.)						



Indicators of Success	Assessment & Measures	Assessment Purpose	Kinder	1st	2nd & 3rd	4th-6th
State Standards	MAP: Missouri Assessment Program	Administrative: -Report data to families and funders -Determine placement in RTI/Extended Learning	n/a		2nd: n/a 3rd-6th: Week of 5/3	

K-6 STEM

Indicators of Success	Assessment & Measures	Assessment Purpose	Kinder	1st	2nd & 3rd	4th-6th
State Standards	Missouri Assessment Program (State Assessment)	Administrative: -Report data to families and funders -Determine placement in RTI/Extended Learning	n/a		5th grade only: Week of 5/3	

Grades 7-12

Indicators of Success	Assessment & Measures	Assessment Purpose	7th	8th	9th	10th-12th
Across grade level math, reading, and science skills	NWEA Growth Assessments	Teachers: -Determine placement in RTI/Extended Learning - Grade level growth over time Administrative: -Report data to families, sponsor and funders - Measure growth BOY to EOY	Fall iReady - Week of 8/24 - Grades 7-English III take Growth Reading 6+ - Grades 7-HS Math take Growth Math: 6+ Winter iReady - Week of 1/4 - Grades 7-English III take Growth Reading 6+ - Grades 7-HS Math take Growth Math: 6+ Spring iReady - Week of 5/3 - Grades 7-English III take Growth Reading 6+ - Grades 7-HS Math take Growth Math: 6+			



CCSS Aligned Interims	CCS Interims	Teachers: -Identify and plan for gaps in instruction -Use resources and assessment to plan for upcoming instruction and plan for formative assessments -Use assessment to set the bar for grade level expectations and academic rigor Administrative: -Look at school progress compared to network -Confirm alignment between intended standard and execution -Use items to set the bar for teacher created assessments -Use as a data point to identify needed supports	Interim 1: Week of Oct 1 Interim 2: Week of Dec 7 Interim 3: Week of Feb 26 Interim 4: Not completing due to MAP Assessed Courses: • 7th Math & ELA & Social Studies & Science • 8th Math & ELA & Social Studies & Science • Algebra I, Geometry, Algebra II, Pre-algebra • English I, English II, English III, English IV • HS Science • HS Social Studies
College Readiness Skills	ACT	Teachers: Allows for data that determines college readiness based upon College Board guidelines. Administrative: Data measures overall academic skills and knowledge and college readiness of scholars and graduates.	Students: 11th & 12th Graders Dates: Seniors: Week of Sept 29 Juniors: Week of April 6
Grade Level Standards	MAP and EOC	Administrative: -Report data to families and funders -Determine placement in RTI/Extended Learning	• ELA: 7-8, English II, • Math: 7-8, Algebra I • Science: 8, Biology • Social Studies: Government Week of 5/3



All Assessments: Growth & Achievement Goals			
Assessment	Grade Levels & Courses Assessed	Growth Goals (for students who have significant unfinished learning or)	Achievement Goals (for students who are on grade level/on track)
iReady	● ELA: all students K-12 in ELA ● Math: all students K-12 in Math	<i>*Growth goals are calculated using the iReady growth prediction. 2 levels of goals will be available: Typical growth (average amount of growth in one year) and Stretch Growth (growth needed to close outcome caps).*</i>	
		<40th percentile (Tier 3)	1.5 years
		40-60th percentile (Tier 2)	1.25-1.5 years
		60th+ percentile (Tier 1)	1 year
		*60th percentile or above--considered on track for proficient	
Achievement Network	● ELA: 3-8, English I, English II, English III, English IV ● Math: 3-8, Algebra I, Geometry, Algebra II, Pre-Algebra, Personal Finance ● Social Studies: American History, World History, Government ● Science: 7-8, Biology, Anatomy, Earth Science, Urban Gardening, Chemistry, Physical Science	Student & teacher-directed growth goals. Examples include: -Master 1 additional standard from last interim -Increase # of correct answers by 2 -5% increase in overall score	Average score of 65%--considered on track for proficient
MAP & EOC	● ELA: 3-8, English II, ● Math: 3-8, Algebra I ● Science: 5, 8, Biology ● Social Studies: Government	Grow one achievement level from previous year	Proficient or advanced



PAST / Heggerty	Heggerty: K-1 PAST: 2-6 This assessment is only for scholars who score “Flagged” on dyslexia screener via NWEA MAP Reading in August.		

Family Communication

iReady Link to description of available iReady report types	Family Report can be downloaded as a PDF to share students' achievement & growth with families.
CCS Interims	Interim scores will be added to Infinite Campus as relevant. Scores will be highlighted and shared during parent-teacher conferences.

Coversheet

Review & Consideration for the Appointment of Homeless Liaison; Diverse Learners Director

Section: III. Educational Excellence
Item: B. Review & Consideration for the Appointment of Homeless Liaison;
Diverse Learners Director
Purpose: Vote
Submitted by:
Related Material: Homeless and Foster Care Liaison Job Description.pdf



Crossroads Charter Schools

Job Description: Homeless and Foster Care Liaison

Direct Supervisor: Chief Academic Officer, or designee

School Summary:

At Crossroads Charter Schools, we...

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

Position Summary:

The Homeless/Foster Care Liaison is responsible for supporting the needs of the Homeless/Foster Care student population and ensuring the delivery of mandated services to facilitate the student’s attendance and access to appropriate education. The Homeless/Foster Care Liaison assesses students and families; interprets laws relating to Homeless/Foster Care students; works as a team member to develop intervention strategies; provides case management; monitors student progress; and makes referrals. Position also acts as a resource to school staff and conducts related training.

Position Responsibilities:

- Interprets laws relating to Homeless/Foster Care students; and ensures the delivery of mandated services.
- Assesses students identified as Homeless/Foster Care and makes visits to living areas/shelters to assess the family environment.
- Collaborates with school staff to develop interventions for students identified as Homeless/Foster Care and develops individualized service plans.
- Implements case management services (including individual counseling); monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.

- Serves as a liaison between schools and such agencies/facilities as Homeless/Foster Care shelters, social services, court services, and the police department to coordinate assistance for Homeless/Foster Care students.
- Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.
- 7. Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding Homeless/Foster Care students, interpretation of Homeless/Foster Care/school attendance policies and laws, and record-keeping requirements.
- Conducts training to school staff on school laws as it relates to the Homeless/Foster Care student population; and recommends strategies for supporting the needs of these students.
- Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
- Models nondiscriminatory practices in all activities.
- Demonstrate gains in student performance
- Participate in meetings, training and professional development
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating, etc.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.

Skills and Qualifications:

- Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.
- Must possess a demonstrated knowledge and understanding of school law as it relates to Homeless/Foster Care students; intervention strategies; and referral sources.
- Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret Homeless/Foster Care law; provide support activities for students and their families; and conduct training to staff.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
- Working Conditions and Physical Requirements:
- Duties are performed in various environments to include in an office environment, at school sites, at Homeless/Foster Care shelters, and in the community with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local travel in the community. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.
- This job description in no way states or implies that these are the only duties to be performed by this employee. The Homeless/Foster Care Liaison will be required to follow any other instructions and to perform any other related duties as assigned by the administrator. School reserves the right to update, revise or change this job description and related duties at any time.

- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check

Key Working Relationships in Addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Assistant Principal, Principal, Chief Operations Officer, Superintendent

Coversheet

Review & Consideration for the Appointment of Foster Care Liaison, Diverse Learners Director

Section: III. Educational Excellence
Item: C. Review & Consideration for the Appointment of Foster Care Liaison,
Diverse Learners Director
Purpose: Vote
Submitted by:
Related Material: Homeless and Foster Care Liaison Job Description.pdf



Crossroads Charter Schools

Job Description: Homeless and Foster Care Liaison

Direct Supervisor: Chief Academic Officer, or designee

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- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

Position Summary:

The Homeless/Foster Care Liaison is responsible for supporting the needs of the Homeless/Foster Care student population and ensuring the delivery of mandated services to facilitate the student’s attendance and access to appropriate education. The Homeless/Foster Care Liaison assesses students and families; interprets laws relating to Homeless/Foster Care students; works as a team member to develop intervention strategies; provides case management; monitors student progress; and makes referrals. Position also acts as a resource to school staff and conducts related training.

Position Responsibilities:

- Interprets laws relating to Homeless/Foster Care students; and ensures the delivery of mandated services.
- Assesses students identified as Homeless/Foster Care and makes visits to living areas/shelters to assess the family environment.
- Collaborates with school staff to develop interventions for students identified as Homeless/Foster Care and develops individualized service plans.
- Implements case management services (including individual counseling); monitors student/family progress and status; and makes referrals to other professional staff members or community agencies as needed.

- Serves as a liaison between schools and such agencies/facilities as Homeless/Foster Care shelters, social services, court services, and the police department to coordinate assistance for Homeless/Foster Care students.
- Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating available services.
- Acts as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding Homeless/Foster Care students, interpretation of Homeless/Foster Care/school attendance policies and laws, and record-keeping requirements.
- Conducts training to school staff on school laws as it relates to the Homeless/Foster Care student population; and recommends strategies for supporting the needs of these students.
- Maintains necessary records ensuring confidentiality of students and their families and prepares related reports.
- Models nondiscriminatory practices in all activities.
- Demonstrate gains in student performance
- Participate in meetings, training and professional development
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating, etc.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.

Skills and Qualifications:

- Must possess a Bachelor's degree in counseling, social work, psychology, education, or a related field with some related experience providing services for school aged children; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.
- Must possess a demonstrated knowledge and understanding of school law as it relates to Homeless/Foster Care students; intervention strategies; and referral sources.
- Must possess excellent assessment, case management, interpersonal, and communication skills. Must possess the ability to interpret Homeless/Foster Care law; provide support activities for students and their families; and conduct training to staff.
- Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.
- Working Conditions and Physical Requirements:
- Duties are performed in various environments to include in an office environment, at school sites, at Homeless/Foster Care shelters, and in the community with no unusual physical demands. Work involves physical effort encountered in normal, everyday office activities. Position requires occasional local travel in the community. While performing the duties of this job, the employee is occasionally exposed to angry students/parents and neighborhoods considered to have high levels of violence potential. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.
- This job description in no way states or implies that these are the only duties to be performed by this employee. The Homeless/Foster Care Liaison will be required to follow any other instructions and to perform any other related duties as assigned by the administrator. School reserves the right to update, revise or change this job description and related duties at any time.

- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check

Key Working Relationships in Addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Assistant Principal, Principal, Chief Operations Officer, Superintendent

Coversheet

Review & Consideration of Dyslexia Plan

Section:	III. Educational Excellence
Item:	D. Review & Consideration of Dyslexia Plan
Purpose:	Vote
Submitted by:	
Related Material:	Crossroads Charter Schools District Dyslexia Plan.pdf

Crossroads Charter Schools' Dyslexia Plan

The purpose of this document is to outline the actions of Crossroads Charter Schools as it relates to identifying and servicing students at-risk for dyslexia. This is in accordance with the provisions of Section 167.950, RSMo. Nothing in this document should be used to supplant or postpone the IDEA or Section 504 eligibility determination process should a disability be suspected.

Universal Screening

Screening will identify students who are at risk of reading failure, be used to identify need for intervention, plan instruction for intervention, and determine exit criteria for intervention windows.

The following actions will be taken in accordance with state department guidance:

- First through third graders will be screened within the first thirty days of the school year, mid and end of the year benchmarking. Progress monitoring shall occur for scholars not meeting norms.
- PACE/Kindergarten will be screened by January 31 and end of the year. Progress monitoring shall occur for scholars not meeting norms.
- Transfer students shall be screened within the first 30 days of entering if not previously screened.
- A scholar will be screened in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian.
- Exemptions:
 - Existing diagnosis of dyslexia
 - Students with a sensory impairment (visual/auditory)
 - Severe intellectual disabilities
 - English learners where native language assessments and properly trained bilingual staff related to administration and interpretation of results is unavailable.

Building administrators and/or the building Instructional Leadership Teams will determine who best to complete student screenings. This could include classroom teachers, reading specialists/teachers, reading tutors, instructional coaches or any combination therein.

Dyslexia Screener

DESE acknowledges that there is no one test or tool that encompasses all the recommended skills and recognizes that the universal screening process alone is



not sufficient to identify students with dyslexia, however they can reveal specific weaknesses that are consistent with dyslexia. DESE suggests that the following skills are essential to identify deficits related to dyslexia, and to guide intervention.

Kindergarten

- Phonological awareness (words, syllables, rhyming, onset-rime, blending, and syllable and word segmentation)
- Sound/symbol recognition
- Alphabet knowledge (letter naming fluency)
- Rapid automatic naming

First Grade

- Phonological awareness (segmentation, blending, isolation, manipulation)
- Sound/symbol recognition
- Alphabet knowledge (letter naming fluency)
- Word recognition fluency
- Orthography
- Reading comprehension

Second & Third Grades

- Phonological Awareness
- Oral reading fluency
- Word recognition
- Reading comprehension
- Orthography

The following assessments will comprise the dyslexia screener at Crossroads Charter Schools. Scores will be tracked to determine whether students show a pattern of dyslexic tendencies.

Universal Screening: All Crossroad Charter School students will be screened using the NWEA Measures of Academic Progress reading assessment as well as the Fountas and Pinnell reading assessment. Students scoring in the bottom 25th percentile based on the NWEA will then be assessed using more specific measures:

Grade	Screener	When?
PACE/Kindergarten	NWEA Fluency: Dyslexia Screener + Oral Reading Fluency Tier ⅔ Heggerty	Dec / Jan, May
Phonological/	NWEA Fluency: Dyslexia Screener	Dec/Jan, May



Phonemic Awareness	+ Oral Reading Fluency Tier ⅔ Heggerty	
Sound/symbol recognition	NWEA Fluency: Dyslexia Screener + Oral Reading Fluency Tier ⅔ Heggerty	Dec./Jan, May
Letter Naming	NWEA Fluency: Dyslexia Screener + Oral Reading Fluency Tier ⅔ Heggerty	Dec./Jan, May
Rapid Automatic Naming	DIAL assessment	Upon entering PACE/kinder
First Grade		
Phonological/ Phonemic Awareness	NWEA Fluency: Dyslexia Screener + Oral Reading Fluency Tier ⅔ Heggerty	Aug./Sept.; Dec./Jan.; and May
Sound/symbol recognition	NWEA Fluency: Dyslexia Screener + Oral Reading Fluency Tier ⅔ Heggerty	Aug./Sept.; Dec./Jan.; and May
Word Recognition	NWEA Fluency: Dyslexia Screener + Oral Reading Fluency Quick Phonics Assessment	Aug./Sept.; Dec./Jan.; and May
Reading Comprehension	NWEA Reading	Aug./Sept.; Dec./Jan.; and May
Orthography (Optional)	Pathways - Spell a Word	Quarterly
Second and Third Grades		
Phonological Awareness	NWEA Fluency: Dyslexia Screener + Oral Reading Fluency PAST	Aug./Sept., Dec./Jan., and May
Word Recognition (opt based on data)	NWEA Fluency: Dyslexia Screener + Oral Reading Fluency Quick Phonics Assessment	Aug./Sept., Dec./Jan., and May
Oral Reading Fluency	NWEA Fluency: Oral Reading	Aug./Sept., Dec./Jan.,



	Fluency	and May
Reading Comprehension	NWEA Reading	Aug./Sept., Dec./Jan., and May
Orthography (Optional)	Pathways - Spell a Word	Quarterly
Fourth Grade and above		
Phonological Awareness	Heggerty/PAST as needed	
Word Recognition (opt based on data)	Quick Phonics Assessment	Aug./Sept., Dec./Jan., and May
Oral Reading Fluency	NWEA Fluency	
Reading Comprehension	NWEA Reading	

Analysis of Data

Assessment results will be analyzed in grade level or building Instructional Leadership Teams (ILTs) through a systematic process consistent throughout the district. These systems and processes should be utilized throughout the year, including progress monitoring periods. Students with deficits according to the assessments listed above will have specific identified instructional focus in the areas of phonological awareness, phonics, fluency, or comprehension as noted by the assessment.

Supports and Accommodations

Crossroads' teachers will provide reasonable classroom supports that are low-cost and based on effective best practices, such as oral exams or extended test-taking periods. A list of possible supports provided by DESE is listed at the end of this document.

Professional Development for Dyslexia

Crossroads District will provide two hours of dyslexia inservice training to all practicing staff. The training may include an introduction to dyslexia, dyslexia simulation, provide information on intervention, screening, progress monitoring, data based decision making, fidelity, and classroom supports.



Interventions for Students With Dyslexic Tendencies (From DESE Guidance Document)

"In the 2018-19 school year and subsequent years, the school board of each district and the governing board of each charter school shall provide reasonable classroom support consistent with the findings and recommendations of the task force created under section 633.420. "Support" is low-cost and effective best practices, such as oral examinations and extended test-taking periods."

The following is a list of example accommodations that benefit students with dyslexia. Note that not all students at risk for dyslexia will require all the possible supports. It is important to match and scaffold the supports with the student's individual need.

General

- Utilizing multi-sensory approaches
- Establish repeated exposure & review
- Check often for understanding
- Balance individual, small group and large group activities
- Provide extended time for oral responses
- Provide extended time for written responses
- Make available teacher-provided study guides
- Offer teacher-provided lecture or movie notes
- Provide taped or recorded lecture
- Reduce copying by providing information on worksheets or handouts avoid copying notes or outlines from boards or overheads, allowing students to focus on processing information instead of laboring to write it and losing the intent and meaning.
- Avoid far and near-point copying
- Avoid use of worksheets that require "page flipping," e.g. map on one side of page, questions on other side. Provide students with two sheets of paper so that questions and source material can be in the same field of vision.
- Provide chapter/subject outline of curriculum for each semester/course syllabus
- Provide list of relevant curriculum-specific vocabulary in advance
- Present new information in small sequential steps
- Present curriculum using a "top-down" approach -- provide meaning first, then fill in facts
- Present curriculum through a variety of modalities
- Use manipulatives when possible in math & science
- Provide models or examples
- Use graphic organizers
- Use visual aids
- Provide two sets of textbooks -- one for home and one for school
- Use marker to highlight important textbook sections



- Use peer readers
- Provide interesting reading material at or slightly above the student's comfortable reading level
- Maintain daily routines
- Encourage use of planners & calendars
- Provide accommodations for directions
- Use both oral and printed directions
- Chunk directions into small steps using as few words as possible
- Outline number and sequence steps in a task
- Have student repeat the directions for a task
- Show a model of the end product of directions (e.g., a completed math problem or finished quiz)
- Stand near the student when giving directions or presenting a lesson to provide proximity.
- Provide visual aids
- Consider page layout and font usage when creating classroom material; avoid script, irregular columns, break information into smaller chunks on page. Use 12 to 14-point font in evenly spaced sans serif fonts such as Ariel and Comic Sans; avoid underlining, italics, and text in bold caps. Provide ample space for written responses. Arrange work from easiest to hardest.

Environment

- Provide structured time for organization of materials (set up laptop at beginning of class; allow additional time to update planner)
- Offer preferential seating, e.g. close to positive role model, close to board, close to teacher
- Guide opportunities for student response in manner that supports memorization challenges
- Post charts, graphs, number line, etc. in class, including alphabet charts and number charts (assists with letter & number formation & working memory issues)
- Do not use round-robin reading or read out loud unless student volunteers
- Evaluate the classroom structure against the student's needs (flexible structure, firm limits, etc.)
- Keep the classroom quiet during intense learning times
- Provide noise buffers such as headphones, earphones or ear plugs
- Reduce visual distractions in the classroom
- Keep workspaces clear of unrelated materials

Technology

- Provide technology tools- laptop, tablet, headphone, microphone, printer, scanner for teachers & students
- Provide training for use of technology for teachers & students
- Provide a computer for written work



- Allow student to type written work
- Provide access to digital text & materials (textbooks, workbooks, chapter books)
- Provide access to audiobooks through services like Learning Ally and Bookshare memberships
- Permit the student to record class lectures/use a Livescribe Smartpen
- Provide access to word prediction software, text-to-speech software, extensions, typewriter to edit fillable forms; PDF worksheets (teacher scans worksheet & worksheet can then be edited by student using tools; document conversion)
- Provide access to word prediction software, text-to-speech & speech-to-text software or extensions for written assignments
- Have an integrated, consistent technology "package" in place when the student begins the school year
- Provide access to assisted listening device

Social / Emotional

- Gauge frustration levels
- Provide a variety of activities in which the student can demonstrate mastery and success
- Allow for frequent breaks and vary activity (when frustrated)
- Provide frequent positive feedback and reinforcement
- Praise effort and process, not just final output
- Allow access to school counselor if needed
- Be sensitive about pull-out services; Does the child always miss gym? Is gym a class that helps the child "get through the day?"

Assignments

- Give directions in a variety of ways
- Give oral prompts or cues
- Avoid penalizing for penmanship or spelling errors
- Allow student to record or type assignments
- Offer use of scribe
- Provide extended time for completion
- Reduce pen-to-paper assignments
- Give option to give oral presentations instead of written reports
- Shorten assignments or break large assignments into chunks
- Give advance notice of assignments
- Provide clear expectations for assignments; provide rubrics
- Model or give examples of expected finished output
- Provide opportunities for interest-based projects
- Avoid word searches, crossword puzzles, letter jumbles or "fill in the letter" riddle math sheets

Tests / Exams

- Consider performance-based measures
- Use alternative test formats



- o Fewer selections for multiple choice
 - o Chunk matching questions into smaller sections
 - o Give word bank for fill in the blank, and short answer
 - o Provide word bank for "labeling tests," such as states & capitals, parts of a microscope, etc.
 - o Avoid essay questions
- Allow extended time for completion
- Read test to student
- Provide alternative seating for testing (so test can be read to student away from peers)
- Allow tests to be taken in a room with few distractions (e.g., the library)
- Conduct testing over multiple days
- Avoid penalizing for spelling, punctuation or grammar
- Allow oral responses or scribe
- Allow the student to complete an independent project as an alternative test
- Give advance notice of test and exams, allowing additional time for studying

Math Assignments & Tests / Exams

- Read and explain word problems, or break problems into smaller steps.
- Allow use of times tables chart or math charts / calculator on assignments & exams
- Allow use of graph paper for working math problems or allow students to turn lined paper vertically creating columns for numbers



Coversheet

Review & Consideration Professional Development Plan

Section:	III. Educational Excellence
Item:	E. Review & Consideration Professional Development Plan
Purpose:	Vote
Submitted by:	
Related Material:	CCS PD Plan 26-27.pdf



**Professional Development Plan
2026-2027**

Pending Board Approval

Table of Contents

1. Mission Statement
2. Introduction
3. Philosophy of Professional Development
4. Goals
5. Objectives
6. Professional Development Structure
7. Implementation Timeline
8. Evaluation and Feedback
9. Budget and Resources
10. Appendices

Mission and Vision

Our Mission

Crossroads Charter Schools prepare and inspire students to build a better tomorrow by providing an academically rigorous PK-12 education in a creative, collaborative, community-focused environment.

Our Vision

Crossroads Charter Schools will be the premier school system in Kansas City and a destination for other educators seeking inspiration and best practices. Graduates of Crossroads Charter Schools will be scholarly, culturally literate, and service-oriented individuals who pursue their dreams relentlessly and have a positive impact on their family, their community, and the world.

Introduction

Crossroads Charter Schools believes that one of our critical roles as educators is to be lifelong learners. Ongoing professional development plays a key role in ensuring staff are mastering next and best practices in order to constantly strengthen student achievement. This professional development plan outlines our commitment to and plan for providing ongoing development for all staff that is aligned with the latest educational standards and practices. These include the district's Comprehensive School Improvement Plan (CSIP) and the Missouri School Improvement Program (MSIP) professional development standards.

Philosophy of Professional Development

At Crossroads, one of our staff core values is teachable. We believe that each of is "always a student". We must model the learning we expect of students and constantly sharpen our practice. We believe that professional development should be:

- Application-based: providing opportunities to apply or practice in real time, resulting in greater application in the classroom
- Ongoing: occurring in formal and informal settings
- Impactful: directly impacting student achievement
- Shared: allowing the strengths of staff members to shine, not just leadership

Goals

Strategic Priorities: aligned to our district strategic plan

1. Codify and strengthen the academic beliefs, expectations, and practices required to ensure rigor, joy, and equity.
2. Build the systems to address racial and other biases and model inclusive, culturally-competent practices that drive educational equity

PD District-Wide Foci:

1. Staff understand the level of rigor intended by ELA standards and design engaging learning experiences while utilizing culturally diverse and complex text.
2. Staff understand the level of rigor intended by Math standards, including conceptual, procedural, and application, to design engaging learning experiences.
3. Staff use data from multiple sources to drive instruction
4. Staff are consistently building an equitable climate by using effective behavioral and academic strategies.

District Wide Teacher goals: aligned to the DESE rubric

- Goal 1: 3.3 The teacher adjusts instructional goals and time and modifies instructional strategies, and content to meet students' needs and enhance learning. Ultimately, the teacher continuously evaluates lesson plan effectiveness relative to long- and short-term goals for student performance in meeting curriculum standards
- Goal 2: 4.1 The teacher uses a variety of instructional strategies and resources to encourage students' critical thinking, problem-solving, and performance skills.
- Goal 3: 2.2 Student Goals -The teacher uses strategies to assist students in evaluating and modifying personal learning goals based on personal performance data
- Goal 4: 5.3 The teacher uses an understanding of individual/group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction, and self-motivation. Classroom, school, and community culture.

Objectives

- Accelerate the rate of student learning: Focus on strategies that promote student ownership, leading to greater mastery of content
- Drive Real World Learning integration: increase RWL embedded within classes at the K-12 level, including PBL, Service Learning, and MVA-focused work
- Differentiate instruction: develop targeted instruction based on data, leading to strong instruction for diverse learning needs

Professional Development Structure

Needs Assessment:

This will be conducted through:

- Analyzing student performance data (MAP, EOC, iReady, district created interims)
- Reviewing annual [teacher survey feedback](#) (given end of year by Google Form)
- Gathering district observation trends (TNTP walkthrough rubrics)
- Reviewing parent and student feedback (End of year Google Form: annual survey)

Professional Development Opportunities:

- Workshops: sessions held multiple times a month, focused on core content areas, data-driven instruction, and strategies for student ownership
- Professional Learning Communities (PLCs)/Grade Level Collabs: weekly or biweekly sessions focused on data analysis and content alignment
- LETRS Training: structured literacy professional development focused on the science of reading, targeted towards K-3, SPED, ELL, and intervention teachers
- Coaching: personalized development provided by administrators and instructional coaches through regular cycles
- Mentoring: pairing of new teachers with experienced teachers for targeted support
- Teacher-led PD sessions: Effective teachers share best practices and sharpen their teacher leadership skills
- Conferences and External Training: additional relevant conferences and training sessions based on individualized needs

Professional Development Opportunities for 12-month Staff:

- Conferences and External Training: additional relevant local, state, and/or regional conferences and training sessions based on individualized needs
- Staff-led PD: targeted leadership development sessions led by Central Office teams

Full Day Professional Development Days for 26-27

- September 8, 2026
- October 9, 2026
- November 13, 2026
- December 11, 2026
- January 4, 2027
- February 12, 2027
- April 9, 2027

Evaluation and Feedback

Feedback will be collected in a variety of ways including:

- Annual Review: gather feedback through annual PD survey
- Student Performance Data: Review student achievement data on district interims and state assessments regularly
- Stakeholder Feedback: Gather culture and climate data from families and students annually to gain perception of experience and needs

Budget and Resources

Each school will receive an allocation for professional development throughout the year. This will cover external presenters, training, and conferences. Additionally, district-wide needs identified through the needs assessment will be considered for additional investment during the annual budget planning process.

Appendices

Appendix A: Needs Assessment Tools and Survey Instruments

Appendix B: 25-26 Analysis for 26-27 Planning

Appendix A: Needs Assessment Tools and Survey Instruments

- Sample Annual Teacher PD Survey
 - This is to be given at the end of each year to gather reflections and feedback from staff.
 - [Annual PD Survey \(Template\)](#)
- Parent and Student Survey
 - Annual feedback from students and families will be review to identify possible needs and focus areas
 - [Parent Feedback survey](#)
 - [Student Feedback Survey \(older\)](#)
 - [Student Feedback Survey \(younger\)](#)

Appendix B: 25-26 Analysis for 26-27 Planning

During the 25-26 school year, Crossroads focused on unlocking the rate of student and teacher growth through ownership, particularly through a practice-based development cycle for teachers, academic celebrations and showcases, formative data analysis, and a continued focus on student ownership. As a result, each school has increased and normed teachers practicing in coaching sessions, identified and monitored priority standards in core content, and provided PD on student ownership. Additionally, each school created intervention blocks and utilized a normed intervention curriculum for math and early literacy. At the Quality Hill Campus, grade levels with consistent math intervention in 2nd semester and nearly double the amount of students that reached growth goals as measured by NWEA. Our 24-25 state testing scores showed significant gaps in math and inconsistent growth in other content areas. Early indicators for 2026 state assessment are limited at the moment. Through feedback sessions with teachers, they desired more teacher led PD, more practical application opportunities, and great collaboration with peers. Additionally, our annual survey showed the lowest affirmative responses to the following questions

- Scholars are always engaged in meaningful, academically rigorous learning
- Materials, resources, and professional development needed to work with special education students are provided.
- Effective resources and training are provided for teaching students across different languages and cultures.

For the 26-27 school year, Crossroads is focusing on driving growth daily for students and staff, through a continued focus on student ownership, bite-sized teacher development, and daily response to data. This work will continue to particularly target math and ELA, as well as developing differentiation skill through practice.

Coversheet

Review Year-End Financials (2025-2026)

Section:	IV. Finance
Item:	A. Review Year-End Financials (2025-2026)
Purpose:	Discuss
Submitted by:	
Related Material:	CCS - Monthly Presentation - June 2026.pdf



June 2026 Financials

PREPARED **JUL'26** BY



- **Executive Summary**
- **Key Performance Indicators**
- **Forecast Overview**
- **Cash Forecast**
- **Key Forecast Changes This Month**
- **Annotated Financials**
- **Monthly Financials**
- **Balance Sheet**

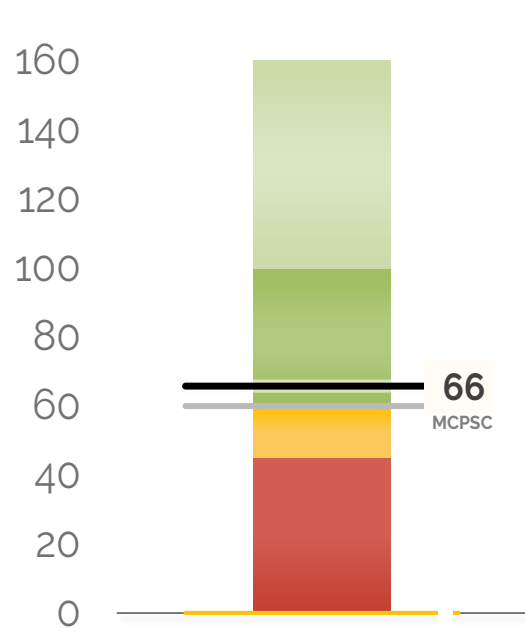
Executive Summary

- Crossroads ended June with a cash balance of \$4.6M, representing 66 days of cash. This is slightly higher than the May forecast, and 8 days better than the board-approved budget.
- Although the school absorbed a \$1.315M prior year correction (PYC), the school's overall operations outperformed the board approved budget by \$419K and ends the year with a net income of \$1.678M.
- As we enter FY27, there are several budget drivers worthy of monthly monitoring:
 - Enrollment & Attendance
 - Basic Formula Funding dependent on KCPS numbers.
 - Vendor Oversight: implementing routine reviews across key operation areas – including Transportation, Security, SPED, Food Services, IT, and Facilities – to prevent unbudgeted variances and ensure timely vendor billing to align actuals with monthly forecasts.

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

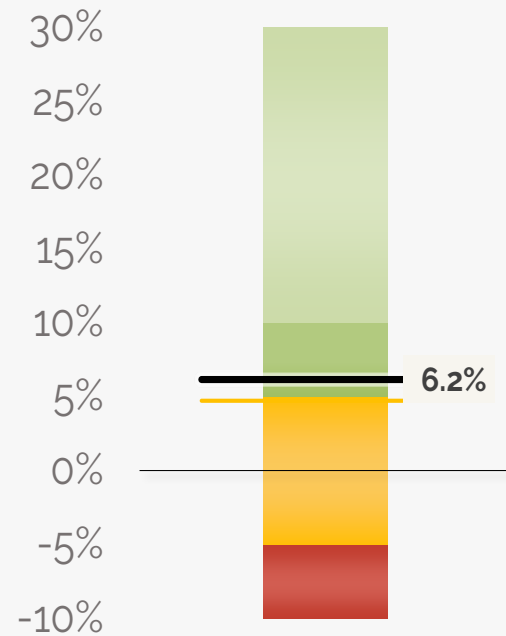


66 DAYS OF CASH AT YEAR'S END

The school will end the year with 66 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

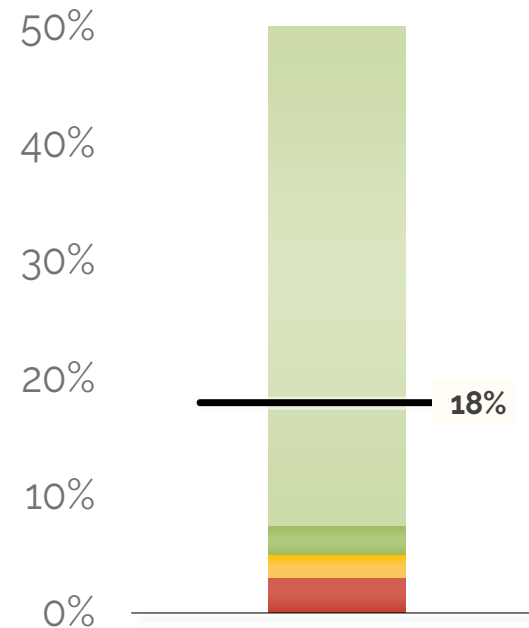


6.2% GROSS MARGIN

The forecasted net income is \$1.7m, which is \$420k above the budget. It yields a 6.2% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses

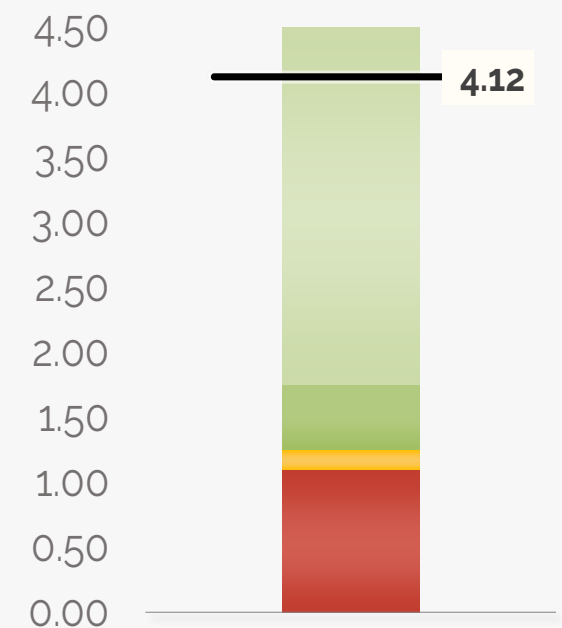


17.94% AT YEAR'S END

The school is projected to end the year with a fund balance of \$4,586,793. Last year's fund balance was \$2,908,321.

DSCR

Amount of cash flow available to meet annual interest and principal payments on debt



DSCR IS 4.12

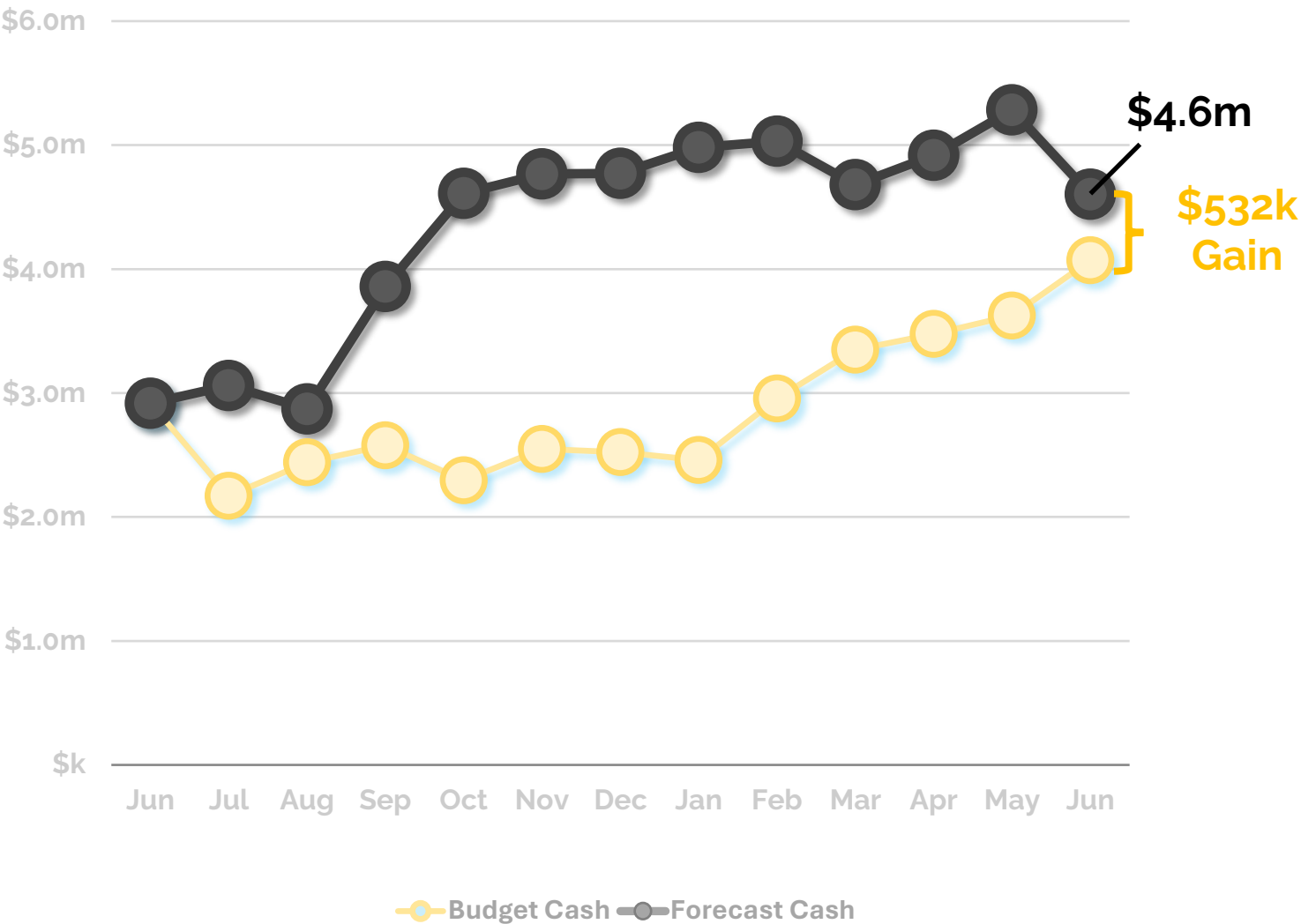
Debt Service Coverage Ratio is defined by the school's bank covenants.

Cash Forecast

66 Days of Cash at year s end

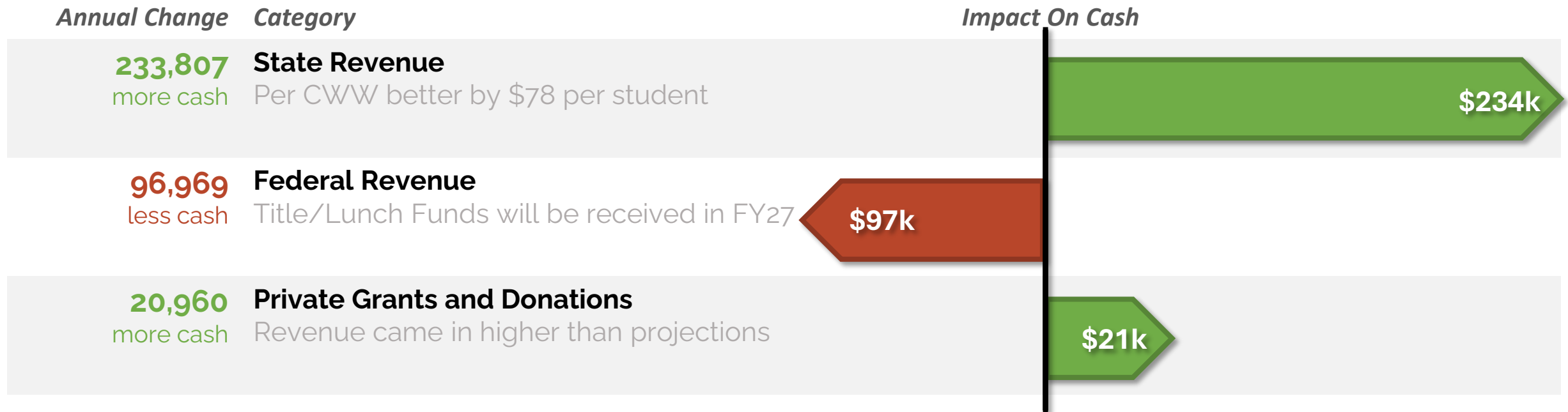
We forecast the school s year ending cash balance as **\$4.6m**, **\$532k** above budget.

Despite facing adversity from an unanticipated prior year correction, Crossroads has built steady stability over the year, closing June 2026 at the 66-day cash minimum; a notable increase from the 45 days of cash held in June 2025.



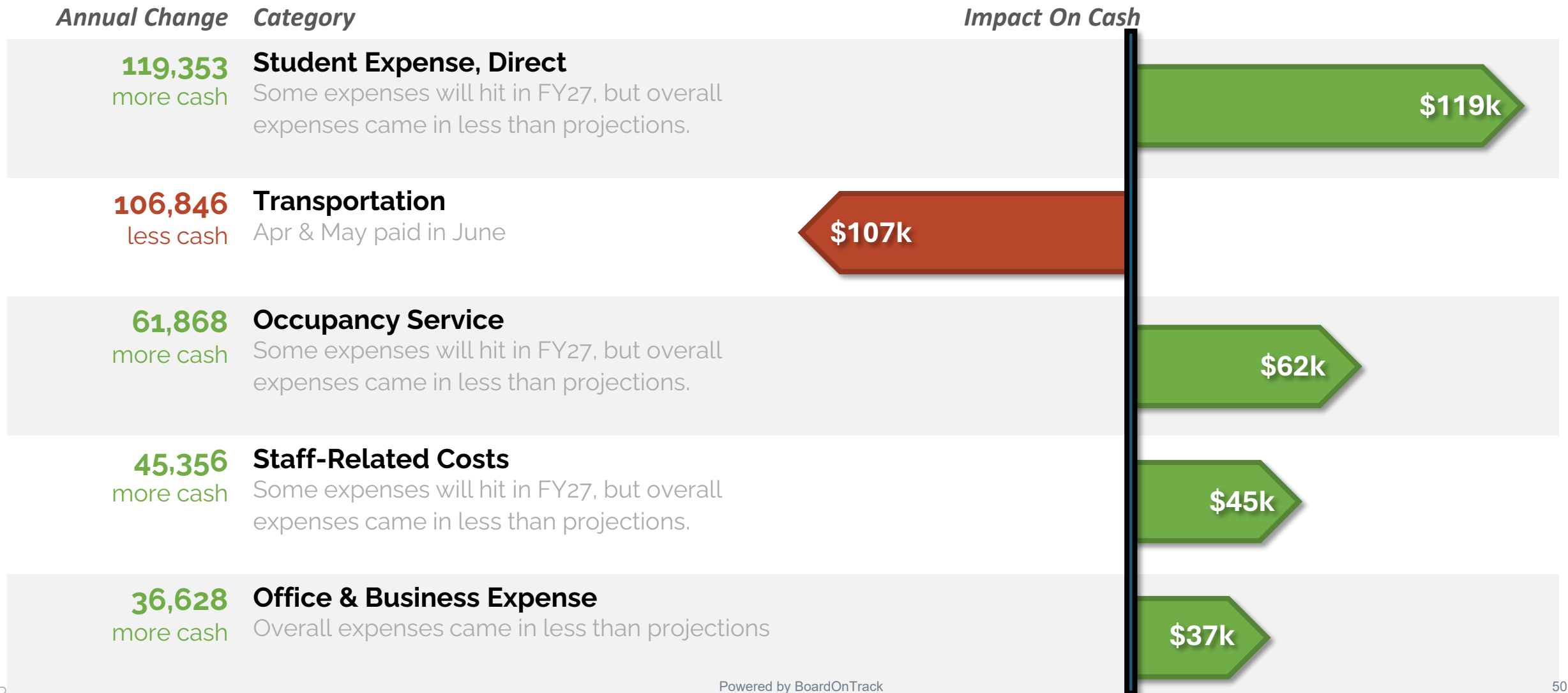
Key Forecast Changes This Month

The June forecast **increased** the year-end cash expectation by \$376k. Key revenue changes:



Key Forecast Changes This Month

The June forecast **increased** the year-end cash expectation by \$376k. Key expense changes:



Crossroads Charter Schools - Crossroads Monthly Board Meeting: July 27th 2026 - Agenda - Monday July 27, 2026 at 5:00 PM								
	Year-To-Date			Annual Forecast				
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining	Rem %
Revenue								
Local Revenue	2,273,521	2,244,414	29,107	2,273,521	2,244,414	29,107	-	0%
State Revenue	21,776,708	22,139,333	(362,624)	21,776,708	22,139,333	(362,624)	-	0%
Federal Revenue	1,684,718	1,481,658	203,060	1,684,718	1,481,658	203,060	-	0%
Private Grants and Donations	1,155,960	800,000	355,960	1,155,960	800,000	355,960	-	0%
Earned Fees	349,941	31,500	318,441	349,941	31,500	318,441	-	0%
Total Revenue	27,240,849	26,696,904	543,944	27,240,849	26,696,904	543,944	-	
Expenses								
Salaries	9,487,753	9,591,401	103,648	9,487,753	9,591,401	103,648	-	0%
Benefits and Taxes	2,818,242	2,983,548	165,306	2,818,242	2,983,548	165,306	-	0%
Staff-Related Costs	195,660	182,580	(13,080)	195,660	182,580	(13,080)	-	0%
Rent	140,349	165,000	24,651	140,349	165,000	24,651	-	0%
Occupancy Service	1,876,385	1,630,397	(245,988)	1,876,385	1,630,397	(245,988)	-	0%
Student Expense, Direct	6,724,548	7,104,646	380,099	6,724,548	7,104,646	380,099	-	0%
Student Expense, Food	622,626	520,000	(102,626)	622,626	520,000	(102,626)	-	0%
Office & Business Expense	1,146,874	1,106,562	(40,312)	1,146,874	1,106,562	(40,312)	-	0%
Transportation	2,076,914	1,681,480	(395,434)	2,076,914	1,681,480	(395,434)	-	0%
Total Ordinary Expenses	25,089,351	24,965,614	(123,737)	25,089,351	24,965,614	(123,737)	-	0%
Interest	473,026	472,423	(603)	473,026	472,423	(603)	-	0%
Total Extraordinary Expenses	473,026	472,423	(603)	473,026	472,423	(603)	-	0%
Total Expenses	25,562,376	25,438,036	(124,340)	25,562,376	25,438,036	(124,340)	-	
Net Income	1,678,472	1,258,868	419,604	1,678,472	1,258,868	419,604	-	
Cash Flow Adjustments	6,945	-	6,945	6,945	-	6,945	-	
Change in Cash	1,685,418	1,258,868	426,549	1,685,418	1,258,868	426,549	-	

Crossroads Charter Schools - Crossroads Monthly Board Meeting: July 27th 2026 - Agenda - Monday July 27, 2026 at 5:00 PM													
	Actual												Forecast
Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenue													
Local Revenue	187,689	185,323	186,834	186,156	186,514	187,646	186,863	191,753	194,198	193,044	193,935	193,567	2,273,521
State Revenue	1,342,216	1,308,041	2,698,636	2,441,061	1,847,448	1,895,617	1,733,982	1,633,185	1,492,893	1,573,983	1,907,291	1,902,355	21,776,708
Federal Revenue	0	230,391	62,411	88,597	298,318	135,364	227,157	83,636	109,114	298,112	90,194	61,423	1,684,718
Private Grants and Donations	12,699	45,618	231,501	131,941	143,897	87,150	61,364	112,308	64,003	69,144	51,885	144,451	1,155,960
Earned Fees	16,648	7,425	3,960	9,002	3,711	5,195	4,525	6,312	159,823	3,193	121,836	8,310	349,941
Total Revenue	1,559,252	1,776,798	3,183,342	2,856,758	2,479,887	2,310,972	2,213,892	2,027,194	2,020,031	2,137,476	2,365,141	2,310,106	27,240,849
Expenses													
Salaries	731,070	785,539	758,916	783,275	764,807	793,958	761,948	775,431	799,546	769,836	791,174	972,251	9,487,753
Benefits and Taxes	210,862	241,085	225,793	231,230	227,647	233,324	234,462	232,634	246,485	232,799	236,102	265,819	2,818,242
Staff-Related Costs	19,503	33,790	11,130	9,252	8,193	5,071	17,585	32,877	34,156	6,536	2,514	15,054	195,660
Rent	10,332	2,182	15,837	13,637	17,547	21,602	13,283	2,182	23,672	6,362	8,367	5,347	140,349
Occupancy Service	164,508	222,942	124,578	141,162	99,263	172,874	184,885	78,252	253,416	66,840	247,999	119,665	1,876,385
Student Expense, Direct	202,728	461,026	817,075	652,412	579,915	557,745	446,811	504,071	583,728	528,175	276,952	1,113,910	6,724,548
Student Expense, Food	0	0	48,731	55,209	85,357	77,036	51,633	36,017	94,980	66,063	93,147	14,453	622,626
Office & Business Expense	118,163	99,097	104,776	76,882	108,839	70,926	100,859	103,246	64,480	94,494	98,176	106,937	1,146,874
Transportation	16,730	3,520	38,382	97,978	399,012	328,599	155,225	185,141	211,676	101,328	224,436	314,888	2,076,914
Total Ordinary Expenses	1,473,895	1,849,180	2,145,218	2,061,038	2,290,581	2,261,135	1,966,691	1,949,850	2,312,138	1,872,434	1,978,867	2,928,324	25,089,351
Operating Income	85,357	-72,381	1,038,124	795,720	189,306	49,837	247,200	77,344	-292,107	265,042	386,274	-618,218	2,151,498
Extraordinary Expenses													
Interest	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	473,026
Total Extraordinary Expenses	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	39,419	473,026
Total Expenses	1,513,314	1,888,599	2,184,637	2,100,456	2,330,000	2,300,554	2,006,110	1,989,269	2,351,557	1,911,852	2,018,286	2,967,743	25,562,376
Net Income	45,938	-111,800	998,705	756,301	149,888	10,418	207,782	37,925	-331,526	225,623	346,855	-657,636	1,678,472
Cash Flow Adjustments	96,666	-76,232	-11,810	-5,822	8,012	-6,123	1,259	12,269	-19,624	12,071	18,266	-21,985	6,945
Change in Cash	142,604	-188,033	986,895	750,479	157,900	4,295	209,040	50,194	-351,151	237,695	365,121	-679,621	1,685,418
Ending Cash	3,060,274	2,872,242	3,859,137	4,609,616	4,767,516	4,771,811	4,980,851	5,031,045	4,679,894	4,917,589	5,282,710	4,603,088	

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
Assets			
Current Assets			
Cash	2,917,671	4,603,088	4,603,088
Total Current Assets	2,917,671	4,603,088	4,603,088
Total Assets	2,917,671	4,603,088	4,603,088
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	9,350	16,295	16,295
Total Current Liabilities	9,350	16,295	16,295
Total Long-Term Liabilities	0	0	
Total Liabilities	9,350	16,295	16,295
Equity			
Unrestricted Net Assets	2,908,321	2,908,321	2,908,321
Net Income	0	1,678,472	1,678,472
Total Equity	2,908,321	4,586,793	4,586,793
Total Liabilities and Equity	2,917,671	4,603,088	4,603,088



QUESTIONS?

Please contact your EdOps Finance Team:

Tracy Null

tracy@ed-ops.com

913.484.2362

EdOps 2017-2026

Coversheet

Review & Consideration of May Registers

Section:	IV. Finance
Item:	B. Review & Consideration of May Registers
Purpose:	Vote
Submitted by:	
Related Material:	2026.05 CCS CheckRegisterbyType.pdf

Crossroads Charter Schools

Check Register by Type

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Posted; Journal Code CD; Processing Month 05/2026

User ID: NAFIS

Payee Type: Vendor**Check Type: Automatic Payment****Checking Account ID: 13**

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
81104521	05/07/2026	X			BCBS	BLUE CROSS AND BLUE SHELDOF KANSAS CITY	108,861.89
81104522	05/04/2026	X			QUALITY	QUALITY STAFF LEASING INC.	1,501.95
81104523	05/30/2026	X			WEX	WEX	4,746.41
81104524	05/13/2026	X			GOOGLEF	GOOGLE FIBER	131.30
81104525	05/07/2026	X			GIBBSTECH	Gibbs Tech	5,949.31
81104526	05/05/2026	X			CROSSFIRST	CROSSFIRST BANK	39,418.80
81104527	05/06/2026	X			ACCIDENT	ACCIDENT FUND	0.00
81104535	05/11/2026	X			SSKC	SCHOOL SMART KC	36,250.00
81104536	05/29/2026	X			HARTFORD	THE HARTFORD INSURANCE COMPANY	6,179.80
81104545	05/06/2026	X			CROSSFIRCC	CROSSFIRST CREDIT CARD	39,022.69
81104546	05/21/2026	X			HYVEE	CCHYVEE	336.88
Checking Account ID: 13					Void Total:	0.00	Total without Voids: 242,399.03

Payee Type: Vendor**Check Type: Automatic Payment****Checking Account ID: 15**

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
81104487	05/20/2026	X			CCGROUP	C & C GROUP	76,620.00
81104488	05/20/2026	X			MCREALTY	MC REALTY GROUP, LLC	8,000.00
81104489	05/20/2026	X			BNIM	BNIM, INC	5,775.00
Checking Account ID: 15					Void Total:	0.00	Total without Voids: 90,395.00
Check Type Total: Automatic Payment					Void Total:	0.00	Total without Voids: 332,794.03

Payee Type: Vendor**Check Type: Check****Checking Account ID: 13**

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
1935	05/08/2026	X			NPB	NPB COMPANIES	510.00
1936	05/08/2026	X			NPB	NPB COMPANIES	1,992.50
1937	05/18/2026				ELDERWILL	WILLIAM ELDER	500.00
1938	05/18/2026	X			BROWCAR	Carvorggia Brown	823.75
88238603	05/05/2026	X			VELOCITI	Velociti Services	3,572.42
88238604	05/05/2026	X			VELOCITI	Velociti Services	409.07
88238605	05/05/2026	X			SYNETIC	SYNETIC TECHNOLOGIES	731.00
88238606	05/05/2026	X			OMEGA	OMEGA DOOR AND HARDWARE INC.	1,833.00
88238607	05/05/2026	X			MIDWESTSUP	MIDWEST SUPPLY, INC.	171.35
88238608	05/05/2026	X			MIDWESTSUP	MIDWEST SUPPLY, INC.	210.07
88238609	05/05/2026	X			MIDWESTSUP	MIDWEST SUPPLY, INC.	184.44
88238610	05/05/2026	X			MIDWESTSUP	MIDWEST SUPPLY, INC.	114.72
88238611	05/05/2026	X			VELOCITI	Velociti Services	3,243.01
88238612	05/05/2026	X			CHERNIN	Nina Cherry	700.00
88238613	05/05/2026	X			BENCHMARK	Benchmark Education Company LLC	23,945.25
88238663	05/05/2026	X			ATT	AT&T	162.90
88238736	05/05/2026	X			PUROZONE	PUROZONE	979.50
88238977	05/05/2026	X			HARRTER	Terry Harris	80.00
88238978	05/05/2026	X			HARDINTURN	TRISSI HARDIN-TURNER	140.00
88238979	05/05/2026	X			PETTGRE	Greta Pettijohn	200.00
88238980	05/05/2026	X			ATRONIC	ATRONIC ALARMS INC	204.00
88238981	05/05/2026	X			LINMIC	Michelle Lin	300.00
88238982	05/05/2026	X			MUELJUL	Julia Mueller-Corriston	300.00
88238983	05/05/2026	X			GANNLIS	LISA GANN	300.00
88238984	05/05/2026	X			LABRKEV	KEVIN LABRANCHE	310.00
88238985	05/05/2026	X			BADAKAR	Karen Badalucco	320.00
88238986	05/05/2026	X			ATRONIC	ATRONIC ALARMS INC	324.00
88238987	05/05/2026	X			HUEYCAR	Caroline Huey	325.00
88238988	05/05/2026	X			GARRASH	Ashley Garrett	400.00
88238989	05/05/2026	X			MCCLBRE	Breanda McClain	410.00
88238990	05/05/2026	X			SEIDCHE	Cheryl Seidel	420.00
88238991	05/05/2026	X			MARIRAMOS	MARINA RAMOS	472.50
88238992	05/05/2026	X			CANTEMI	EMILY CANTERNA	1,250.00
88238993	05/05/2026	X			INDUSTRYSP	Industry Specific Solutions	1,510.00
88238994	05/05/2026	X			PROCARE	ProCare Therapy	2,800.00

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<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
88238995	05/05/2026	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	16,636.93
88238996	05/05/2026	X			APPLE	APPLE INC.	4,751.00
88238997	05/05/2026	X			HIGENE	HI-GENE'S JANITORIAL	28,853.08
88238998	05/05/2026	X			AMERDINING	AMERICAN FOOD & VENDING CORP	37,901.51
88238999	05/05/2026	X			AMAZON	AMAZON	4,783.22
88247636	05/08/2026	X			KEARNOE	Noel Kearns	200.00
88248487	05/08/2026	X			YARBLAT	LaTresse Yarbough	270.00
88248488	05/08/2026	X			FOLLETT	FOLLETT CONTENT SOLUTIONS LLC	9,494.86
88256005	05/12/2026	X			MYCHIEF	MY CHIEF PEOPLE OFFICER	875.00
88256006	05/12/2026	X			JOSTENS	JOSTENS	2,213.29
88256007	05/12/2026	X			GREENEXPEC	GREEN EXPECTATIONS LANDSCAPING	62.65
88256008	05/12/2026	X			GREENEXPEC	GREEN EXPECTATIONS LANDSCAPING	20.60
88256009	05/12/2026	X			GREENEXPEC	GREEN EXPECTATIONS LANDSCAPING	208.58
88256010	05/12/2026	X			HICCUP	Hiccup Productions Inc	475.00
88256011	05/12/2026	X			THYSSELEV	THYSSENKRUPP ELEVATOR CORP	478.10
88256012	05/12/2026	X			OMEGA	OMEGA DOOR AND HARDWARE INC.	316.25
88256013	05/12/2026	X			ARSECAL	Calvin Arsenia Scott	200.00
88256014	05/12/2026	X			VELOCITI	Velociti Services	4,348.31
88256015	05/12/2026	X			AMMICRO	Vital Records	52.95
88256016	05/12/2026	X			VELOCITI	Velociti Services	1,812.14
88256017	05/12/2026	X			VELOCITI	Velociti Services	949.20
88256018	05/12/2026	X			EVERGY	EVERGY	6,571.27
88256019	05/12/2026	X			EVERGY	EVERGY	1,953.50
88256020	05/12/2026	X			EVERGY	EVERGY	4,185.98
88256021	05/12/2026	X			SPIRE	SPIRE	930.84
88256156	05/12/2026	X			YARDI	YARDI MARKETPLACE	1,425.70
88256157	05/12/2026	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT	95.00
88256158	05/12/2026	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT	95.00
88256159	05/12/2026	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT	95.00
88256249	05/12/2026	X			PUROZONE	PUROZONE	415.54
88256250	05/12/2026	X			SOLI	SOLI AND SOLI INC	107.00
88256251	05/12/2026	X			QUALITY	QUALITY STAFF LEASING INC.	1,171.04
88256252	05/12/2026	X			OFFICEPROD	OFFICE PRODUCTS ALLIANCE	934.29
88256646	05/12/2026	X			LINMIC	Michelle Lin	100.00
88256647	05/12/2026	X			PETTGRE	Greta Pettijohn	110.00
88256648	05/12/2026	X			GANNLIS	LISA GANN	110.00
88256649	05/12/2026	X			HUEYCAR	Caroline Huey	205.00
88256650	05/12/2026	X			DILLSTE	Stephanie Dillard	247.50
88256651	05/12/2026	X			MUELJUL	Julia Mueller-Corriston	275.00
88256652	05/12/2026	X			MCCLBRE	Breanda McClain	310.00
88256653	05/12/2026	X			BADAKAR	Karen Badalucco	315.00
88256654	05/12/2026	X			GARRASH	Ashley Garrett	400.00
88256655	05/12/2026	X			SEIDCHE	Cheryl Seidel	420.00
88256656	05/12/2026	X			PICKATIME	PICKATIME INC	666.00
88256657	05/12/2026	X			BLUESYMPH	CC - BLUE SYMPHONY LLC	1,120.00
88256658	05/12/2026	X			WEBERASSE	Lydia Weber	1,200.00
88256659	05/12/2026	X			LANEYLISA	Lisa Laney	1,475.00
88256660	05/12/2026	X			INDUSTRYSP	Industry Specific Solutions	1,510.00
88256661	05/12/2026	X			PROCARE	ProCare Therapy	2,800.00
88256662	05/12/2026	X			INTEGRITY	Integrity Pro Services LLC	4,840.00
88256663	05/12/2026	X			DONALD	DONALD E MAXWELL, LLC	5,248.00
88256664	05/12/2026	X			21STCENT	21ST CENTURY THERAPY, P.C.	8,262.50
88256665	05/12/2026	X			SHERWOOD	Sherwood Autism Center	13,579.29
88256666	05/12/2026	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	15,803.03
88256667	05/12/2026	X			EDOPS	EdOps	16,112.67
88256668	05/12/2026	X			MEDICOACH	MEDI COACH TRANSPORT SERVICES	23,755.25
88256669	05/12/2026	X			EVERDRIVEN	EverDriven Technologies, LLC ALC Schools, LLC	16,851.60
88256670	05/12/2026	X			AMERDINING	AMERICAN FOOD & VENDING CORP	18,921.41
88256671	05/12/2026	X			AMAZON	AMAZON	8,874.78

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User ID: NAFIS

Payee Type: Vendor		Check Type: Check			Checking Account ID: 13		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
88351185	05/19/2026	X			ALLSTAR	All Star Awards & Ad Specialties	1,216.80
88351186	05/19/2026	X			WILSONGLAS	WILSON GLASS, LCC	2,687.00
88351187	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351188	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351189	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351190	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351191	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351192	05/19/2026	X			STRATEGOS	Strategos International, L.L.C	560.00
88351193	05/19/2026	X			BRIDGGI	Bridging the Gap Interpreting	300.00
88351194	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351195	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351196	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351197	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,500.00
88351198	05/19/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,275.00
88351199	05/19/2026	X			PROGRESSIV	PROGRESSIVE ELECTRONICS, INC.	84.00
88351200	05/19/2026	X			MYBRIDGE	MY BRIDGE	400.00
88351201	05/19/2026	X			STACOELE	Staco Electric Construction Co	944.91
88351202	05/19/2026	X			STREAMLINE	Streamline Powered by CivicPlus	3,500.00
88351203	05/19/2026	X			BRIDGGI	Bridging the Gap Interpreting	313.78
88351204	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	14.50
88351205	05/19/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	59.50
88351206	05/19/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	1,093.53
88351207	05/19/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	50.35
88351208	05/19/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	8.00
88351209	05/19/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	1,197.22
88351210	05/19/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	8.27
88351211	05/19/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	874.52
88351212	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	5,714.71
88351213	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	8,164.23
88351214	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	7,551.85
88351215	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	75.18
88351216	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	37.59
88351217	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	75.18
88351218	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	93.61
88351219	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	128.60
88351220	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	17.40
88351221	05/19/2026	X			MCREALTY	MC REALTY GROUP, LLC	7,551.85
88351315	05/19/2026	X			YMCA	YMCA	80.00
88351316	05/19/2026	X			GRAINGER	GRAINGER	706.94
88351414	05/19/2026	X			K12ITC	K12 ITC, INC.	16,896.54
88351415	05/19/2026	X			VICINITY	VICINITY/VEOLIA ENERGY	1,363.88
88351416	05/19/2026	X			OTIS	OTIS ELEVATOR	1,962.52
88351846	05/19/2026	X			MCCLBRE	Breanda McClain	300.00
88351847	05/19/2026	X			BADAKAR	Karen Badalucco	315.00
88351848	05/19/2026	X			HUEYCAR	Caroline Huey	315.00
88351849	05/19/2026	X			GARRASH	Ashley Garrett	400.00
88351850	05/19/2026	X			SEIDCHE	Cheryl Seidel	420.00
88351851	05/19/2026	X			VOYAGER	VOYAGER SOPRIS LEARNING	796.40
88351852	05/19/2026	X			DEFFEN	DEFFENBAUGH DISPOSAL SERV	808.38
88351853	05/19/2026	X			DEERBRE	Breanna Deering	1,250.00
88351854	05/19/2026	X			MACKCAS	Casey Mack	1,250.00
88351855	05/19/2026	X			INDUSTRYSP	Industry Specific Solutions	1,510.00
88351856	05/19/2026	X			WASHLAK	LaKesha Washington	2,750.00
88351857	05/19/2026	X			PROCARE	ProCare Therapy	2,800.00
88351858	05/19/2026	X			UICS	UNITED INNER CITY SERVICES	3,473.49
88351859	05/19/2026	X			EVERDRIVEN	EverDriven Technologies, LLC ALC Schools, LLC	8,843.70
88351860	05/19/2026	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	11,800.09
88351861	05/19/2026	X			KVC	KVC NILES	16,981.25
88351862	05/19/2026	X			GOMELET	Leticia Gomez	31.25

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Posted; Journal Code CD; Processing Month 05/2026

User ID: NAFIS

Payee Type: Vendor**Check Type: Check****Checking Account ID: 13**

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
88351863	05/19/2026	X			FSG	FACILITY SOLUTIONS GROUP	288.74
88351864	05/19/2026	X			AMERDINING	AMERICAN FOOD & VENDING CORP	18,077.61
88351865	05/19/2026	X			BISTCOR	BIST / Cornerstones of Care	20,250.00
88351866	05/19/2026	X			AMAZON	AMAZON	1,580.93
88380758	05/26/2026	X			CASEYKORTE	Casey Korte School Traditions	3,656.00
88380759	05/26/2026	X			MYBRIDGE	MY BRIDGE	200.00
88380760	05/26/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	12.81
88380761	05/26/2026	X			FIRSTSTUDE	FIRST STUDENT, INC.	24,802.20
88380762	05/26/2026	X			MCREALTY	MC REALTY GROUP, LLC	150.36
88380763	05/26/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	15.50
88380764	05/26/2026	X			FIRSTSTUDE	FIRST STUDENT, INC.	106,244.58
88380765	05/26/2026	X			GEMSTUDIOS	Gem Studios KC	200.00
88380766	05/26/2026	X			MIDCON	MID-CON MANAGEMENT LLC	6,205.00
88380767	05/26/2026	X			BILLELDER	Bill Elder Creative LLC	1,394.40
88380768	05/26/2026	X			BILLELDER	Bill Elder Creative LLC	420.00
88380934	05/26/2026	X			YARDI	YARDI MARKETPLACE	2,091.39
88380935	05/26/2026	X			YARDI	YARDI MARKETPLACE	1,233.83
88381606	05/26/2026	X			BADAKAR	Karen Badalucco	200.00
88381607	05/26/2026	X			HUEYCAR	Caroline Huey	200.00
88381608	05/26/2026	X			DWONLITTL	Dwon Littlejohn	225.00
88381609	05/26/2026	X			MCCLKAR	Karen McClish	280.00
88381610	05/26/2026	X			MCCLBRE	Breanda McClain	300.00
88381611	05/26/2026	X			GARRASH	Ashley Garrett	380.00
88381612	05/26/2026	X			SEIDCHE	Cheryl Seidel	420.00
88381613	05/26/2026	X			DEFFEN	DEFFENBAUGH DISPOSAL SERV	457.50
88381614	05/26/2026	X			DEFFEN	DEFFENBAUGH DISPOSAL SERV	460.08
88381615	05/26/2026	X			DILLSTE	Stephanie Dillard	480.00
88381616	05/26/2026	X			PAYPOOL	PAYPOOL	1,194.24
88381617	05/26/2026	X			LANEYLISA	Lisa Laney	1,475.00
88381618	05/26/2026	X			JONEKEI	Keith Jones	1,500.00
88381619	05/26/2026	X			MILEDAN	Danielle Miles	1,500.00
88381620	05/26/2026	X			PROCARE	ProCare Therapy	2,800.00
88381621	05/26/2026	X			KCPS	KANSAS CITY PUBLIC SCHOOLS	13,300.00
88381622	05/26/2026	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	21,222.60
88381623	05/26/2026	X			INFINITECA	Infinite Campus	24,011.27
88381624	05/26/2026	X			MEDICOACH	MEDI COACH TRANSPORT SERVICES	27,790.00
88381625	05/26/2026	X			EVERDRIVEN	EverDriven Technologies, LLC ALC Schools, LLC	16,119.10
88381626	05/26/2026	X			AMERDINING	AMERICAN FOOD & VENDING CORP	18,246.71
88381627	05/26/2026	X			HIGENE	HI-GENE'S JANITORIAL	30,250.64
88381628	05/26/2026	X			AMAZON	AMAZON	4,752.03
88388053	05/27/2026	X			TWENJUL	Julie Twenter	125.00

Checking Account ID: 13	Void Total:	0.00	Total without Voids:	813,607.88

Check Type Total: Check	Void Total:	0.00	Total without Voids:	813,607.88

Payee Type Total: Vendor	Void Total:	0.00	Total without Voids:	1,146,401.91

Grand Total:	Void Total:	0.00	Total without Voids:	1,146,401.91

Coversheet

Review & Consideration of June Check Registers

Section:	IV. Finance
Item:	C. Review & Consideration of June Check Registers
Purpose:	Vote
Submitted by:	
Related Material:	2026.06 CCS CheckRegisterbyType.pdf

Crossroads Charter Schools

Check Register by Type

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Posted; Journal Code CD; Processing Month 06/2026

User ID: NAFIS

Payee Type: Vendor**Check Type: Automatic Payment****Checking Account ID: 13**

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
81104537	06/12/2026	X			BCBS	BLUE CROSS AND BLUE SHELDOF KANSAS CITY	108,221.89
81104538	06/02/2026	X			QUALITY	QUALITY STAFF LEASING INC.	1,501.95
81104539	06/25/2026	X			WEX	WEX	7,378.95
81104540	06/15/2026	X			GOOGLEF	GOOGLE FIBER	131.30
81104541	06/12/2026	X			GIBBSTECH	Gibbs Tech	5,949.31
81104542	06/05/2026	X			CROSSFIRST	CROSSFIRST BANK	39,418.80
81104543	06/06/2026	X			ACCIDENT	ACCIDENT FUND	0.00
81104544	06/23/2026	X			HARTFORD	THE HARTFORD INSURANCE COMPANY	11,847.76
81104555	06/22/2026	X			ZHOUB	Zhou B Art Center	787.50
81104564	06/08/2026	X			CROSSFIRCC	CROSSFIRST CREDIT CARD	42,136.89
Checking Account ID: 13					Void Total:	0.00	Total without Voids: 217,374.35
Check Type Total: Automatic Payment					Void Total:	0.00	Total without Voids: 217,374.35

Payee Type: Vendor**Check Type: Check****Checking Account ID: 13**

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
1939	06/10/2026				HAWKESM	Esme Hawkins	500.00
1940	06/10/2026	X			PLYEMAY	Maya Pyle	500.00
1941	06/10/2026	X			MORENIN	Nina Moreno	500.00
1942	06/10/2026	X			COUREMM	Courtice Emma	500.00
1943	06/10/2026	X			DEMOMAL	Malcolm Demory	500.00
1944	06/10/2026	X			DEMOMAR	Martin Demory	500.00
1945	06/10/2026	X			HOLMJAE	Jaelah Holmes	500.00
1947	06/10/2026	X			EVERATT	Atticus Everett	500.00
1948	06/10/2026	X			SPENRUS	Russell Spencer	500.00
88400085	06/02/2026	X			FIRSTSTUDE	FIRST STUDENT, INC.	132,487.08
88400086	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	69.59
88400087	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	20.79
88400088	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	190.64
88400089	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	12.41
88400090	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	82.09
88400091	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	181.75
88400092	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	45.11
88400093	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	38.74
88400094	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	312.95
88400095	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	42.17
88400096	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	45.99
88400097	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	53.15
88400098	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	34.71
88400099	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	56.51
88400100	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	19.29
88400101	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	10.43
88400102	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	22.99
88400103	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	54.73
88400104	06/02/2026	X			STRASSER	STRASSER TRUE VALUE	80.83
88400105	06/02/2026	X			EICHLAW	Lawrence Eichner	105.00
88400106	06/02/2026	X			VELOCITI	Velociti Services	2,480.18
88400107	06/02/2026	X			VELOCITI	Velociti Services	4,464.56
88400108	06/02/2026	X			VELOCITI	Velociti Services	467.13
88400109	06/02/2026	X			MIDCON	MID-CON MANAGEMENT LLC	3,145.00
88400110	06/02/2026	X			WALSWORTH	WALSWORTH	98.40
88400111	06/02/2026	X			KJETT	K JETT SERVICES	175.00
88400112	06/02/2026	X			SYNETIC	SYNETIC TECHNOLOGIES	965.00
88400206	06/02/2026	X			ATT	AT&T	162.90
88400313	06/02/2026	X			OTIS	OTIS ELEVATOR	615.99
88400314	06/02/2026	X			MIDWEST	MIDWEST TECHNOLOGY CONNECTION	187.50
88400315	06/02/2026	X			SOLI	SOLI AND SOLI INC	887.00
88400316	06/02/2026	X			OFFICEPROD	OFFICE PRODUCTS ALLIANCE	934.29
88400730	06/02/2026	X			AMAZON	AMAZON	19.79

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Posted; Journal Code CD; Processing Month 06/2026

User ID: NAFIS

Payee Type:	Vendor	Check Type:	Check	Checking Account ID: 13			
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
88400731	06/02/2026	X			MOHAMO	Mohamad Mohamed	240.00
88400732	06/02/2026	X			GARRASH	Ashley Garrett	460.00
88400733	06/02/2026	X			PEOPLEREAD	PeopleReady Inc	687.51
88400734	06/02/2026	X			EVERDRIVEN	EverDriven Technologies, LLC ALC Schools, LLC	6,216.35
88400735	06/02/2026	X			RWI	Real World Initiatives	27,595.52
88400736	06/02/2026	X			OPERBREAK	OPERATION BREAKTHROUGH	89,854.04
88400737	06/02/2026	X			UPPERROOM	UPPER ROOM, INC.	239,159.50
88400738	06/02/2026	X			INDUSTRYSP	Industry Specific Solutions	2,718.00
88400739	06/02/2026	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	30,071.55
88400740	06/02/2026	X			AMERDINING	AMERICAN FOOD & VENDING CORP	14,453.41
88400741	06/02/2026	X			AMAZON	AMAZON	958.66
88402560	06/03/2026	X			LEWIJAM	James Lewis	3,000.00
88412733	06/09/2026	X			GREENEXPEC	GREEN EXPECTATIONS LANDSCAPING	62.65
88412734	06/09/2026	X			GREENEXPEC	GREEN EXPECTATIONS LANDSCAPING	20.60
88412735	06/09/2026	X			GREENEXPEC	GREEN EXPECTATIONS LANDSCAPING	208.58
88412736	06/09/2026	X			MYCHIEF	MY CHIEF PEOPLE OFFICER	875.00
88412737	06/09/2026	X			FIRSTSTUDE	FIRST STUDENT, INC.	34,811.68
88412738	06/09/2026	X			ATHCO	ATHCO Acquisition Corp	1,514.30
88412739	06/09/2026	X			MIDCON	MID-CON MANAGEMENT LLC	210.00
88412740	06/09/2026	X			WILSONGLAS	WILSON GLASS, LCC	2,180.00
88412741	06/09/2026	X			ROAD	ROAD RUNNER	689.30
88412742	06/09/2026	X			STRATEGOS	Strategos International, L.L.C	840.00
88412743	06/09/2026	X			VELOCITI	Velociti Services	3,107.77
88412744	06/09/2026	X			VELOCITI	Velociti Services	5,280.00
88412745	06/09/2026	X			VELOCITI	Velociti Services	1,025.43
88412746	06/09/2026	X			SPIRE	SPIRE	411.86
88412747	06/09/2026	X			CHILDRENS	CHILDREN'S CENTER FOR VISUALLY IMPAIRED, INC	125.00
88412748	06/09/2026	X			THYSSELEV	THYSSENKRUPP ELEVATOR CORP	478.10
88412749	06/09/2026	X			AMMICRO	Vital Records	52.95
88412750	06/09/2026	X			GRAHSTA	Stacey Graham	19.60
88412868	06/09/2026	X			YMCA	YMCA	60.00
88412869	06/09/2026	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT	95.00
88412870	06/09/2026	X			YARDI	YARDI MARKETPLACE	380.43
88413002	06/09/2026	X			OTIS	OTIS ELEVATOR	832.50
88413003	06/09/2026	X			PALENMUSIC	Palen Music - Liberty	388.50
88413260	06/09/2026	X			CANTEM	EMILY CANTERNA	183.00
88413261	06/09/2026	X			MOHAMO	Mohamad Mohamed	360.00
88413262	06/09/2026	X			GARRASH	Ashley Garrett	400.00
88413263	06/09/2026	X			MARIRAMOS	MARINA RAMOS	420.00
88413264	06/09/2026	X			INDUSTRYSP	Industry Specific Solutions	906.00
88413265	06/09/2026	X			PEOPLEREAD	PeopleReady Inc	1,000.00
88413266	06/09/2026	X			BLUESYMPH	CC - BLUE SYMPHONY LLC	1,120.00
88413267	06/09/2026	X			DEERBRE	Breanna Deering	1,250.00
88413268	06/09/2026	X			MACKCAS	Casey Mack	1,250.00
88413269	06/09/2026	X			LANEYLISA	Lisa Laney	1,475.00
88413270	06/09/2026	X			PROCARE	ProCare Therapy	2,520.00
88413271	06/09/2026	X			INTEGRITY	Integrity Pro Services LLC	2,975.00
88413272	06/09/2026	X			UICS	UNITED INNER CITY SERVICES	7,309.85
88413273	06/09/2026	X			DONALD	DONALD E MAXWELL, LLC	7,552.05
88413274	06/09/2026	X			SHERWOOD	Sherwood Autism Center	10,405.83
88413275	06/09/2026	X			EDOPS	EdOps	16,112.67
88413276	06/09/2026	X			MCCLKAR	Karen McClish	970.00
88413277	06/09/2026	X			OPERBREAK	OPERATION BREAKTHROUGH	12,373.62
88413278	06/09/2026	X			APPLE	APPLE INC.	67,932.50
88413279	06/09/2026	X			AMAZON	AMAZON	501.41
88428250	06/12/2026	X			MCDOWELL	TYSIE MCDOWELL-RAY	4,470.93
88457068	06/16/2026	X			BRIDGGI	Bridging the Gap Interpreting	234.00
88457069	06/16/2026	X			OMEGA	OMEGA DOOR AND HARDWARE INC.	222.50

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Posted; Journal Code CD; Processing Month 06/2026

User ID: NAFIS

Payee Type:	Vendor	Check Type:	Check	Checking Account ID: 13			
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
88457070	06/16/2026	X			MANDTSYS	The Mandt System	2,995.00
88457071	06/16/2026	X			MCREALTY	MC REALTY GROUP, LLC	7,551.85
88457072	06/16/2026	X			ALLNATIONS	ALL NATIONS FLAG	53.89
88457073	06/16/2026	X			STRASSER	STRASSER TRUE VALUE	117.11
88457074	06/16/2026	X			STRASSER	STRASSER TRUE VALUE	191.10
88457075	06/16/2026	X			STRASSER	STRASSER TRUE VALUE	159.93
88457076	06/16/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	673.03
88457219	06/16/2026	X			KPM	KPM CPA'S, P.C.	3,100.00
88457220	06/16/2026	X			VICINITY	VICINITY/VEOLIA ENERGY	1,095.70
88457221	06/16/2026	X			DATAEC	DATA RECOGNITION INC	1,315.80
88457222	06/16/2026	X			STRASSER	STRASSER TRUE VALUE	25.64
88457511	06/16/2026	X			ATRONIC	ATRONIC ALARMS INC	210.00
88457512	06/16/2026	X			ATRONIC	ATRONIC ALARMS INC	290.00
88457513	06/16/2026	X			GARRASH	Ashley Garrett	400.00
88457514	06/16/2026	X			DEFFEN	DEFFENBAUGH DISPOSAL SERV	457.50
88457515	06/16/2026	X			DEFFEN	DEFFENBAUGH DISPOSAL SERV	460.08
88457516	06/16/2026	X			MOHAMO	Mohamad Mohamed	480.00
88457517	06/16/2026	X			DEFFEN	DEFFENBAUGH DISPOSAL SERV	754.38
88457518	06/16/2026	X			OPERBREAK	OPERATION BREAKTHROUGH	5,557.53
88457519	06/16/2026	X			21STCENT	21ST CENTURY THERAPY, P.C.	5,862.50
88457520	06/16/2026	X			MEDICOACH	MEDI COACH TRANSPORT SERVICES	6,320.00
88457521	06/16/2026	X			KVC	KVC NILES	14,025.00
88457522	06/16/2026	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	20,386.65
88457523	06/16/2026	X			APPLE	APPLE INC.	23,160.00
88457524	06/16/2026	X			AMAZON	AMAZON	774.59
88524885	06/23/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	11.82
88524886	06/23/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	15.97
88524887	06/23/2026	X			VELOCITI	Velociti Services	2,311.00
88524888	06/23/2026	X			VELOCITI	Velociti Services	4,618.58
88524889	06/23/2026	X			VELOCITI	Velociti Services	793.71
88524890	06/23/2026	X			KCMOTREAS	KANSAS CITY TREASURER	438.00
88524891	06/23/2026	X			MYBRIDGE	MY BRIDGE	200.00
88524892	06/23/2026	X			FIRSTSTUDE	FIRST STUDENT, INC.	21,812.70
88524893	06/23/2026	X			FIRSTSTUDE	FIRST STUDENT, INC.	113,193.52
88524894	06/23/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	47.67
88524895	06/23/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	60.17
88524896	06/23/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	696.75
88524897	06/23/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	7.25
88524898	06/23/2026	X			KCWATER	KCMO WATER SERVICES DEPARTMENT	2,187.91
88524899	06/23/2026	X			WASTEMANG	WM WASTE MANAGEMENT	214.36
88524900	06/23/2026	X			SEMOSU	Southeast MO State University RPDC	100.00
88524901	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,050.00
88524902	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,050.00
88524903	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,050.00
88524904	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,050.00
88524905	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	750.00
88524906	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	750.00
88524907	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,050.00
88524908	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	750.00
88524909	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	1,050.00
88524910	06/23/2026	X			PLAZAACADE	THE PLAZA ACADEMY	750.00
88525255	06/23/2026	X			YARDI	YARDI MARKETPLACE	1,285.25
88525256	06/23/2026	X			YARDI	YARDI MARKETPLACE	1,441.99
88525378	06/23/2026	X			K12ITC	K12 ITC, INC.	16,916.54
88525379	06/23/2026	X			OTIS	OTIS ELEVATOR	502.47
88525380	06/23/2026	X			STRASSER	STRASSER TRUE VALUE	30.34
88525381	06/23/2026	X			OTIS	OTIS ELEVATOR	1,962.52
88525815	06/23/2026	X			CDW	CDW GOVERNMENT	17.50
88525816	06/23/2026	X			ATRONIC	ATRONIC ALARMS INC	90.00

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Check Register by Type

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Posted; Journal Code CD; Processing Month 06/2026

User ID: NAFIS

Payee Type: Vendor		Check Type: Check			Checking Account ID: 13		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
88525817	06/23/2026	X			ATRONIC	ATRONIC ALARMS INC	130.00
88525818	06/23/2026	X			MCCLKAR	Karen McClish	286.00
88525819	06/23/2026	X			GARRASH	Ashley Garrett	300.00
88525820	06/23/2026	X			MOHAMO	Mohamad Mohamed	480.00
88525821	06/23/2026	X			PEOPLEREAD	PeopleReady Inc	500.00
88525822	06/23/2026	X			INTEGRITY	Integrity Pro Services LLC	850.00
88525823	06/23/2026	X			LANEYLISA	Lisa Laney	1,475.00
88525824	06/23/2026	X			OPERBREAK	OPERATION BREAKTHROUGH	6,314.83
88525825	06/23/2026	X			FLEXIBLEDU	FLEXIBLE EDUCATORS	6,700.65
88525826	06/23/2026	X			APPLE	APPLE INC.	65,800.00
88525827	06/23/2026	X			BISTCOR	BIST / Cornerstones of Care	16,875.00
88525828	06/23/2026	X			AMAZON	AMAZON	4,866.93
88543713	06/30/2026	X			SYNETIC	SYNETIC TECHNOLOGIES	154.00
88543714	06/30/2026	X			MIDCON	MID-CON MANAGEMENT LLC	490.00
88543715	06/30/2026	X			KLEMPLE	Klemp Electric Machinery Co. Inc.	463.47
88543716	06/30/2026	X			GENERALFIR	GENERAL FIRE SPRINKLER COMPANY, LLC	405.00
88543717	06/30/2026	X			GENERALFIR	GENERAL FIRE SPRINKLER COMPANY, LLC	405.00
88543802	06/30/2026	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT	95.00
88543803	06/30/2026	X			SMITHEREEN	SMITHEREEN PEST MANAGEMENT	95.00
88543841	06/30/2026	X			K12ITC	K12 ITC, INC.	3,625.74
88543842	06/30/2026	X			DESIGN	DESIGN MECHANICAL	4,213.00
88544151	06/30/2026	X			MCCLKAR	Karen McClish	80.00
88544152	06/30/2026	X			FSG	FACILITY SOLUTIONS GROUP	123.40
88544153	06/30/2026	X			WASHLAK	LaKesha Washington	240.75
88544154	06/30/2026	X			GARRASH	Ashley Garrett	440.00
88544155	06/30/2026	X			MOHAMO	Mohamad Mohamed	480.00
88544156	06/30/2026	X			FSG	FACILITY SOLUTIONS GROUP	487.48
88544157	06/30/2026	X			WASHLAR	LARRY WASHINGTON	747.77
88544158	06/30/2026	X			KCHOME	KCHome LLC	850.00
88544159	06/30/2026	X			PAYPOOL	PAYPOOL	975.86
88544160	06/30/2026	X			JONEKEITH	Keith Jones	6,000.00
88544161	06/30/2026	X			MILEDANIEL	Danielle Miles	6,000.00
88544162	06/30/2026	X			IMAGINE	IMAGINE LEARNING LLC	4,680.00
88544163	06/30/2026	X			HIGENE	HI-GENE'S JANITORIAL	6,948.50
88544164	06/30/2026	X			UICS	UNITED INNER CITY SERVICES	7,712.06
88544165	06/30/2026	X			INTEGRITY	Integrity Pro Services LLC	14,400.00
88544166	06/30/2026	X			RWI	Real World Initiatives	31,681.56
88544167	06/30/2026	X			UPPERROOM	UPPER ROOM, INC.	274,571.66
88544168	06/30/2026	X			ATRONIC	ATRONIC ALARMS INC	633.00
88544169	06/30/2026	X			HIGENE	HI-GENE'S JANITORIAL	21,769.14
88544170	06/30/2026	X			OPERBREAK	OPERATION BREAKTHROUGH	109,445.52
88544171	06/30/2026	X			AMAZON	AMAZON	4,114.85
Checking Account ID: 13					Void Total:	0.00	Total without Voids: 1,645,677.31
Check Type Total: Check					Void Total:	0.00	Total without Voids: 1,645,677.31
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 1,863,051.66
Grand Total:					Void Total:	0.00	Total without Voids: 1,863,051.66

Coversheet

Review & Consideration of Updated Policy Manuals

Section:	VI. Governance
Item:	A. Review & Consideration of Updated Policy Manuals
Purpose:	Vote
Submitted by:	
Related Material:	BOARD GOVERNANCE POLICIES (Redline).docx BOARD GOVERNANCE POLICIES (Revised 2026)v2.docx FINANCE POLICIES (Revised 2026)(redline).docx HUMAN RESOURCE POLICIES (Revised 2026)(Redline).docx HUMAN RESOURCE POLICIES (Revised 2026) - Final.docx OPERATIONAL POLICIES 2026 (Redline).docx OPERATIONAL POLICIES 2026 - Final.docx



Crossroads Charter Schools

BOARD GOVERNANCE POLICIES

INTRODUCTION

This Board Governance Policy will provide guidancean 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 regarding the governance and oversight responsibility of Crossroads Charter Schools.

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.

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“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 and each of its campuses.

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APPENDIX A

Sunshine Law Policy

This Policy will provide the expectation to meet and satisfy the Sunshine Law and Sunshine Law requests pursuant to Missouri Statutes.

SECTION 1. That the individual employed in the position of Office Manager of Crossroads be and hereby is appointed custodian of the records of Crossroads and that such custodian is located at 1015 Central Ave., Kansas City, Missouri.

SECTION 2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.

SECTION 3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: \$.10 per page for paper copies 9 x 14 or smaller plus an amount equal to ~~\$10 per hour for the staff person~~ an amount not to exceed the average hourly rate of pay for clerical staff of the school to make such copies plus the cost and expense incurred by Crossroads to conduct any and all research of the archives of such records in order to respond to a request.

SECTION 4. That it is the public policy of Crossroads that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.

SECTION 5. That Crossroads hereby closes all public records to the extent authorized by law.

SECTION 6. That Crossroads shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

APPENDIX B

Board Orientation

This policy will establish expectations for orienting new Board members to roles and responsibilities, legal duties, as well as best practices in board service.

SECTION 1. Board Orientation

SECTION 1.1. Within 60 days of election to the Board, new members of the Board shall participate in a formal training session provided by an agency qualified to provide training specific to charter schools and/or non-profit governing bodies. At a minimum, this training shall include:

- Fiduciary Responsibilities of Boards
- Roles and Responsibilities
- Board Accountability
- Conflict of Interest
- Open Meetings and Open Records
- Best Practices in Charter School Governance

SECTION 1.2. Periodically or as required by law, the Board shall participate in a review of the topics covered in the orientation and specific topics relevant to efficient and effective board governance.

SECTION 2. Board Orientation Manual

SECTION 2.1. Each new Board member shall receive a board orientation manual consisting, at a minimum, of the information listed below. Board manuals shall be periodically updated.

- Board By-laws
- Board Policies
- Code of Ethics for Board Members
- Conflict-of-Interest Policy
- Organization Chart
- Rules and Responsibilities of the Board
- Job Description of Officers and Other Members
- Committees
- Board Members, Biographies, and Contact Information
- Strategic Plan
- Charter Document including Performance Goals and Objectives

- Board Calendar
- Financials
- Fundraising Plan

APPENDIX C

Board Member Development Opportunities

This policy supports the Board's commitment to continuous growth and development of its members to effectuate effective governance practices leading to high student achievement outcomes and strong stewardship of public funds.

SECTION 1. Scope of Activities

SECTION 1.1. The Board regards the following as the kinds of activities and services appropriate for implementing this policy and otherwise satisfying a Board member's professional development obligations pursuant to Section 2.1 below:

- Participation in conferences, workshops, and conventions held by state and national associations supporting charter schools, non-profits, or other related organizations
- Authorizer-sponsored training sessions provided for or required for board members
- Subscriptions to publications related to topics relevant to governance, charter schools, school reform, or other related topics.
- Speakers addressing topics of interest expressed by the Board.

SECTION 2. Board Development Requirements

SECTION 2.1. Each Board member shall attend at least 8 hours of professional training annual. The school may require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

SECTION 3. Appropriation of Funds

SECTION 3.1. The Board shall appropriate adequate funds in the school's annual approved budget to support and promote professional development opportunities for each of its members and to satisfy the provisions of this policy.

APPENDIX D

Board Conduct

This policy establishes expectations of ethical conduct by members serving on the school's board. The school's board collectively and its members individually shall at all times operate in the most ethical and conscientious manner possible.

SECTION 1. Board Authority Over Individual Authority

SECTION 1.1. Authority of the Board rests only with the Board as a whole and not with any individual Board member unless expressly provided for in the Bylaws and/or through a Board resolution. As such, each Board member shall act accordingly.

SECTION 1.2. The Board vests authority for management of the school in the Superintendent of Schools and in good faith, shall not undermine the authority of the Superintendent of Schools or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

SECTION 1.3. The Board shall make reasonable efforts to keep the Superintendent of Schools informed of concerns or specific recommendations that any member of the Board may bring forth to the Board as a whole or a committee of the Board.

SECTION. 1.4. The Board shall honor the established protocol and respective policy related to student, parent, or staff grievances.

SECTION 2. Duties and Responsibilities

SECTION 2.1. Board members agree to communicate on Board related correspondence in a timely manner defined as no more than 48 hours.

SECTION 2.2. Board members shall reflect through action that its utmost concern is for the welfare of the students served by the school.

SECTION 2.3. Each member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

SECTION 2.4. Each Board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

SECTION 3.0. Accountability to Stakeholders and Community Relations

SECTION 3.1. Board members shall at all times maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders.

SECTION 3.2. Each Board member shall be a positive ambassador for Crossroads in the community and shall seek partnerships that enhance the school's programs, services, and resources.

SECTION 3.3. Board members shall regularly and systematically communicate information to stakeholders including, but not limited to academic achievement and fiscal health of the school.

SECTION 3.4. Board members shall, in a timely manner, communicate to the Board or the Superintendent of Schools expressions of public reaction to board policies and school programs.

SECTION 4. Policy Development

SECTION 4.1. Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school.

SECTION 4.2. Each Board member shall make policy related decisions only after full discussion at publicly held Board meetings following an established policy or procedure formally adopted by the Board.

SECTION 5. Board Meetings

SECTION 5.1. To ensure proper execution of duties and active engagement in the work of the Board, Board members shall attend no less than 75% of all Board meetings and functions sponsored by the Board.

SECTION 5.2. To ensure proper execution of duties and active engagement in the work of the Board, Board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring Board attention or resolution. This extends to fully reviewing all documentation provided in advance of Board meetings including meeting agendas, minutes, and attached documentations supporting board discussion or action.

SECTION 5.3. Board members shall work in a spirit of harmony and cooperation in spite of differences of opinion or philosophy that may arise during discussion and resolution of issues.

SECTION 5.4. Each Board member shall comply with the provisions of the Missouri Sunshine Law related to participating in executive/closed sessions.

SECTION 5.5. Board members shall maintain confidentiality of all discussions and other matters pertaining to Board business during closed sessions of the Board or related to matters or information protected by law.

SECTION 5.6. Each Board member shall in good faith make decisions related to the greater good as opposed to any particular segment or group.

Adopted by the Board on May 28, 2015

SECTION 5.7. Each Board member shall engage fully in discussion prior to casting a Board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

SECTION 5.8. After casting a vote on any issue, each Board member agrees to abide by and support all majority decisions of the Board.

SECTION 6. Personnel

Section 6.1. Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the Superintendent of Schools.

SECTION 6.2. Consideration for employment of the Superintendent of Schools shall be made based on the needs and interests of the school. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Equal Opportunity Employment Act and shall not be made based upon race, gender or national origin or other factors prohibited by law.

SECTION 6.3. Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

SECTION 7. Financial Governance

SECTION 7.1. Board members shall refrain from and guard against use of any Board member for personal or partisan gain or to benefit any person or entity over the interest of the school. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

SECTION 7.2. Each Board member shall require and regularly review financial information and shall ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each Board member shall carefully protect and monitor the fiscal health of the school and support actions which ensure sustainability of the school.

SECTION 8. Board Member Conduct

SECTION 8.1. Each Board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon the school.

SECTION 8.2. Board members shall communicate with fellow board members, staff, parents, and community members in a respectful, professional manner at all times.

SECTION 8.3. Each Board member shall refrain from any private action which would compromise the integrity, honor, function, or reputation of the Board or the school.

SECTION 8.4. Every member of the Board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.

APPENDIX E

Conflict of Interest Policy

This policy establishes expectations for Board member conflicts of interest.

SECTION 1. Purpose. The purpose of the conflict of interest policy is to protect Crossroads' interest, as a non-profit corporation, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Crossroads or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

SECTION 2. Definitions.

Section 2.1. Interested Person: Any director, principal officer, or member of a committee with Board delegated powers, who has a direct or indirect financial interest.

Section 2.2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which Crossroads has a transaction or arrangement,
- b. A compensation arrangement with Crossroads or with any entity or individual with which Crossroads has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Crossroads is negotiating a transaction or arrangement.

Section 2.3. Compensation: Direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 2.4. Independent Director: A director shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS Form 990 or, until such definition is available, the director:

- a. Is not, and has not been for a period of at least three (3) years, an employee of Crossroads or any entity in which Crossroads has a financial interest;
- b. Does not directly or indirectly have a significant business relationship with Crossroads, which might affect independence in decision-making;
- c. Is not employed as an executive of another entity where any of Crossroads' executive officers or employees serve on that entity's compensation committee; and

d. Does not have an immediate family member who is an executive officer or employee Crossroads or who holds a position that has a significant financial relationship with Crossroads.

Section 2.5. Director: An individual who is actively serving as a member of the Board.

SECTION 3. Procedures.

SECTION 3.1. Duty to Disclose. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate Board or committee decides that a conflict of interest exists. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

SECTION 3.2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, she/he shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

SECTION 3.2.1. The following arrangements shall constitute conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the Board unless they meet the following requirements. Any Board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

a. No member of the Board shall hold any other office or employment from Crossroads while serving as a member of the Board.

b. No member of the Board shall have any substantial interest (see section 105.450 RSMo for a definition) in any entity employed by or contracting with Crossroads.

c. No member of the Board shall be an employee of a company that provides substantial services to Crossroads.

d. No member of the Board shall appoint or elect to serve on the Board any relative within the fourth degree, by consanguinity or affinity of such Board member. [**MO Constitution, Article VII Section 6**]

SECTION 3.2.2. Any director may recuse himself or herself at any time from involvement in any discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

SECTION 3.3. Procedures for Addressing the Conflict of Interest.

SECTION 3.3.1. An interested person may make a presentation at the Board or committee meeting, but after the presentation, she/he shall leave the meeting during the discussion of, and the vote

on, the transaction or arrangement involving the possible conflict of interest.

SECTION 3.3.2. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

SECTION 3.3.3. After exercising due diligence, the Board or committee shall determine whether Crossroads can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

SECTION 3.3.4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Crossroads' best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

SECTION 4. Violations of the Conflicts of Interest Policy.

SECTION 4.1. If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

SECTION 4.2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, up to and including removal from the Board and terminating the transaction or contract creating the conflict of interest.

SECTION 5. Records of Proceedings. The minutes of the Board and all committees with Board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION 6. Compensation.

SECTION 6.1. A voting member of the Board who receives compensation, directly or indirectly, from Crossroads for services is precluded from voting on matters pertaining to that member's compensation.

SECTION 6.2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Crossroads for services is precluded from voting on matters pertaining to that member's compensation.

SECTION 6.3. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Crossroads, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

SECTION 7. Annual Statements. Each director, principal officer and member of any committee with Board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy,
- d. Discloses whether or not such person is or has become an interested person within the immediately prior fiscal period; and
- e. Understands Crossroads is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

SECTION 8. Periodic Reviews. To ensure Crossroads operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining, and
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to Crossroads written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

SECTION 8.1. Use of Outside Experts. When conducting the periodic reviews provided for in Article 8 above, Crossroads may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

APPENDIX F

Governing Board Records

This policy establishes provisions for maintaining official Board records.

SECTION 1. Custody of Records

SECTION 1.1. All official records of the Board shall be kept and safeguarded by the Custodian of Records who shall also be appointed by the Board and responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

SECTION 2. Records Availability for Inspection

SECTION 2.1. Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.2. Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by Superintendent of Schools or other persons responsible for the custody of confidential files.

SECTION 3. Records Retention

SECTION 3.1. Records retention of Board records shall follow the school's records retention schedule, which is compliant with state records retention mandates.

APPENDIX G

Parent/Family Involvement in Education Policy

The Board recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with Crossroads staff. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent of Schools will appoint a committee of parents, staff, and community representatives to serve as Crossroads' Parent Involvement Committee. The Committee's responsibilities will include recommendations for parental involvement program development, parent training and program evaluation. The evaluation will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are migratory workers, are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Crossroads will use the finding of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies. A program evaluation report will be prepared and submitted to the Superintendent of Schools by the Parent Involvement Committee annually by June 1.

APPENDIX H

Board Nepotism Policy

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

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree of consanguinity or affinity. Provided the Board member does not debate or vote upon the employment, the Board may vote to employ a person related to a Board member.

APPENDIX I

Prohibited Expenditures Policy

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

Section 1. No officer, employee, or agent of Crossroads may use public funds to advocate, support, or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office.

Section 2. No officer, employee, or agent of Crossroads may direct public funds to any committee supporting or opposing a ballot measure or candidate.

Section 3. No officer, employee, or agent of Crossroads may use public funds to pay any debts or obligations of any committee supporting or opposing a ballot measure or candidate.

APPENDIX J

Board Meeting Agenda Policy

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

SECTION 1. Development of Agendas

SECTION 1.1. Agendas shall be developed by the President of the Board, in consultation with the Superintendent of Schools and/or the Chief Operating Officer.

SECTION 2. Agenda Format

SECTION 2.1. The agenda shall contain the following, as appropriate:

- a) Call to order
- b) Reading and acceptance of minutes from the last meeting
- c) Committee reports
- d) Special orders (important business designation for consideration at this meeting)
- e) Unfinished business
- f) New business
- g) Announcements
- h) Open floor (optional)
- i) Adjournment

Note: If any agenda item needs to be considered in a closed session, that fact must be noted, with a reference to the statutory basis for closing that portion of the meeting and a general description (E.g., Closed session to discuss matters regarding individually identifiable personnel pursuant to § 610.021(3) and (13), RSMo.)

SECTION 2.2. The agenda shall include at the top: (1) the name of the Board, (2) the location of the meeting, and (3) the date and start time of the meeting. The Agenda shall be posted to the public at the school offices and at the location of the meeting at least 24 hours before the time specified for the meeting. If the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically must be provided.

APPENDIX K

Board Approved Motion to Enter into Closed Session

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

The following motion should be used by the Board to enter into a closed session of the Board:

"I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, subsection(s) ___, RSMo, for the purpose of (insert the language of the provision(s) cited)."

There must be a roll call vote to go into closed session or meeting and the roll call vote and the basis for going into closed session must be included in the open meeting minutes.



Crossroads Charter Schools

BOARD GOVERNANCE POLICIES

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“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 and each of its campuses.

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APPENDIX A

Sunshine Law Policy

This Policy will provide the expectation to meet and satisfy the Sunshine Law and Sunshine Law requests pursuant to Missouri Statutes.

SECTION 1. That the individual employed in the position of Office Manager of Crossroads be and hereby is appointed custodian of the records of Crossroads and that such custodian is located at 1015 Central Ave., Kansas City, Missouri.

SECTION 2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.

SECTION 3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: \$.10 per page for paper copies 9 x 14 or smaller plus an amount equal to an amount not to exceed the average hourly rate of pay for clerical staff of the school to make such copies plus the cost and expense incurred by Crossroads to conduct any and all research of the archives of such records in order to respond to a request.

SECTION 4. That it is the public policy of Crossroads that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.

SECTION 5. That Crossroads hereby closes all public records to the extent authorized by law.

SECTION 6. That Crossroads shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

APPENDIX B

Board Orientation

This policy will establish expectations for orienting new Board members to roles and responsibilities, legal duties, as well as best practices in board service.

SECTION 1. Board Orientation

SECTION 1.1. Within 60 days of election to the Board, new members of the Board shall participate in a formal training session provided by an agency qualified to provide training specific to charter schools and/or non-profit governing bodies. At a minimum, this training shall include:

- Fiduciary Responsibilities of Boards
- Roles and Responsibilities
- Board Accountability
- Conflict of Interest
- Open Meetings and Open Records
- Best Practices in Charter School Governance

SECTION 1.2. Periodically or as required by law, the Board shall participate in a review of the topics covered in the orientation and specific topics relevant to efficient and effective board governance.

SECTION 2. Board Orientation Manual

SECTION 2.1. Each new Board member shall receive a board orientation manual consisting, at a minimum, of the information listed below. Board manuals shall be periodically updated.

- Board By-laws
- Board Policies
- Code of Ethics for Board Members
- Conflict-of-Interest Policy
- Organization Chart
- Rules and Responsibilities of the Board
- Job Description of Officers and Other Members
- Committees
- Board Members, Biographies, and Contact Information
- Strategic Plan
- Charter Document including Performance Goals and Objectives

- Board Calendar
- Financials
- Fundraising Plan

APPENDIX C

Board Member Development Opportunities

This policy supports the Board's commitment to continuous growth and development of its members to effectuate effective governance practices leading to high student achievement outcomes and strong stewardship of public funds.

SECTION 1. Scope of Activities

SECTION 1.1. The Board regards the following as the kinds of activities and services appropriate for implementing this policy and otherwise satisfying a Board member's professional development obligations pursuant to Section 2.1 below:

- Participation in conferences, workshops, and conventions held by state and national associations supporting charter schools, non-profits, or other related organizations
- Authorizer-sponsored training sessions provided for or required for board members
- Subscriptions to publications related to topics relevant to governance, charter schools, school reform, or other related topics.
- Speakers addressing topics of interest expressed by the Board.

SECTION 2. Board Development Requirements

SECTION 2.1. Each Board member shall attend at least 8 hours of professional training annual. The school may require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

SECTION 3. Appropriation of Funds

SECTION 3.1. The Board shall appropriate adequate funds in the school's annual approved budget to support and promote professional development opportunities for each of its members and to satisfy the provisions of this policy.

APPENDIX D

Board Conduct

This policy establishes expectations of ethical conduct by members serving on the school's board. The school's board collectively and its members individually shall at all times operate in the most ethical and conscientious manner possible.

SECTION 1. Board Authority Over Individual Authority

SECTION 1.1. Authority of the Board rests only with the Board as a whole and not with any individual Board member unless expressly provided for in the Bylaws and/or through a Board resolution. As such, each Board member shall act accordingly.

SECTION 1.2. The Board vests authority for management of the school in the Superintendent of Schools and in good faith, shall not undermine the authority of the Superintendent of Schools or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

SECTION 1.3. The Board shall make reasonable efforts to keep the Superintendent of Schools informed of concerns or specific recommendations that any member of the Board may bring forth to the Board as a whole or a committee of the Board.

SECTION. 1.4. The Board shall honor the established protocol and respective policy related to student, parent, or staff grievances.

SECTION 2. Duties and Responsibilities

SECTION 2.1. Board members agree to communicate on Board related correspondence in a timely manner defined as no more than 48 hours.

SECTION 2.2. Board members shall reflect through action that its utmost concern is for the welfare of the students served by the school.

SECTION 2.3. Each member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

SECTION 2.4. Each Board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

SECTION 3.0. Accountability to Stakeholders and Community Relations

SECTION 3.1. Board members shall at all times maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders.

SECTION 3.2. Each Board member shall be a positive ambassador for Crossroads in the community and shall seek partnerships that enhance the school's programs, services, and resources.

SECTION 3.3. Board members shall regularly and systematically communicate information to stakeholders including, but not limited to academic achievement and fiscal health of the school.

SECTION 3.4. Board members shall, in a timely manner, communicate to the Board or the Superintendent of Schools expressions of public reaction to board policies and school programs.

SECTION 4. Policy Development

SECTION 4.1. Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school.

SECTION 4.2. Each Board member shall make policy related decisions only after full discussion at publicly held Board meetings following an established policy or procedure formally adopted by the Board.

SECTION 5. Board Meetings

SECTION 5.1. To ensure proper execution of duties and active engagement in the work of the Board, Board members shall attend no less than 75% of all Board meetings and functions sponsored by the Board.

SECTION 5.2. To ensure proper execution of duties and active engagement in the work of the Board, Board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring Board attention or resolution. This extends to fully reviewing all documentation provided in advance of Board meetings including meeting agendas, minutes, and attached documentations supporting board discussion or action.

SECTION 5.3. Board members shall work in a spirit of harmony and cooperation in spite of differences of opinion or philosophy that may arise during discussion and resolution of issues.

SECTION 5.4. Each Board member shall comply with the provisions of the Missouri Sunshine Law related to participating in executive/closed sessions.

SECTION 5.5. Board members shall maintain confidentiality of all discussions and other matters pertaining to Board business during closed sessions of the Board or related to matters or information protected by law.

SECTION 5.6. Each Board member shall in good faith make decisions related to the greater good as opposed to any particular segment or group.

Adopted by the Board on May 28, 2015

SECTION 5.7. Each Board member shall engage fully in discussion prior to casting a Board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

SECTION 5.8. After casting a vote on any issue, each Board member agrees to abide by and support all majority decisions of the Board.

SECTION 6. Personnel

Section 6.1. Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the Superintendent of Schools.

SECTION 6.2. Consideration for employment of the Superintendent of Schools shall be made based on the needs and interests of the school. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Equal Opportunity Employment Act and shall not be made based upon race, gender or national origin or other factors prohibited by law.

SECTION 6.3. Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

SECTION 7. Financial Governance

SECTION 7.1. Board members shall refrain from and guard against use of any Board member for personal or partisan gain or to benefit any person or entity over the interest of the school. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

SECTION 7.2. Each Board member shall require and regularly review financial information and shall ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each Board member shall carefully protect and monitor the fiscal health of the school and support actions which ensure sustainability of the school.

SECTION 8. Board Member Conduct

SECTION 8.1. Each Board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon the school.

SECTION 8.2. Board members shall communicate with fellow board members, staff, parents, and community members in a respectful, professional manner at all times.

SECTION 8.3. Each Board member shall refrain from any private action which would compromise the integrity, honor, function, or reputation of the Board or the school.

SECTION 8.4. Every member of the Board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.

APPENDIX E

Conflict of Interest Policy

This policy establishes expectations for Board member conflicts of interest.

SECTION 1. Purpose. The purpose of the conflict of interest policy is to protect Crossroads' interest, as a non-profit corporation, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of Crossroads or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

SECTION 2. Definitions.

Section 2.1. Interested Person: Any director, principal officer, or member of a committee with Board delegated powers, who has a direct or indirect financial interest.

Section 2.2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which Crossroads has a transaction or arrangement,
- b. A compensation arrangement with Crossroads or with any entity or individual with which Crossroads has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Crossroads is negotiating a transaction or arrangement.

Section 2.3. Compensation: Direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 2.4. Independent Director: A director shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS Form 990 or, until such definition is available, the director:

- a. Is not, and has not been for a period of at least three (3) years, an employee of Crossroads or any entity in which Crossroads has a financial interest;
- b. Does not directly or indirectly have a significant business relationship with Crossroads, which might affect independence in decision-making;
- c. Is not employed as an executive of another entity where any of Crossroads' executive officers or employees serve on that entity's compensation committee; and

d. Does not have an immediate family member who is an executive officer or employee Crossroads or who holds a position that has a significant financial relationship with Crossroads.

Section 2.5. Director: An individual who is actively serving as a member of the Board.

SECTION 3. Procedures.

SECTION 3.1. Duty to Disclose. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate Board or committee decides that a conflict of interest exists. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

SECTION 3.2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, she/he shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

SECTION 3.2.1. The following arrangements shall constitute conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the Board unless they meet the following requirements. Any Board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

a. No member of the Board shall hold any other office or employment from Crossroads while serving as a member of the Board.

b. No member of the Board shall have any substantial interest (see section 105.450 RSMo for a definition) in any entity employed by or contracting with Crossroads.

c. No member of the Board shall be an employee of a company that provides substantial services to Crossroads.

d. No member of the Board shall appoint or elect to serve on the Board any relative within the fourth degree, by consanguinity or affinity of such Board member. [**MO Constitution, Article VII Section 6**]

SECTION 3.2.2. Any director may recuse himself or herself at any time from involvement in any discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

SECTION 3.3. Procedures for Addressing the Conflict of Interest.

SECTION 3.3.1. An interested person may make a presentation at the Board or committee meeting, but after the presentation, she/he shall leave the meeting during the discussion of, and the vote

on, the transaction or arrangement involving the possible conflict of interest.

SECTION 3.3.2. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

SECTION 3.3.3. After exercising due diligence, the Board or committee shall determine whether Crossroads can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

SECTION 3.3.4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Crossroads' best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

SECTION 4. Violations of the Conflicts of Interest Policy.

SECTION 4.1. If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

SECTION 4.2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, up to and including removal from the Board and terminating the transaction or contract creating the conflict of interest.

SECTION 5. Records of Proceedings. The minutes of the Board and all committees with Board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION 6. Compensation.

SECTION 6.1. A voting member of the Board who receives compensation, directly or indirectly, from Crossroads for services is precluded from voting on matters pertaining to that member's compensation.

SECTION 6.2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Crossroads for services is precluded from voting on matters pertaining to that member's compensation.

SECTION 6.3. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Crossroads, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

SECTION 7. Annual Statements. Each director, principal officer and member of any committee with Board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy,
- d. Discloses whether or not such person is or has become an interested person within the immediately prior fiscal period; and
- e. Understands Crossroads is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

SECTION 8. Periodic Reviews. To ensure Crossroads operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining, and
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to Crossroads written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

SECTION 8.1. Use of Outside Experts. When conducting the periodic reviews provided for in Article 8 above, Crossroads may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

APPENDIX F

Governing Board Records

This policy establishes provisions for maintaining official Board records.

SECTION 1. Custody of Records

SECTION 1.1. All official records of the Board shall be kept and safeguarded by the Custodian of Records who shall also be appointed by the Board and responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

SECTION 2. Records Availability for Inspection

SECTION 2.1. Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.2. Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by Superintendent of Schools or other persons responsible for the custody of confidential files.

SECTION 3. Records Retention

SECTION 3.1. Records retention of Board records shall follow the school's records retention schedule, which is compliant with state records retention mandates.

APPENDIX G

Parent/Family Involvement in Education Policy

The Board recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with Crossroads staff. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent of Schools will appoint a committee of parents, staff, and community representatives to serve as Crossroads' Parent Involvement Committee. The Committee's responsibilities will include recommendations for parental involvement program development, parent training and program evaluation. The evaluation will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are migratory workers, are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Crossroads will use the finding of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies. A program evaluation report will be prepared and submitted to the Superintendent of Schools by the Parent Involvement Committee annually by June 1.

APPENDIX H

Board Nepotism Policy

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

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree of consanguinity or affinity. Provided the Board member does not debate or vote upon the employment, the Board may vote to employ a person related to a Board member.

APPENDIX I

Prohibited Expenditures Policy

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

Section 1. No officer, employee, or agent of Crossroads may use public funds to advocate, support, or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office.

Section 2. No officer, employee, or agent of Crossroads may direct public funds to any committee supporting or opposing a ballot measure or candidate.

Section 3. No officer, employee, or agent of Crossroads may use public funds to pay any debts or obligations of any committee supporting or opposing a ballot measure or candidate.

APPENDIX J

Board Meeting Agenda Policy

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

SECTION 1. Development of Agendas

SECTION 1.1. Agendas shall be developed by the President of the Board, in consultation with the Superintendent of Schools and/or the Chief Operating Officer.

SECTION 2. Agenda Format

SECTION 2.1. The agenda shall contain the following, as appropriate:

- a) Call to order
- b) Reading and acceptance of minutes from the last meeting
- c) Committee reports
- d) Special orders (important business designation for consideration at this meeting)
- e) Unfinished business
- f) New business
- g) Announcements
- h) Open floor (optional)
- i) Adjournment

Note: If any agenda item needs to be considered in a closed session, that fact must be noted, with a reference to the statutory basis for closing that portion of the meeting and a general description (E.g., Closed session to discuss matters regarding individually identifiable personnel pursuant to § 610.021(3) and (13), RSMo.)

SECTION 2.2. The agenda shall include at the top: (1) the name of the Board, (2) the location of the meeting, and (3) the date and start time of the meeting. The Agenda shall be posted to the public at the school offices and at the location of the meeting at least 24 hours before the time specified for the meeting. If the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically must be provided.

APPENDIX K

Board Approved Motion to Enter into Closed Session

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

The following motion should be used by the Board to enter into a closed session of the Board:

"I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, subsection(s) ___, RSMo, for the purpose of (insert the language of the provision(s) cited)."

There must be a roll call vote to go into closed session or meeting and the roll call vote and the basis for going into closed session must be included in the open meeting minutes.



Crossroads Charter Schools

FINANCIAL OPERATIONS POLICIES

INTRODUCTION

This Financial Operations Policy will provide an adaptation of the statutes and regulations that apply to the financial operation of Crossroads Academy, as well as specific policies designed to comply with these legal requirements and best practices.

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.

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

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

“Chief Finance Officer” shall mean the person maintaining the position of Chief Finance 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~~Assistant Superintendent, Chief Operating Officer, ~~Operations Manager~~Chief Financial Officer and each of the Principals of Crossroads.

“the school” shall mean Crossroads Charter Schools, a Missouri non-profit corporation and each of its campuses.

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APPENDIX A

ANNUAL OPERATING BUDGET POLICY

The Board adopts the following policies which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Budget Process

SECTION 1.1. The Superintendent of Schools will ensure that Crossroads follows a budgeting process that is consistent with the requirements of all state and federal laws and regulations.

SECTION 1.2. Each year the Superintendent of Schools is required to submit to the Board for consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year.

SECTION 1.3. Each year before the annual operating budget is drafted the Superintendent of Schools may determine that a needs assessment of the school is drafted and finalized by a budget committee consisting of Crossroads' Superintendent of Schools, Chief Academic Officer and Chief Operating Officer and other individuals as designated by the Board. In the alternative, the Superintendent of Schools may use the financial history and an analysis of anticipated expenditures of Crossroads to determine financial needs of Crossroads. The needs assessment, if prepared, shall inform the drafting of the annual budget.

SECTION 1.4. The Board shall formally adopt the budget in an open meeting held in accordance with Crossroads' Bylaws by June 30, according to statutory provisions, and before the expenditure of any funds. By law the approved estimated expenditures for each fund shall not exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund.

SECTION 1.5. The Secretary of the Board will record the adoption of the budget and any amendments in the Board meeting minutes in which the adoption occurs.

SECTION 1.6. After the beginning of the fiscal year, the Superintendent of Schools and Chief Operating Officer shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

SECTION 2. Fiscal Compliance

The Superintendent of Schools, in conjunction with the oversight of the Board, shall ensure that Crossroads complies with all state and federal laws and rules concerning the budget and related processes of the school.

SECTION 2.1. Execution of Contracts. The Superintendent, Chief Operating Officer or such person designated by the Board shall be authorized and directed to execute and deliver, or otherwise authorize and direct, the execution and delivery, for and on behalf of Crossroads, all contracts, agreements, instruments, and documents as such Superintendent, Chief Operating Officer or person otherwise designated to do so by the Board may deem to be necessary or appropriate to implement the annual operating budget of Crossroads as approved by the Board.

Section 2.2. Contracts in Excess of Authorized Budget. To the extent any contract, agreement, instrument or document shall, upon execution and delivery thereof, exceed the cost and expense approved by the annual budget of Crossroads, such contract, agreement, instrument or document must be presented to the Board and approved by the Board prior to it being

Updated by the Board June 2026

executed by the Superintendent, Chief Operating Officer or delegate of the Board.

Updated by the Board June 2026

APPENDIX B

BANK PROCEDURES POLICY

The Board adopts the following policies which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Bank Accounts

SECTION 1.1. The Superintendent of Schools, Chief Academic Officer, Chief Operating Officer and Treasurer of Crossroads have the authority to open a business checking account, a business operating account and such other banking accounts the Board deems necessary and appropriate on behalf of Crossroads to be used to hold the school's assets.

SECTION 1.2. The Superintendent of Schools has the authority to enter into an agreement with a bank or other Federally insured financial institution once the Board has adopted a formal resolution at a board meeting held in accordance with its Bylaws designating the bank for the school to use for its financial transactions. Once the resolution has been adopted, the Superintendent of Schools has the authority to enter into an agreement with the selected financial institution. This agreement should be signed by Superintendent of Schools and a current member of the Board.

SECTION 2. Checks

SECTION 2.1. Any authorized manual checks drafted on the school's designated bank account over the amount budgeted for such transaction shall require two signatures, unless such transaction was adopted or otherwise approved by the Board prior to entering into the transaction. The following officers are authorized to sign checks from the bank account on behalf of Crossroads: President, Treasurer, Superintendent of Schools, and Chief Operating Officer. Each check must be completed in its entirety before it is signed by either party.

SECTION 2.2. Checks received shall be endorsed "for deposit only" and deposits should be made in a timely fashion by someone other than the person who prepared the deposit.

SECTION 2.3. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. An Expense Form must be completed by the requestor and approved with a signature by the Superintendent of Schools or Chief Operating Officer. The Expense Form shall contain the name of the vendor or payee, date expense incurred, location, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. The check request shall then be submitted to the Operations Manager for processing. All check request forms shall be maintained by the Operations Manager.

SECTION 2.4. Checks payable to cash for any reason are prohibited.

SECTION 3. Mail Procedures

SECTION 3.1. A non-accounting staff person should receive the mail, open it and list all checks on a daily collection report or in a pre-numbered receipt book. This report or receipt should identify the date, name of organization or person submitting payment, amount of payment and description of what the payment is for.

SECTION 3.2. An account staff member should receive the checks and daily collection report or receipt book from the person opening the mail.

SECTION 4. Bank Reconciliations

SECTION 4.1. There will be segregation of duties between individuals responsible for cash receipts and cash disbursement and the individual(s) responsible for bank reconciliations.

SECTION 4.2. The Chief Operating Officer or designee is responsible for bank reconciliations a minimum of once monthly. Bank statements should be delivered to the Operations Manager unopened. Each bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger.

SECTION 5. CREDIT CARD PROCEDURES

It is the policy of Crossroads that credit card use shall be limited. Crossroads staff shall be prohibited from binding Crossroads to any obligation or expenditure or from using a credit card to make any purchase or otherwise incur any expense on behalf of Crossroads without the prior, written authorization from the Superintendent of Schools, Chief Academic Officer, Chief Operating Officer or Principal. The credit card may not be used for personal purchases and/or cash transactions and shall be maintained by the highest level of security. Credit card transactions must receive written approval or ratification, and each credit card transaction by any user must be accompanied by the original receipts documenting each transaction. Credit Card statements shall be reconciled on a monthly basis and reviewed by the Chief Operating Officer and Superintendent of Schools.

SECTION 6. TRANSFER OF INFORMATION

The Superintendent of Schools or other persons responsible for maintaining access to the school's information systems shall keep and maintain a current list of passwords and codes to such information systems in a secure location and make such list available to Crossroads upon his or her termination of employment. If the individual serving as the Superintendent of Schools sends his or her term of employment with Crossroads or is terminated by Crossroads or is otherwise removed from his or her duties, he or she shall immediately give the school management all necessary passwords and other related information. Crossroads will change the passwords and other security information once the individual serving as the Superintendent of Schools sends his or her employment with the school.

APPENDIX C

CASH MANAGEMENT POLICY

The Board adopts the following policies which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Accounting for Cash Transactions

SECTION 1.1. Documentation. All cash transactions shall be recorded in writing, such as, but not exclusively, by handwritten receipt detailing from whom the money was received and in what amount, which shall be signed and dated by the Superintendent of Schools, Chief Academic Officer, Chief Operating Officer, Operations Manager or their respective designee who has the authority to receive cash on behalf of Crossroads.

SECTION 1.2. Depositing Cash. The Business Manager shall be responsible for depositing cash in Crossroads' bank account. The Development Coordinator will only be responsible for depositing the cash into the bank account and will be segregated from the duty of receiving the cash on behalf of the school. Deposits shall be made in a timely fashion according to the school's standard operating procedures. All undeposited cash shall be kept in a secured location on school premises with limited access. A copy of the validated deposit slip shall be returned to the school on same day the deposit is made or the next day after the deposit is made.

SECTION 1.3. Expenditures. All expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. As a general rule, cash shall not be used to make purchases except from petty cash, as described below. School checks shall not be made payable to "Cash".

SECTION 1.4. Segregation of Duties. The Superintendent of Schools shall ensure that appropriate segregation of duties exists with regard to the handling of all money transactions including reconciliation.

SECTION 1.5. Petty Cash. Petty cash shall be maintained in a locked box in the Chief Operating Officer's office in an amount not to exceed \$600. All disbursements from petty cash shall be documented in writing, indicating the date, amount disbursed, the identity of the individual receiving the funds, and the reason for the disbursement. Receipts from purchases made with petty cash shall be remitted to the Chief Operating Officer's office as soon as practicable. Petty cash funds shall not be used to cash checks.

APPENDIX D

ACCOUNTING POLICY AND PROCEDURES

The Board adopts the following policies which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Fiscal Year

Crossroads adopts a fiscal year that begins on the first day of July and ends on the thirtieth day of the following June.

SECTION 2. Accounting System

Crossroads will adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

SECTION 2.1 Fiscal Expenditure Authority. Crossroads Board has delegated fiscal expenditure authority to School personnel as set forth below:

In all matters that require an official signature on any contractual commitment on behalf of Crossroads, the following steps shall apply in order for Crossroads to be legally compliant:

- Supervisors may initiate and recommend contractual commitments on behalf of Crossroads within their area of responsibility.
- After review and approval of the Administrative Team (Principals, Chief Academic Officer and/or Chief Operating Officer), all proposed contracts shall be reviewed by the Chief Operating Officer.
- The Superintendent of Schools will review all proposed agreements.
- In all cases, any contractual arrangements between Crossroads and another party will only be considered officially approved if signed by the Superintendent of Schools OR the Chief Operating Officer.

The Board authorizes the Superintendent of Schools and Chief Operating Officer expenditure authority up to \$150,000.

The Board authorizes the Superintendent of Schools to execute and sign those contracts and agreements for which prior Board approval has been documented as outlined above.

SECTION 2.2. Cash Disbursements. Invoices, statements and bills received for services or products received are submitted to the Operations Manager. Payment shall be made to the individual vendor or staff reimbursement. Receipts must support any reimbursements to employees for expenditures.

Invoices are uploaded to the school's accounts payable processing service for appropriate coding, account information and payment. The Chief Operating Officer and/or Superintendent of Schools reviews all invoices and approves according to expenditure authority. In the event a manual check is necessary it is prepared by the Operations Manager with proper receipts.

Section 2.3 Purchase Orders. Request for purchases shall be submitted by Purchase.

Order form to the Supervisor for signature. Once approved, the form is returned to the Operations Manager for processing.

SECTION 2.4. Accounting records. Crossroads shall maintain records that adequately identify the source and application of funds. These records must contain information pertaining to grant or sub-grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income and interest. The accounting system must include identification in the Chart of Accounts and General Ledger,

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including: CFDA Title and Number, Federal Award Identification Number (FAIN), Fiscal Year of the Award, Name of the Federal Agency, Name of the Pass-through Entity.

SECTION 2.5. Internal controls. Crossroads shall maintain effective control and accountability of all state and local funds, federal grant and sub-grant cash, real and personal property, and other assets obtained with local, state or federal funds. The school shall adequately safeguard all such property and assure that it is used solely for authorized purposes.

SECTION 2.6. Source documentation. Accounting records must be supported by such source documentation as purchase orders, cancelled checks, paid bills, payrolls, time and effort records, contract and subgrant award documents, etc.

SECTION 2.7. Budget control. Crossroads shall compare actual expenditures or outlays of state or federal funds with budget amounts for each fund, grant or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement. Applicable federal cost principles, agency program regulations, and the terms of grant and subgrant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

SECTION 2.8. Account Code Structure

All charter schools must use the account code structure as described in the Missouri Department of Education's Chart of Accounts. The General Ledger may be maintained by an agent engaged by the school to perform such services.

APPENDIX E

POLICY REGARDING AUDIT AND FINANCIAL STATEMENTS

The Board adopts the following policies which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Annual Audit.

SECTION 1.1. Annual Audit. Annually, the books and accounts of the school will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The Chief Operating Officer shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board. The audit shall be presented to the Board for examination and approval.

SECTION 1.2. Board Action. Once the Board receives the final report, it must vote to accept the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the school's bylaws.

SECTION 1.3. Submission to Sponsor. The Superintendent of Schools shall ensure that a copy of the annual audit report is timely filed with the Sponsor. The audit report should include a certificate signed by the President of the Board that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, such non-acceptance should be noted with the submission.

SECTION 2. Annual Financial Statement. The Superintendent of Schools shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

- a. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;
- b. the total disbursements of the fund, itemized by the nature of the expenditure; and
- c. the balance in the fund at the close of the fiscal year.

SECTION 2.1. The Superintendent of Schools shall ensure that the annual financial statement is submitted to the Sponsor in a timely manner pursuant to deadlines.

APPENDIX F

PAYROLL POLICY

The Board adopts the following policies which shall be effective on the date that the policy is adopted by the Board.

SECTION 1.1. Accurate & Timely Payroll. The Superintendent of Schools or designee shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

SECTION 1.2. School employees shall be paid:

- a. In United States currency;
- b. By a written instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United States currency; or
- c. By the electronic transfer of funds to the employee's bank pursuant to a direct deposit agreement signed by the employee.

SECTION 2. Withholding of Wages. The Superintendent of Schools or designee shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable laws and rules.

- a. The school is ordered to do so by a court of competent jurisdiction;
- b. The school is authorized to do so by state or federal law; or
- c. The school has written authorization from the employee to deduct part of their wages for a lawful purpose.

SECTION 3. Teachers Retirement System. As prescribed by Statute, all teachers at Crossroads shall be members of the Kansas City Public Schools Retirement System and subject to its requirements. The Board shall expend for teacher retirement and compensation for instructional staff an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulations.

APPENDIX G

FEDERAL FISCAL COMPLIANCE POLICY

SECTION 1. Fiscal Requirements under Title I, Title II and Title IV of the Elementary and Secondary Education Act of 1965 (ESEA).

SECTION 1.1. Supplement not Supplant. Crossroads shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

SECTION 1.2. Documentation. Documentation shall be maintained, or caused to be maintained, by the Superintendent of Schools. The documentation must clearly demonstrate the supplementary nature of federal funds.

SECTION 2. Federal Grant Allowable Expenditures. Prior to expending funds, the Superintendent of Schools shall consult the appropriate OMB Circular (OMNI Circular) or other federal guidance to determine what costs are allowable under the grant awarded. The Superintendent of Schools shall ensure that all grant funds are expended in accordance with the requirements in section 2.1 and the Circular or other applicable federal law or rule.

SECTION 2.1 Allowability. To be allowable under a federal award, costs must meet the following general criteria and be documented that such criteria are met:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to the types or amount of cost items;
- Be consistent with the policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity;
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period;

- Be adequately documents; and
- Be net of all applicable credits.

SECTION 3. Standards for Documentation of Personnel Expenses (2 C.F.R. §200.430, OMNIDESE Memo FAS-15-003 Time and Effort under the OMNI Circular, April 2, 2015),

SECTION 3.1. Time and Effort: Records are required for all employees, including teachers, paraprofessionals, administrators, and other staff that are paid with federal funds to document the time and effort they spend within the program. The portion of the federally paid salary should be reflective of the actual activity, not budgeted, the individual has put forth for that federal program. Time and effort reporting is required when any part of an individual's salary is charged to a federal program or used as match for a federal program.

SECTION 3.2. Semi-Annual Certification: Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications are required to be prepared at least semi-annually and must contain the signatures of the employee that worked on the program and the key personnel of the school or their respective designee.

SECTION 3.3. Monthly Personnel Activity Report (PAR): Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports (PARs). Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable costs under Federal awards.

Charges for salaries must be based on records that accurately reflect the work performed. These records must be:

- Supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Incorporated into the official records;
- Reflecting the total activity for which the employee is compensated, not to exceed 100%;
- Encompassing all activities (federal and non-federal);
- Compliant with established accounting policies and practices; and
- Distributed among specific activities or cost objectives.

SECTION 4. Charter Schools Program (CSP), NCLB Title V, Part B

SECTION 4.1. Compliance. If Crossroads receives CSP grants, the Superintendent of Schools or designee shall ensure that Crossroads shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

SECTION 4.2. Fiscal Control. The Superintendent of Schools shall directly administer or supervise the administration of any projects funding through CSP funds and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

SECTION 4.3. Procurement. When using CSP funds to enter into a contract for equipment or services the Superintendent of Schools shall comply with the applicable federal procurement standards.

SECTION 5. Use of Federal Grant Funds for Procurement

Procurement procedures reflect State and local laws and regulations, conforming to Federal law 34 C.F.R. §80.36 when using federal funds. Procurement procedures will be maintained in written form.

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The school will maintain a contract administration system which ensures contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

The school will review all proposed purchases to avoid unnecessary or duplicative items and maintain records sufficient to detail the significant history of procurements. These records will include rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Questions regarding procurement may be made to the School's Treasurer. Where School employee or Board member misconduct or corruption has affected the validity of the bidding process, discipline may follow up to and including termination of employee or removal from the Board.

SECTION 5.1. Open and Free Competition the Superintendent of Schools shall ensure that all procurement transactions utilizing federal grant funds are conducted in a manner that provides open and free competition. To prevent restriction on competition, procurement transactions will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such a description shall not, in competitive procurements, contain features which unduly restrict competition, but shall identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to Crossroads considering price, quality, and other relevant factors deemed appropriate by the school.

SECTION 5.2. Conflict of Interest. Pursuant to the conflicts of interest policy, no employee, officer or agent of Crossroads, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

SECTION 5.3.

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- c. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- e. Procurement documents shall be made available, upon request, to appropriate government officials.

SECTION 5.4. Record Documentation. The Superintendent of Schools shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis for contractor selection. The Superintendent of Schools shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

SECTION 5.5 Prequalified Lists of Vendors. All prequalified lists of persons, firms or products which are used in acquiring goods and services must be reviewed and kept current and shall include

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enough qualified sources to ensure maximum open and free competition.

SECTION 5.6 Contract Provision

Required Contract Provisions as required by 34 C.F.R. § 80.36(i), certain contract provisions must be included when using federal funds.

SECTION 5.7 The school shall utilize the most appropriate procurement method based on the particular procurement. The school utilize one of the following methods or any more restrictive method:

a. Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services which are up to \$10,000. This purchase may be awarded without soliciting competitive quotations.

b. Small purchase procedures. Small purchase procedures are those simple and informal procurements for securing services, supplies or other property that cost between \$10,001 to \$249,999. Price and rate quotations must be obtained from at least two qualified sources.

c. Sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract is awarded. This method is preferred for procuring construction.

d. Competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type of contract is awarded.

e. Noncompetitive proposals. This is the solicitation of a proposal from only one source and may be used only when one or more of the following applies:

- i. The item is available only from a single source;
- ii. The public emergency for the requirement will not permit a delay;
- iii. The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or
- iv. After solicitation of a number of sources, competition is determined inadequate.

SECTION 6. Travel Costs.

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. These costs are reimbursable with appropriate approval and documentation of expenses. Travel costs charged to Federal awards/funds must meet the requirements of 2 C.F.R. § 200.474.

SECTION 6.1 Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip and results in charges consistent with those normally allowed in like circumstances in the school's non-federally-funded activities and in accordance with the school's written travel reimbursement policies.

SECTION 6.2 Cost incurred by employees for travel, including costs of lodging, other subsistent, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school as a result of the school's written travel policy.

If these costs are charged to the Federal award, documentation must justify that (1) the Participation of the individual is necessary to the Federal award; and (2) the costs are reasonable and consistent with the school's travel policy. Document may include any or all of the following: an agenda; prior written approval; and/or written justification statement.

SECTION 6.3 The school shall not use its grant funds for temporary dependent care costs unless specifically permitted by the authorizing statute, regulation, and Department.

SECTION 7. Compliance with the Cash Management Improvement Act. In order to comply with the Cash Management Improvement Act (CMIA) the Department of Elementary and Secondary Education will only make payments to the school for reimbursements. Reimbursements are only for funds "spent"—transactions that are

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recorded on the school's books and the funds delivered to the recipients.

SECTION 7.1. The school may only make requests for payment once an initial budget application for the grants has been approved and must only include actual cumulative expenditures up to the payment request submission date.

SECTION 7.2 The school must at least annually submit an accounting of any interest earned on any Federal funds to the federal Department of Health and Human Services through the Department of Elementary and Secondary Education. The school may retain up to \$500 of earned interest annually on all combined Federal programs for administrative expenses. The school must document all administrative expenses in order to claim the interest offset. Under this section, the interest calculation is the amount of reimbursement times the annualized Federal interest rate for the fiscal year times the number of business days the funds were held until delivery. The federal interest rates may be found at <http://www.fms.treas.gov/cmia/index.html>.

APPENDIX H

POLICY REGARDING CAPITAL ASSETS ACCOUNTING

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Definition of Capital Asset.

A capital asset is an asset that is tangible in nature; has a life that exceeds one year; of significant value (not less than \$10,000 per unit); and reasonably identified and controlled through a physical inventory system. Examples include: land, buildings, machinery, and furniture.

SECTION 1.2. Documentation.

The Superintendent of Schools shall ensure Crossroads maintains accurate records of capital assets in accordance with applicable rules.

SECTION 1.3. Inventory.

The Superintendent of Schools will ensure that a physical inventory of capital assets takes place not less than once every two years.

SECTION 1.4 Equipment Management.

Equipment Management means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

The following items are subject to the inventory management and control requirements:

- Equipment items with an acquisition cost of \$5,000 or more per unit, and
- Items with an acquisition cost under \$5,000 per unit which are considered attractive or easily pilfered.
- These “sensitive” items include, but are not limited to: audio-visual equipment, PDAs, digital cameras, laptops, television sets, DVD players, iPads, cell phones, power tools, computers and computer accessories.
 - Equipment/Property Records must be maintained and include:
 - Description of the equipment/property
 - Serial number or other identification number
 - Funding source of property [Including Federal Award Identification Number (FAIN)]
 - Located on Award Allocation Notification
 - Located on DESE Payment Transmittal
 - Who holds the title, if applicable
 - Acquisition date
 - Cost of the property
 - Percentage of federal participation in the project costs for the Federal award under which the property was acquired
 - Location of the property
 - Use and condition of the property
 - Any ultimate disposition data including the date of disposal and sale price of the property.

SECTION 1.5 Annual Audit.

The annual financial audit shall include an exhibit in the audit report identifying all capital assets and the ownership interest of local, state, and federal parties. A control system must be developed to

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ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated. Adequate maintenance procedures must be developed to keep the property in good condition.

SECTION 1.6 Property Disposition:

When the original or replacement equipment acquired under a Federal award is no longer needed for the original project or program the non-Federal entity must dispose of the equipment as follows:

- Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency. The disposition of such items should be noted on the equipment inventory maintained by the subgrantee/subrecipient.
- Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from the sale by the Federal percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses. Proper sales procedures must be established to ensure the highest possible return.

APPENDIX I

POLICY REGARDING STATE TAX SOURCES

Section 1.1. Acceptance.

All state funds will be accepted for the operation of the school as provided by entitlement by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.

Section 1.2. Reporting.

The Chief Operating Officer is responsible for filing all required reports and forms to obtain state funds to which the school is entitled to receive according to developed rules and regulations.

APPENDIX J

POLICY REGARDING STATE AND FEDERAL PROJECTS

Section 1.1. Authority to Operate.

With Board approval, Crossroads may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations and other conditions for use of such funds.

The Superintendent of Schools shall be the designated school official responsible for coordinating funded projects, administering programs and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The administration shall keep accurate and separate records, as required by state and federal programs, to enable the School to verify program compliance and success. The Superintendent of Schools shall keep the Board fully informed.

Section 1.2. Staff Involvement.

Staff involvement will be solicited by the administration in the planning, implementation and evaluation of programs authorized and approved within the guidelines of Title I of the Improving American Schools Act of 1994 and/or other significant legislative enactments. The vehicle for such involvement shall be determined by the administration, with the approval of the Board.

APPENDIX K

POLICY REGARDING BORROWED FUNDS

State law authorizes Crossroads to borrow funds in anticipation of the collection of revenue in order to ensure continuity in the operations of the school. The Board must approve in advance all applications for loan indebtedness incurred by Crossroads. The amount borrowed and the repayment of notes payable shall be within guidelines established by state law and rules and regulations of the Missouri Department of Elementary and Secondary Education.

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APPENDIX L

POLICY REGARDING BONDED INDEBTEDNESS

Section 1.1. Authority

Crossroads may issue bonds for any school expenditures as prescribed in state law.

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APPENDIX M

POLICY REGARDING PROCUREMENT FOR FACILITY DEVELOPMENT

Section 1. Specifications for Facility Development.

To ensure that all new and remodeled facilities are designed to best implement the educational program of Crossroads, either a Principal or the Superintendent of Schools will provide for the development of detailed educational specifications to apply to the design and construction of new or remodeled buildings. The preparation of educational specifications will serve the following purposes:

- a. Clarify and consolidate the thinking of the staff, administration, Board and community on the needs, desires and objectives of educational programs to be conducted within the proposed new or remodeled building.
- b. Organize important information in a manner that can be easily and clearly interpreted by an architect.

Section 1.1. When educational specifications are prepared, an introductory section will be devoted to a brief description of the community, enrollment trends, and the educational philosophy of Crossroads. Educational specifications are detailed descriptions of the following items:

- a. Activities that will take place in the building.
- b. Organization of instruction and curriculum to be housed in the building.
- c. Facilities needed, equipment required and space relationship to other facility elements.
- d. Pertinent budget and other governing factors.

Section 1.2. The persons involved in developing educational specifications described above should include:

- a. The Board, which adopts policies, approves final specifications, employs the architect and provides the budget;
- b. The Superintendent, who provides administrative leadership, interpretation and evaluation; and
- c. A Principal, staff members, students and patrons, who utilizes the facilities.

Section 1.3. Consultants may be used in the development of educational specifications when deemed necessary by the Superintendent of Schools and the Board.

Section 2. Engagement of Architects, Engineers and Construction Managers. Crossroads may need to engage the services of an architect, engineer or construction manager when the Board determines the need to plan, design, improve, alter, substantially repair, or construct a building or structure. Crossroads recognizes that hiring architects, engineers or construction managers who have performed acceptable work for Crossroads in the past promotes continuity, efficiency, and quality. Crossroads also recognizes that a construction contractor retained by Crossroads may wish to work with a particular architect, engineer or construction manager with whom it has a solid working relationship. Crossroads will observe the procedures as outlined below when selecting architectural, engineering or construction management services.

Section 2.1. When Crossroads determines that it may need to engage the services of an architect, engineer or construction manager, the Board shall first attempt to select and conduct contractual negotiations for such a service with a professional who falls within one of the three following categories: (1) any architect, engineer or construction manager who has contracted previously with Crossroads to provide services to Crossroads; (2) any architect, engineer or construction manager who has been recommended to Crossroads by a construction contractor or other professional with whom Crossroads is familiar; or (3) an architect, engineer or construction manager who meets the requirements provided in Section 2.5 below.

Section 2.2. If the Board determines that an architect, engineer or construction manager selected from one of the three categories described in Section 2.1 is appropriate for the project contemplated, then contractual negotiations may be conducted with that architect, engineer or construction manager, and a contract may be executed between Crossroads and that professional. The determination of whether a particular architect, engineer or construction manager is "appropriate" for a project is discretionary on the part of the Board.

Section 2.3. If Crossroads cannot agree upon the terms of a contract with the architect, engineer or construction manager whom it has selected and with whom it has negotiated, or if Crossroads determines that a professional selected according to this policy is not appropriate, Crossroads will then attempt to select an appropriate architect, engineer or construction manager through advertisements deemed appropriate by the Board inviting the submission of proposals or by directly contacting other architects, engineers or construction managers. After making its selection pursuant to this Section 2.3, Crossroads will attempt to negotiate a contract with that professional. Crossroads will continue to follow the procedures outlined in this Section 2.3 until a contract has been executed between Crossroads and an appropriate architect, engineer or construction manager.

Section 2.4. Under this policy, the terms architect, engineer, construction manager and professional include, but are not limited to, any individual, firm, partnership,

corporation or other entity providing architectural, engineering or construction management services.

Section 2.5. With respect to Crossroads' engagement of any firm providing architectural, engineering or construction management services pursuant to this Section 2, Crossroads and its Board may establish participation requirements related to the engagement of minority business enterprises (MBE) and/or women business enterprises (WBE) for any engagement in which the aggregate amount of such engagement will or is estimated to exceed one hundred thousand dollars (\$100,000) as part of its selection criteria for the engagement of any such firm. In doing so, Crossroads may seek guidance from the Human Relations Department of the City of Kansas City with respect to the appropriate MBE/WBE participation goals to be met with respect to the engagement of an architect, engineer or construction manager and share such participation goals with any firms seeking to be engaged by Crossroads to perform such services prior to the firms' engagement.

Section 3. Engagement of General Contractor. The Board may desire to engage the services of a general contractor when planning, designing, improving, altering, repairing, or constructing a building or structure. Crossroads recognizes the need to enter into contracts with qualified contractors at a price Crossroads considers to be fair and reasonable. It shall be the formal policy of Crossroads to observe the procedures set forth below when Crossroads determines that general contracting services are needed.

Section 3.1. When Crossroads determines that it may need to engage the services of a general contractor, the Board shall select a general contractor and negotiate with that general contractor to obtain a contract that is fair and reasonable. To select a general contractor, Crossroads shall advertise and solicit proposals from qualified general contractors in the following manner:

a. If the total cost for the project exceeds five hundred thousand dollars (\$500,000), the solicitation shall be advertised for a period of ten (10) days in either (a) one (1) newspaper of general circulation in the city, county or state in which the project is located; or (b) one (1) or more business, trade or minority newspapers with circulation in the city, county or state in which the project is located.

b. If the total cost of the project is five hundred thousand dollars (\$500,000) or less, the solicitation need not be advertised.

Section 3.2. Solicitations shall require the bidders to submit the following information:

- a. Fees for overhead and profit.
- b. Reimbursable costs for reimbursable items.
- c. Financial strength.
- d. Qualifications.
- e. Demonstration of good faith efforts to achieve compliance with federal, state and local affirmative action requirements.
- f. References from owners for whom construction management services have been performed.
- g. Demonstration of ability to perform projects comparable in design, scope and complexity.

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h. Qualifications of personnel who will manage the project.

i. Demonstration of successful management systems which have been employed for the purposes of estimating, scheduling, and cost controls.

j. The level of MBE/WBE participation sought to be achieved with respect to the implementation of the project.

Section 3.3. If a general contractor responds to the Board's request for proposal that has been engaged by the Board to perform general contracting services on prior construction or rehabilitation projects, the responding general contractor may omit information related to items 4-9 of Section 3.2 above in its response to the extent the Board has the foregoing information in its possession or otherwise has working knowledge of the information that would have been submitted based upon the Board's prior working relationship. If the Board selects a general contractor on the basis of the above factors, then contractual negotiations may be conducted with that general contractor and a contract may be executed between Crossroads and that general contractor.

Section 3.4. With respect to Crossroads' engagement of any general contractor for any project in which the total project cost exceeds one hundred thousand dollars (\$100,000), Crossroads and its Board may establish participation requirements related to the engagement of MBE and/or WBE firms or trades as part of its selection criteria for the engagement of the general contractor. In doing so, Crossroads may seek guidance from the Human Relations Department of the City of Kansas City with respect to the appropriate MBE/WBE participation goals to be met with respect to the engagement of a general contractor for the project and share such participation goals with any general contractors seeking to be engaged by Crossroads to perform construction services prior to the firms' engagement.

Section 3.5. If the Board cannot reach an agreement upon the terms of a general contractor services contract through negotiations with the selected general contractor, then the Board will attempt to select another general contractor and negotiate a contract with that general contractor. The Board will continue to follow the procedures outlined in this policy until a contract has been executed between Crossroads and a general contractor.

Section 3.6. The Board shall not award a contract for general contracting services on a negotiated basis to any general contractor (or a firm that controls, is controlled by or shares common ownership or control with a construction manager, should Crossroads engage a construction manager to perform construction management services related to the project), unless such general contractor:

- a. Guarantees, warrants or otherwise assumes financial responsibility for the work of others on the project.
- b. Provides Crossroads with a guaranteed maximum price for the work of others on the project.
- c. Furnishes or guarantees a performance or payment bond for other contractors on the project.

Section 3.7. Following the engagement of a general contractor and the initiation of such general contractor to perform work on the proposed project, the Board shall withhold the acceptance of new construction or rehabilitation until all work is complete and the building(s) are certified complete by the agent or employee of the Board engaged to supervise the project in consultation with the architect.

Section 3.8. Under this policy, the term project shall mean the erection or construction of a building or structure or the improvement, alteration or repair of a building or structure.

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Section 4. Retirement of School Facilities. Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit Crossroads or the public in other ways. In determining when a facility is to be retired from regular school purposes, the Board will be guided by a combination of factors, to include:

- a. Review of the in-depth demographic studies and population groupings.
- b. Age and current physical condition of the building, its operating systems and program facilities.
- c. Adequacy of site, location, accessibility, surrounding development, traffic patterns, and other environmental conditions.
- d. Reassignment of children, including alternative plans, according to Board policy.
- e. Transportation factors including number of children bused, time, distance and safety.
- f. Alternate uses of the building.
- g. Costs/savings
 1. Personnel
 2. Site operation
 3. Transportation
 4. Capital investment
 5. Alternate use

If the Board determines to close a school building that it owns or retains possession of by lease or otherwise, it will first consider other uses that the Board might make of the building; then it will consider its sale or early lease termination.

Appendix N

Authorized Signatures

The Board adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. The Board shall designate at least one current board member to be included as an authorized signor on all financial accounts of Crossroads.

Section 1.1.

The Board shall notify all financial institutions that serve Crossroads of the name of the Board member who is to be included as an authorized signor on financial accounts.

Section 2. The Board shall annually certify to the Missouri Charter Public School Commission that the financial institutions that serve Crossroads have on file the authorization form for the board member who is to be the signor on all financial account.

Updated by the Board June 2026

APPENDIX O

Prohibited Expenditures Policy

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

Section 1. No Board member, officer, employee, or agent of Crossroads Charter Schools may use or direct public funds to advocate, support, or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office.

Section 2. No Board member, officer, employee, or agent of Crossroads Charter Schools may direct public funds to any committee supporting or opposing a ballot measure or candidate.

Section 3. No Board member, officer, employee, or agent of Crossroads Charter Schools may use or direct public funds to pay any debts or obligations of any committee supporting or opposing a ballot measure or candidate.

APPENDIX P

INVESTMENT POLICY

The Board adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. This policy applies to the investment of certain operating funds of the school.

SECTION 1.1. Investment funds. The pool of funds that may constitute investment funds as described in this Policy shall mean the balance of all cash, revenues and funds received by the Crossroads from operations, donations and/or grants in each fiscal year, less the sum of the following to the extent paid or set aside by Crossroads: (i) all principal and interest payments on indebtedness of the Crossroads and all other sums paid to lenders; (ii) all cash expenditures incurred incident to the normal operation of the Crossroads; (iii) all funds held or otherwise reserved for capital improvements or the purchase of equipment or supplies; and (iv) such cash reserves as the Board deems reasonably necessary to the proper operation of the Crossroads.

SECTION 1.2. Pooling of Funds. Except for cash in certain restricted and special funds, Crossroads may, at the election of the Board, consolidate cash balances from other funds to maximize investment earnings of investment funds. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

SECTION 1.3. External Management of Funds. Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

SECTION 2 General Objectives. The primary objectives, in priority order, of investment activities shall be safety, liquidity, yield and social responsibility:

SECTION 2.1 Safety. Safety of principal is the foremost objective of any investment program implemented by the Board. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Crossroads will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which Crossroads will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.
- Crossroads will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
 - Investing funds primarily in shorter-term securities.

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SECTION 2.2 Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

SECTION 2.3 Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

SECTION 2.4 Social Responsibility. At the direction of the Board, the investment officer of Crossroads shall make his/her best efforts to ensure the funds held in the investment portfolio are consistent with the values of Crossroads including, but not limited to, companies that are engaged in industries the following industries or that otherwise support education, diversity, environmental sustainability and human rights. As such, the investment officer should make every effort to avoid investing in companies that directly or indirectly support or engage in or support industries related to the sale or consumption of alcohol, tobacco or weapons or otherwise engage in gambling, animal testing or other industries of moral turpitude.

SECTION 3 Standards of Care.

SECTION 3.1 Prudence.

All participants in the investment process shall act responsibly as custodians of the public trust. The standard of prudence to be applied is the “prudent investor” rule, which states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

SECTION 3.2 Ethics and Conflicts of Interest.

Board members and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and members of the Board shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and Board members shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the school.

SECTION 3.3 Delegation of Authority.

Authority to manage the investment program is granted to the Chief Operating Officer and

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derived from the Missouri Constitution and state statutes. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act at the direction of the Board and in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/ depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

SECTION 4 Investment Transactions.

SECTION 4.1 Authorized Financial Dealers and Institutions.

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list will also be maintained of approved security broker/dealers selected by creditworthiness as determined by the investment officer and approved by the governing body. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

SECTION 4.2 Internal Controls.

The investment officer is responsible for establishing and maintaining an internal control structure that will be reviewed annually with Crossroads' independent auditor. The internal control structure shall be designed to ensure that the assets of Crossroads are protected from loss, theft, or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third party custodian.
- Development of a strategic plan or protocols for either reinvesting or liquidating the proceeds of the investment portfolio.

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SECTION 4.3 Delivery vs. Payment.

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of Crossroads and shall be held by a third-party custodian as evidenced by safekeeping receipts.

SECTION 4.4 Suitable and Authorized Investments.

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that Crossroads will consider and which shall be authorized for the investments of funds by Crossroads.

- Open time deposits or certificates of deposit secured under the provisions of sections 110.010 and 110.020, RSMo;
- Bonds, redeemable at maturity at par, of the state of Missouri, of the United States, or of any wholly owned corporation of the United States;
- Short term obligations of the United States; or
- Any instrument permitted by law for the investment of state moneys.

SECTION 5. Investment Parameters.

SECTION 5.1 Diversification.

The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

- U.S. treasuries and securities having principal and/or interest guaranteed by the U.S. government: 100%
- Collateralized time and demand deposits: 100%
- U.S. Government agencies, and government sponsored enterprises: No more than 60%
- Collateralized repurchase agreements: 50%
- U.S. Government agency callable securities: No more than 30%

SECTION 5.2 Maximum Maturities.

To the extent possible, Crossroads shall attempt to match its investments with anticipated cash flow requirements. Investments shall mature and become payable not more than five (5) years from the date of purchase. Crossroads shall adopt weighted average maturity limitations that should not exceed three (3) years and are consistent with the investment objectives. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

SECTION 6. Reporting.

SECTION 6.1 Methods.

The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow Crossroads to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be

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provided to the Board of Crossroads. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration (in accordance with Government Accounting Standards Board (GASB) 31 requirements). [Note, this is only required annually]
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio which each type of investment represents.

SECTION 6.2 Performance Standards.

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

SECTION 6.3 Marking to Market.

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the Board of Crossroads. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

SECTION 7. Policy Considerations Exemption.

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be adopted by resolution of the Board. The policy shall be reviewed annually by the investment officer and recommended changes will be presented to the Board for consideration.



Crossroads Charter Schools

HUMAN RESOURCES POLICIES

Updated by the Board on January, 2023

INTRODUCTION

This Human Resources Board Policy will provide an adaptation of the statutes and regulations that apply to Human Resources and Labor Relations with respect to Crossroads Charter Schools' employees and Crossroads Charter Schools as an employer, as well as specific policies designed to comply with these requirements and best practices. To be clear, this manual is not intended to constitute legal advice. In the event any statement in this manual is inconsistent with applicable law, Crossroads will comply with the applicable law. Moreover, this manual does not contain an exhaustive list or discussion of all policies. For example, additional policies can be found in Crossroad's Employee Handbook.

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.

"Assistant Superintendent of Schools" shall mean the person maintaining the position of Assistant Superintendent of Schools for Crossroads Charter Schools, or such person's duly authorized designee.

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

"Chief Finance Officer" shall mean the person maintaining the position of Chief Finance 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 one of the campuses of Crossroads or such person's duly authorized designee.

"Key Personnel" ~~shall~~shall mean the Superintendent of Schools, ~~Chief Academic Officer~~Assistant Superintendent, Chief Operating Officer, ~~Operations Manager~~Chief Financial Officer 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

FAMILY MEDICAL LEAVE ACT POLICY

This policy will summarize the provisions of the Family and Medical Leave Act ("FMLA") and is limited to any rights or benefits contained in the FMLA. For additional information employees should also review the FMLA policy in the School's Employee Handbook.

SECTION 1. Leave Entitlements

Employees of the school/Board/management organization employed by the Board who have been employed for at least twelve (12) months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave and are eligible to take twelve (12) weeks of unpaid leave under FMLA.

SECTION 1.2. Eligible employees may request leave for one or more of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Adoption or foster placement of a child with the employee;
3. To bond with a child (leave must be taken within one year of the child's birth or placement);
4. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
5. Serious health condition of employee that prevents the employee from performing the job functions; or
6. Because of a qualifying exigency (hereinafter defined) arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation.

To care for a covered service member (hereinafter defined) with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin.

SECTION 2. Definitions

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member's office, grade rank or rating.

"Instructional employee or other key position" means an employee whose school leader function is to instruct or directly support instruction of students in a class, a small group or an individual setting or provide an essential function such as administration which would provide a disruption in the normal operations of the school.

"Parent" means a biological parent or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in-law."

"Qualifying exigency" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

"*Serious health condition*" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider and has been duly documented by a health care provider.

"*Son or daughter*" means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a documented mental or physical disability.

"*Spouse*" means a husband or wife.

SECTION 3. Amount and Type of Leave Taken

SECTION 3.1. Except as provided below, an employee may take a total of twelve (12) weeks during any twelve-month period. The twelve-month period shall be measured backward from the date the employee begins using any FMLA leave. In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.

SECTION 3.2. If both spouses work for Crossroads and both are eligible for FMLA leave, they are authorized to take only a combined total of twelve (12) weeks during any one twelve-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition for twelve (12) weeks.

SECTION 3.3. Employees seeking to take Family and Medical Leave to care for a newborn or adopted child, a child placed with the employee for foster care, a parent, spouse, or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave for their Family and Medical Leave.

SECTION 3.4. Intermittent or Reduced Leave

An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. Crossroads will require a certification, in the form described in Section 3.7 below, to document the medical necessity of such intermittent leave.

SECTION 3.5. Notification of Leave

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days' advance notice to the Superintendent of Schools or the Human Resources Director. If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

SECTION 3.6. Benefits and Return to Work

Employees taking FMLA leave will continue to accrue all benefits for which they are eligible that are provided by Crossroads while on FMLA leave. Crossroads will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

Crossroads may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave under Section 3.3 above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, Crossroads may deny reinstatement under this policy to an employee whose salary is within the highest 10% of the employees employed by Crossroads ("key employee") if such denial is necessary to prevent substantial and grievous economic injury to Crossroads' operation, as determined by Crossroads. Employees will be notified if they are considered a key employee, if there is an intention to deny reinstatement, and of their rights in such instances.

SECTION 3.7. Required Certification and Reporting

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing Crossroads that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform Crossroads if the need for leave is for a reason for which FMLA leave was previously taken or certified. Crossroads may request for leave due to a serious health condition be supported by a certification issued by the appropriate health care provider of the eligible employee or of the son, daughter, spouse or parent of the employee on a form to be provided by Crossroads.

This certification must include:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. If the purpose of the leave is to care for a son, daughter, spouse or parent ("family member"), a statement that the employee is needed to care for the family member and the estimated amount of time needed for such care; and
4. If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. Crossroads may require that the eligible employee obtain subsequent recertification on a reasonable basis.

Crossroads, at its own expense, may obtain the opinion of a second health care provider its choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, Crossroads may, at its own expense, obtain a third opinion from a health care provider upon which Crossroads and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both Crossroads and the employee.

Upon an employee's return after leave for his/her own serious health condition, Crossroads may require the employee to obtain certification from a health care provider that the employee is able to resume work.

Crossroads may require an employee on FMLA leave to report periodically to the Superintendent of Schools, or their designee, or the Director of Human Resources on the employee's status and intent to return to work.

SECTION 3.8. Special Provisions

When an instructional employee or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number working days in the period during which the leave would extend, Crossroads may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, Crossroads may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least three weeks; and
2. The employee would return to work during the three-week period before the end of the term.

An eligible employee is entitled to up to a total of 26 work weeks of unpaid, job protected leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

Crossroads will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

SECTION 4. Crossroads Responsibilities

Once Crossroads becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, Crossroads will notify the employee if he or she is eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, Crossroads will provide a reason for ineligibility.

Crossroads will notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

SECTION 5. Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

APPENDIX A
Exhibit 1
FMLA DESCRIPTION OF SERIOUS HEALTH CONDITION

A “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. *Hospital Care*

Inpatient care (i.e., overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. *Absence Plus Treatment*

A period of incapacity of more than three full consecutive days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

a) Treatment two or more times (within 30 days of the first day of incapacity, unless extenuating circumstances exist) by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.

The requirements for treatment by a healthcare provider means an in-person visit to a healthcare provider. The first (or only) in-person treatment visit must take place within seven days of the first day of incapacity.

3. *Pregnancy*

Any period of incapacity due to pregnancy, or for prenatal care.

4. *Chronic Conditions Requiring Treatments*

A chronic condition which:

a) Requires periodic visits (at least twice a year) for treatment by a healthcare provider, or by a nurse or physician’s assistant under direct supervision of a healthcare provider;

b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

c) May cause episodic rather than continuing period of incapacity (e.g., asthma, diabetes, epilepsy).

5. *Permanent/Long-term Conditions Requiring Supervision*

A period of incapacity which is permanent or long term due to a condition for which

treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. *Multiple Treatments (Non-Chronic Conditions)*

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a healthcare provider, either from restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity⁴ of more than three full consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), or kidney disease (dialysis).

APPENDIX A
Exhibit 2
FMLA DESCRIPTION OF QUALIFYING EXIGENCY

Eligible employees may take FMLA leave while the employee's spouse, son, daughter, or parent (i.e., the covered military member") is on active duty or called to active duty status as defined in 29 C.F.R.825.126.(b)(2) for one or more of the following qualifying exigencies:

1. *Short-Notice Deployment*

Any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty in support of a contingency operation seven or less calendar days prior to the date of deployment.

2. *Military Events and Related Activities*

Leave to attend any official ceremony, program or event sponsored by the military that is related to active duty or call to active duty status of a covered military member; or leave to attend family support or assistance programs and informal briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.

3. *Childcare and School Activities*

When necessary due to circumstances arising from the active duty or call to active duty status of a covered military member – leave to arrange for alternative childcare; to enroll in or transfer the military service member's child to a new school or daycare; or to attend meetings with staff at a school or daycare facility concerning the covered member's child.

4. *Financial and Legal Arrangements*

To make or update financial or legal arrangements to address the covered military member's absence, such as preparing and executing powers of attorney, transferring bank account signature authority, or preparing a living will or trust.

5. *Counseling*

To attend counseling provided by someone other than a health care provider for oneself, for the covered military member. Or for the child of the covered military service member provided that the need for counseling arises from the active duty or call to active duty status of a covered military member.

6. *Rest and Recuperation*

To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment.

7. *Post-Deployment Activities*

To attend any official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status (i.e., arrival ceremonies or reintegration events); or to address issues that arise from the death of a covered military member while on active duty status.

8. *Additional Activities*

Other events that arise out of the covered military member's active duty or call to active duty status provided the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

APPENDIX B

EQUAL EMPLOYMENT OPPORTUNITY POLICY

This policy will summarize the applicable laws relating to equal employment opportunity in the workplace. The [Missouri Human Rights Act](#), [Title VII of the Civil Rights Act of 1964](#), the [Americans with Disabilities Act](#), and the [Age Discrimination in Employment Act](#) (and others) prohibit discrimination in the workplace on this basis of a protected category or activity. This includes decisions related to:

- hiring and firing;
- compensation, assignment, or classification of employees;
- transfer, promotion, layoff, or recall;
- job advertisements;
- recruitment;
- testing;
- use of school facilities;
- training and apprenticeship programs;
- fringe benefits;
- pay, retirement plans, and disability leave; or
- other terms and conditions of employment.

Discriminatory practices under these laws may also include:

- retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
- employment decisions motivated by stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities; and
- denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability. Title VII also prohibits discrimination motivated

by an individual's participation in schools or places of worship associated with a particular racial, ethnic, or religious group.

Federal and state laws prohibit job discrimination for the following reasons:

Race, Color, Religion, Sex, or National Origin.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination (any adverse employment action) by employers with 15 or more employees on the basis of race, color, religion, sex (including pregnancy) or national origin (the country where a person was born). Discrimination based on national origin does not include discrimination based solely on a person's citizenship. In order to be actionable, the employment decision must have been materially adverse to the employee, generally meaning a loss of compensation or career prospects.

1. Title VII discrimination against employees motivated by their race. Race means identifiable classes of persons based upon their ancestry or ethnic characteristics. Employers are also prohibited from retaliating against their employees for asserting their rights to be free of discrimination.

2. Title VII's prohibition against sex discrimination includes discrimination motivated by pregnancy, sexual expression, sexual orientation, and gender stereotypes. Title VII also prohibits sexual harassment. Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment if the conduct is sufficient severe or pervasive so as to affect an individual's employment, unreasonably interfere with an individual's work performance, or create an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to:

- The victim as well as the harasser may be a woman or man. The victim does not need to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone exposed to and affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Age.

[The Age Discrimination in Employment Act of 1967](#) (ADEA), prohibits discrimination against workers who are 40 years of age or older. It specifically bars:

Statements or specifications in job notices or advertisements of age preference and limitations. An age limit may only be specified in the circumstance where age is a *bona fide* occupational qualification (BFOQ). In order to establish that age is a BFOQ, an employer must prove that the age limitation is necessary to the success of the business and that a definable group or class of employees would be unable to perform the job safely and effectively. Example: a mandatory retirement age for pilots for safety reasons. The Equal Employment Opportunity Commission ("EEOC") and federal courts interpret the BFOQ exception very narrowly and schools should consult legal counsel prior to including a BFOQ in a job description or advertisement.

The ADEA is applicable to employers with 20 or more employees. The Missouri Human Rights Act also prohibits unlawful discrimination against individuals between the ages of 40 and 70.

Disability.

1. The [Rehabilitation Act of 1973](#) and the Americans with Disability Act of 1990 (ADA) prohibit employers from discriminating against qualified individuals with a disability.

2. Under the ADA, an employer is required to make a reasonable accommodation to a qualified individual with a disability unless doing so would impose an undue hardship on the operation of the employer's business.

3. Before making an offer of employment, an employer may ask an applicant about their ability to perform job functions. A job offer may be conditioned on the results of a medical examination or inquiry, so long as inquiry and/or exam is job-related and consistent with business necessity.

Drug and Alcohol Use.

Employees and job applicants are not protected by the ADA for use of illegal drugs when an employer acts on the basis of such use. Tests for illegal drug use are not considered medical examinations for the purpose of the ADA and are not subject to the restrictions discussed in C.4 above. Employers may hold employees who are using illegal drugs and/or alcohol to the same performance standards as other employees.

Equal Pay.

The Equal Pay Act (EPA) and Missouri law prohibits employers from paying different wages to men and women are performing equal jobs. Under the EPA, employers may not pay women and men different wages, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions, subject to several substantive defenses.

1. Employers may not reduce wages of either sex to equalize pay.
2. An employer may violate the EPA where a higher wage was/is paid to a person who worked in the same job before, during, or after an employee of the opposite sex.

Pregnancy.

[The Pregnancy Discrimination Act](#) (PDA) prohibits discrimination because of or on the basis of pregnancy, childbirth, or related medical conditions. WPDA applies to employers with 15 or more employees.

Bankruptcy.

Generally, federal law prohibits discrimination in employment decisions against people who have declared bankruptcy.

SECTION 1. Equal Opportunity Employment

Crossroads values the diversity of its workforce and it take steps to create and maintain an inclusive, non-discriminatory workplace where staff can effectively and efficiently utilize their skills and experience. Crossroads is committed to protecting the rights and dignity of each individual through equal employment opportunity and advancement for all applicants and employees regardless of race, color, creed, national origin, gender (including pregnancy), citizenship, religion, disability, age, veteran status, sexual orientation, genetic information, or any other status protected by law. Crossroads' commitment pertains to the entire employment relationship, including recruiting, hiring, transfers, promotions, training, discipline, termination, compensation, benefits and all other privileges, terms and conditions of employment. This policy applies to all full-time, part-time, temporary and seasonal employees.

SECTION 2. Non-Discrimination Against/Accommodation of Qualified Individuals with Disabilities

As a part of Crossroads' desire to maintain a diverse workforce, the School complies with the Americans with Disabilities Act Amendments Act (ADAAA) and all other federal, state,

and local laws providing for nondiscrimination in employment on the basis of a disability. The ADAAA is a federal civil rights law covering individuals with physical and mental disabilities. The ADAAA broadly defines a person with a disability as an individual who has a physical or mental impairment that limits one or more of his/her major life activities (i.e., walking, speaking, seeing, hearing, working, etc.); has a record of such impairment; or is regarded as having such an impairment. Persons with physical or mental disabilities, as well as life-threatening illnesses, will be treated in a non-discriminatory manner at all times.

If an employee has a disability (including life-threatening illnesses), he/she may make requests for reasonable accommodations to their direct supervisor or to Human Resources. Crossroads will endeavor to reasonably accommodate individuals with a disability who can still perform the essential functions of the job, in accordance with applicable law. Accommodations will be determined on a case-by-case basis and in conjunction with recommendations from the employee and medical professionals. Disabilities and life-threatening illnesses will be treated in a confidential manner, to the extent possible. Crossroads will also make reasonable accommodations in the pre-employment process to disabled applicants.

APPENDIX C

DRUG FREE WORKPLACE POLICY

This policy will summarize the provisions of ensuring a drug free workplace. The unlawful possession, use or distribution of illicit drugs, alcohol, or the illegal use of other controlled substances on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs as a condition of continued employment.

Crossroads' reserves the right to conduct testing on the following basis: Pre-Employment, Reasonable Suspicion, Random, Periodic, Post Accident, and following an extended leave of absence. A refusal to test or the adulteration of a specimen may be grounds for disciplinary action, up to and including termination. All testing will be conducted in a manner which will provide maximum privacy and reliability, including confirmation by a medical review officer as necessary. Appropriate steps will be taken to assure a secure chain of custody is provided for every sample.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of Schools of their conviction. Notification must be made by the employee to the Superintendent of Schools within five (5) days of the conviction. Within ten (10) days, the Superintendent of Schools will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

Crossroads will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies, if any. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

Crossroads' responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem.

Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

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

This policy shall be distributed in writing to all present and future employees.

APPENDIX D

HARRASSMENT POLICY

This policy will summarize the provisions related to unlawful harassment.

All employees of Crossroads have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or discriminatory. Consistent with this philosophy, all employees are expected to treat others with dignity and respect. Harassment based on race, color, creed, national origin, gender (including pregnancy), citizenship, religion, disability, age, veteran status, sexual orientation, genetic information, or any other status protected by law is strictly prohibited and will not be tolerated.

SEXUAL HARASSMENT

Sexual harassment of any form or nature will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment; (2) submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment. Examples of sexually harassing behavior of a visual, verbal, physical, or a written nature may include, but are not limited to:

- Unwelcome or offensive sexual innuendo;
- Subtle pressure for sexual activity or coercion to date;
- Sexist remarks or jokes about a person's body or their private life;
- Degrading remarks, posters, cartoons, drawings, graffiti or other objects in the workplace that contribute to an intimidating work environment; and
- Unwelcome touching.

OTHER FORMS OF HARASSMENT

Harassment based on other factors such as race, color, creed, national origin, pregnancy, citizenship, religion, disability, age, veteran status, sexual orientation, genetic information, or any other status protected by law will not be tolerated. This prohibited conduct shall include visual forms of harassment, such as racially derogatory words, markings, cartoons and drawings as well as verbal harassment (i.e., racial remarks or slurs).

EMPLOYMENT CONSEQUENCES

Any prohibited form of harassment, either directly or indirectly, will result in disciplinary

action, up to and including termination.

REPORTING PROCEDURE

If an employee believes he/she is being harassed or discriminated against due to any of the above reasons, the incident(s) should be immediately reported to their direct supervisor or Human Resources, unless those parties are involved. If this is the case, the next immediate supervisor will be the Chief Operating Officer or Superintendent, then the Board of Directors.

The harassment reporting procedure should also be used to report instances of harassment involving agents and supervisory employees of Crossroads Charter Schools, fellow employees and non-employees, such as individuals employed by service and supply companies, and any other person associated with the workplace. Reports may be made without fear of reprisal and, to the extent practical, confidentiality will be maintained. You are expected to cooperate in any investigations.

All supervisors have an obligation to immediately report any situations that may be in violation of this policy to Human Resources or the Superintendent whether the incident is reported by an employee, a witness, or witnessed by the supervisor themselves.

ADDITIONAL REPORTING

Employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) serves as a neutral fact finder to investigate and resolve harassment complaints in employment. Employees who believe that they have been harassed may file a complaint directly with the EEOC by contacting the nearest office of the EEOC at Gateway Tower II, 400 State Ave., Suite 905, Kansas City, Kansas 66101, (800) 669-6957.

APPENDIX E

JUDICIAL AND MILITARY DUTY LEAVE POLICY

SECTION 1. Purpose of Policy

SECTION 1.1. The purpose of this policy is to outline employee's rights regarding leave for judicial and military reasons.

SECTION 2. Types of Leave

SECTION 2.1. Non-exempt employees who are subpoenaed by either party to testify in any civil or criminal proceeding because of their official capacity with the School will receive their regular pay without loss of leave credits less any witness fees received. If an employee is summoned to appear as a witness, crime victim, or family member of a crime victim for non-School purposes, Crossroads will allow the employee the necessary time to participate in, or prepare for, those proceedings. For non-exempt employees, this time will be unpaid unless they choose to use available Vacation Time or Personal Time. As soon as a summons is received, an Employee should notify their direct supervisor. A copy of the summons must be forwarded to Human Resources. All employees should report to work when not needed by the court unless distance or time makes it impractical. Please call your direct supervisor when released to verify the work schedule for the remainder of the day.

Employees who serve as jurors shall not have the jury leave deducted from sick or personal leave, and no employee utilizing jury leave shall be required to pay the cost of employing a substitute to serve in his/her absence. Employees who qualify for this leave may retain juror compensation.

SECTION 2.2. Crossroads will provide up to 10 days of paid Military Leave per school year. If an Employee's Military Leave is longer than 10 days, the employee may choose to take the time unpaid or use any Vacation or Personal Time you have available.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage and benefits under the same conditions as if the employee had continued to work. For military leaves of more than 31 days, an employee may elect to continue his/her health coverage for up to 24 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. All other applicable federal and state laws will be followed by Crossroads.

SECTION 3. Notice

SECTION 3.1. Employees shall provide in writing to Human Resources with a minimum of two weeks advance written notice, or as soon as practicable. Notification should include

the reason for the request for leave, the date(s) if known, and a copy of any supporting documentation such as a jury summons.

APPENDIX F

EMPLOYMENT STATUS: AT-WILL EMPLOYMENT POLICY

This policy will summarize the employment status of at-will employees.

SECTION 1. Employment Status.

SECTION 1.1. Employees of Crossroads are considered at-will employees.

SECTION 1.2. Employees shall execute an At-Will Employment Agreement or Contract demonstrating the employee's understanding of the conditions and expectations of employment at Crossroads.

APPENDIX G

PROFESSIONAL PERSONNEL HIRING AND RECRUITMENT POLICY

This policy will summarize the provisions of recruitment and hiring of professional personnel.

SECTION 1. Authority to Hire

SECTION 1.1. The Board shall approve through the adoption of an annual budget all positions for employment.

SECTION 2. Recruitment.

SECTION 2.1. All public announcements for positions and vacancies shall assure applicants of nondiscrimination on the basis of race, color, national origin, sex, age, religion, sexual orientation or handicap. Public announcements shall include only the following information: title of the position, full or part time status, salary range, job description, certification requirements, and/or start date.

SECTION 2.2. All job announcements for all certificated positions shall be published on the school's website and sent to appropriate third parties, including colleges, universities, The Missouri Charter Public School Association, and other agencies or employment organizations.

SECTION 2.3. Public notice may be provided prior to hiring of a position.

SECTION 2.4. The Superintendent of Schools may elect to hire a qualified internal candidate in lieu of or in addition to publicly posting the position.

SECTION 3. Qualifications

SECTION 3.1. Crossroads shall endeavor to hire the most highly qualified individual to execute the functions of the posted position. Crossroads will give strong consideration to the following qualifications:

1. Demonstrated global awareness as evidenced by international travel or study abroad, or ability to read and understand one or more languages, which may include sign language, and/or other relevant experiences (when applicable);
2. Advanced degrees;
3. High academic achievement;
4. Experience in a charter school setting;
5. Competency in the use of technology that would enhance the instructional program;
6. Demonstrated leadership potential;

7. Demonstrated ability and/or desire to work with students from demographic backgrounds Crossroads serves;
8. Experience with community-based and/or parental involvement activities;
9. Exemplary written and oral communication skills;
10. Demonstrated effective management and instructional practices;
11. Professionalism in demeanor and appearance;
12. National Board Certification;
13. Missouri Professional Certification or eligibility for such; and
14. Willingness to work with athletics and extra-curricular activities.

This profile is not all-inclusive and may change depending on the school's needs at the time of hire. Crossroads' ultimate goal is to attract and retain highly competent individuals who share Crossroads' mission and who will provide the best educational opportunities possible for our students.

APPENDIX H

PERSONNEL EVALUATIONS POLICY

This policy will summarize the provisions of staff observations and evaluations.

SECTION 1. Staff Observations and Evaluations

SECTION 1.1. The Superintendent of Schools shall be formally evaluated by the Board on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.2. Each certified staff member shall be formally observed and evaluated by the Principal or the Principal's designee on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.3. Each classified staff member shall be formally evaluated by the Principal or the employee's immediate supervisor on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.4. The Crossroads staff member evaluating each employee shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

SECTION 1.4.1. The employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary related to the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

SECTION 1.4.2. Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Board or its designated committee is considered final.

APPENDIX I EMPLOYEE DRESS CODE POLICY

This policy will summarize the expectations of employee dress and appropriate attire.

SECTION 1. Purpose of Employee Dress Code

SECTION 1.1. The purpose of establishing an employee dress code is to provide an example of appropriate attire that:

- Clearly distinguishes staff from students;
- Models modesty and professionalism; and
- Is functional given the nature of the position.

SECTION 1.2. All staff shall dress in a manner and style in accordance with administrative regulations set forth by the Superintendent of Schools.

SECTION 2. Dress Code

SECTION 2.1. An employee who is inappropriately dressed, in the opinion of the Superintendent of Schools or Principal, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work.

SECTION 2.2. Appropriate dress includes but is not limited to:

- Business suits/coordinated pants suits
- Collared shirts with and without ties
- Skirts
- Dresses
- Slacks
- Sweaters, blouses, knit tops, jackets
- Coordinated dress shorts ensemble with appropriate shoes and hosiery
- Sweatshirts and tee shirts with school-related insignia
- Appropriate shoes
- Attire in accordance with the environmental requirements for specific job assignments

SECTION 2.3. To ensure that employees are professionally attired, the following are considered unacceptable:

- Shorts (except for physical education)
- Overalls (acceptable only for special projects or activities or related to specific job assignments)

- Hats
- Immodest dress such as dress which is too short (more than three inches above the knees) or tight or otherwise revealing
- Oversized tee shirts and undershirts
- Spandex/Leggings
- Tank tops
- See-through clothing
- Sundress without a jacket
- Clothing that exposes the midriff
- Extremely low cut dresses and blouses
- Exercise/jogging suit
- Other attire as deemed inappropriate by the Superintendent of Schools or Principal

SECTION 2.4. The Board recognizes that there are occasions when individuals may need to wear specific garb due to medical reasons or as part of a sincere personal religious practice. When such is the case, the employee shall contact Human Resources to request an accommodation under this Policy. The employee may be required to provide supporting documentation.

SECTION 2.5. In addition, some job functions necessitate attire that may otherwise be considered “inappropriate” (i.e., Physical Education teachers may wear exercise attire). Discretion of these instances is by the Superintendent of Schools or Principal.

APPENDIX J

STAFF COMPLAINTS AND GRIEVANCES POLICY

Employees are encouraged to approach their direct supervisor with any ideas or suggestions which they feel may enhance the School or School system. If an Employee has a question or an issue concerning their job, they are encouraged to discuss these situations fully and openly with their direct supervisor. If the situation is not resolved by their direct supervisor or involves their direct supervisor, the employee may request a meeting with Human Resources to discuss the situation. If the situation is still not resolved, the employee may request a meeting with the Superintendent, and finally the Board of Directors.

APPENDIX K PERSONAL LEAVE POLICY

This policy will summarize the leave policy for all personnel.

SECTION 1. Sick Time

Crossroads recognizes that from time-to-time unexpected illnesses may prevent employees from being at work. Therefore, employees will be awarded 66 hours of Sick Time per fiscal year for the following occasions:

- The employee's illness
- The employee is acting as the caretaker for a family member or partner
- The employee or their family member, or partner is visiting a medical professional

If an employee works part-time, Sick Time will be prorated based on the percentage of time worked versus a full-time schedule. Sick Time requests for scheduled appointments and procedures must be approved by an employee's supervisor in advance before that time is used.

Employee's may bank up to a total of 540 hours of Sick Time. Once an employee has accumulated 270 hours in their Sick Time bank, the employee may choose to continue banking up to a total of 540 hours or cash out any additional Sick Time at the end of the fiscal year. Only 60 hours of Sick Time may be cashed out per fiscal year.

Once an employee has accumulated 540 hours in your Sick Time bank, any additional Sick Time will automatically be paid out at the end of the fiscal year. Sick Time is paid out at a rate of \$10/hour.

Sick Time is not eligible for payment upon termination of employment, voluntary or otherwise, unless required by state or local law.

In addition, if an employee is out ill for longer than three consecutive days, the employee must present a release to return to work from a medical professional, unless prohibited by law.

SECTION 2. Personal Leave

Employees will be awarded 66 hours of Personal Time per fiscal year. If an employee works part-time, Personal Time will be prorated based on the percentage of time worked versus a full-time schedule. Personal Time remaining at the end of the fiscal year will automatically be converted to Sick Time. Personal Time is not eligible for payment upon termination of employment, voluntary or otherwise, unless required by state or local law. Personal Time cannot be used after an employee has resigned unless it was previously scheduled and approved.

Teachers and front desk staff must have a substitute folder and plans prepared in case of an absence. The substitute will need to cover the duties including arrival, dismissal, RTI, lunch, recess, etc.

SECTION 3. Vacation Time for 12 Month Employees

12-month employees will receive 15 days of Vacation Time at the beginning of each fiscal year. For 12-month employees hired after the start of the fiscal year, Vacation Time is prorated based upon start date. For 12-month employees who work part-time, Vacation Time will be prorated based on the percentage of time worked versus a full-time schedule.

Vacation Time bank will be capped at four weeks. Once an eligible employees reaches the maximum accrual of four weeks, they will not earn additional Vacation Time until their Vacation Time balance falls below the four-week cap.

Vacation Time is a benefit provided to encourage work/life balance and should be utilized throughout the year. Please keep in mind that only 45 hours of Vacation Time can be rolled over at the end of each fiscal year. Vacation Time over this 45-hour limit at the end of each fiscal year will be lost.

Generally, Vacation Time payout upon termination will be prorated based on full months of service worked during the fiscal year in which Vacation Time was awarded. Eligible employees must provide a proper two-week notice, not be terminated for gross misconduct, and have been employed at least 90 days in order to be eligible for a Vacation Time payout at separation. If termination occurs due to gross misconduct or within the first 90 days of employment, Vacation Time will not be paid out. Vacation Time cannot be used after an employee has resigned unless the Vacation Time was previously scheduled and approved.

SECTION 4. Holidays for Crossroads twelve month employees:

Crossroads Holidays

- (1) Rev. Martin Luther King Jr.'s Birthday
- (5) Spring Holidays
- (1) President's Day
- (1) Memorial Day
- (1) Labor Day
- (3) Thanksgiving
- (1) Juneteenth
- (1) Independence Day
- (10) Winter Holidays (subject to vary yearly)

SECTION 4.1. The Superintendent of Schools may grant extended leaves of absence on a case by case basis. All extended leaves of absence will be without pay if all other personal or vacation time has been exhausted, and extended leave will be for not more than sixty days, unless required by law.

Extended leaves of absence may be granted for the following reasons:

- Continuing Education
- To run for political office
- A reasonable accommodation for disability or other required legal reason

SECTION 4.2 If an employee is elected to office, extended leave may be granted that will be sufficient to allow the person to serve one full term, notwithstanding the limits provided in Section 4.1 above, if such service would interfere with the employee's responsibility to Crossroads.

SECTION 4.3 The employee shall be entitled to return to active employment upon written request for reassignment and contingent upon a vacancy in the field in which he/she was employed when the leave was granted. Such an employee shall be given preference equal to that given to any other applicant returning from a period of extended leave.

SECTION 4.4 An employee who does not use his/her leave for the purpose requested shall forfeit all rights and privileges provided for under the policy. He/she shall be considered as having resigned from Crossroads, effective as of the beginning date of the approved leave.

APPENDIX L

MANDATORY REPORTING OF CHILD ABUSE POLICY

This policy pertains to the mandatory reporting of suspected child abuse.

Crossroads employees who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person (whether a parent, a school employee or a third party) shall report such belief to both their supervisor and the Missouri Division of Child Services. In addition, school officials (including, but not limited to the Principal and teachers) must report such belief to the state as required by 210.115 of the statutes of Missouri, as amended. No internal investigation shall be initiated until such a report has been made. As used in this section, the term "abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in section 210.110, but shall also include abuse inflicted by any other person.

APPENDIX M COMMUNICABLE DISEASES POLICY

SECTION 1. Purpose of Policy

SECTION 1.1. Crossroads intends to ensure that no individual has potentially harmful exposure to infection or diseases.

SECTION 2. Definitions.

SECTION 2.1. Communicable disease: a disease that can be directly or indirectly transmitted from one person to another.

SECTION 2.2. HIV infection: an infection in which the human immuno-deficiency virus is present.

SECTION 3. Protections

SECTION 3.1. No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of Crossroads solely because he or she is infected with a communicable disease or HIV infection.

SECTION 3.2. A student or employee who is infected with a communicable disease or HIV infection will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Superintendent of Schools or Principal after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board's physician if in the judgment of the Superintendent of Schools or Principal it is necessary to consult a private physician.

SECTION 4. Prevention of Transmission

SECTION 4.1. Each year, the Superintendent of Schools shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

SECTION 4.1.1. Education and policy review shall include procedures to reduce the risk of transmitting communicable diseases and/or HIV infection, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

SECTION 5. Identification of Potential Risks

SECTION 5.1. Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk; i.e., how long the disease is transmitted;
- The duration of the risk; i.e., how long the carrier is infectious;
- The severity of the risk; i.e., the degree of potential harm to third parties; and
- The probability that the disease will be transmitted and will cause varying degrees of harm.

SECTION 5.1. Once the student's or employee's medical condition has been determined, the Superintendent of Schools shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Board at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job.

SECTION 5.2. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Crossroads' programs or to be employed by the Crossroads.

SECTION 5.3. In order that the Board may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the Superintendent of Schools is authorized to remove the infected student or employee from Crossroads programs or employment for a period not to exceed thirty days during which time the Board shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others.

SECTION 5.4. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

SECTION 6. Privacy Rights

SECTION 6.1. Neither Crossroads nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

APPENDIX N

FRAUD PREVENTION POLICY

The purpose of this Policy is to identify and maintain good practices, address weaknesses in current processes, introduce improved systems for the management of those processes and protect individuals who report or otherwise identify such weaknesses or violations of those practices. The end result is that of minimizing the amount of fraud and corruption which may occur within the system and significantly reduce the opportunity for fraud or corruption to occur in the future. The public is entitled to expect Crossroads to conduct its affairs with integrity, honesty and openness, and demand the highest standards of conduct from those working for it and with it.

SECTION 1. Purpose

This Policy (1) encourages employees and volunteers of Crossroads to come forward with specific, credible information regarding inappropriate or fraudulent acts, illegal practices or serious violations of the policies of Crossroads; (2) specifies that Crossroads will protect persons providing such information from retaliation; and (3) identifies where and how these acts should be reported. Crossroads is committed to protecting the public assets with which it has been entrusted. Minimizing the losses to fraud and corruption is an essential part of ensuring that all of Crossroads' resources are used for the purpose for which they are intended.

SECTION 2. Reporting Suspicions

SECTION 2.1. Crossroads encourages complaints, reports or inquiries regarding illegal practices, unlawful activities or violations of Crossroads' policies, including illegal or improper conduct by Crossroads, itself, by its leadership or by others on its behalf. In the event an employee or volunteer suspects that an act of fraudulent financial reporting, accounting or auditing, fraudulent or dishonest use or misuse of Crossroads' resources or property, ethical violations or similar illegal or improper practices or policies has been committed or adopted, then the employee or volunteer, including but not limited to any witness to such act, activity or action, should report the act or activity without delay.

SECTION 2.2. Employees should report suspicions to a supervisor immediately and retain all evidence concerning the suspected act or actions. In the event the reporting person has reason or evidence to believe that his/her supervisor might be involved in the inappropriate act or activity or there may be a conflict of interest, the matter should be reported directly to the Superintendent of Schools, unless the Superintendent of Schools is suspected of committing such act or action, in which case, the inappropriate act or activity should be reported to the President of the Board.

SECTION 2.3. It is recognized that, for some individuals, raising a concern under this policy may be a difficult experience. All reported incidents will be investigated as provided

below. All reported incidents will be handled in confidence, with staff being informed on a need to know basis only.

SECTION 3. Crossroads Response

SECTION 3.1. This policy requires that matters involving any of the matters reported pursuant to Section 1 are referred to the Superintendent of Schools for investigation. These matters are taken seriously and additional action, such as disciplinary proceedings and/or prosecution, will be taken where evidence of offenses is found. If the concern reported involved behavior or conduct by the Superintendent of Schools the matter will be referred to the Board and the Board or its designee will conduct the investigation outlined below.

SECTION 3.2. The Superintendent of Schools will:

1. Investigate all allegations completely and confidentially.
2. Compile a report of findings for submission to the Board with a recommendation as to whether disciplinary action is appropriate.
3. Where appropriate, coordinate with the police in order for them to consider taking criminal action.
4. Advise supervisors on how to address procedural weaknesses identified during the investigation.

SECTION 4. The Investigation Process

SECTION 4.1. The purpose of any investigation is to establish the facts in an equitable and objective manner. The process will involve the use of authority or delegated powers to:

1. screen allegations or information to gauge their credibility;
2. secure all evidence;
3. interview suspects;
4. interview witnesses;
5. take statements; and
6. coordinate with departments or other agencies (including the police).

SECTION 4.2. The Superintendent of Schools will establish and record the basis of the concerns raised and establish what further actions are required. The Board will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, the Superintendent of Schools will inform Crossroads' external auditors.

SECTION 4.3. Whenever possible, the individual raising the concern will be advised of the outcome of the investigation. If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the

Superintendent of Schools who will arrange any further investigation as he/she deems appropriate. The Superintendent of Schools will send a written response to the individual concerned.

SECTION 5. Anti-Retaliation

SECTION 5.1. To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, Crossroads will:

1. not allow the person reporting the concern to be retaliated against for doing so;
2. treat retaliation against any reporting party, witness or person providing evidence regarding the reported activity during an investigation as a serious matter leading to disciplinary action that may include dismissal;
3. not attempt to conceal evidence of poor or unacceptable practice;
4. take disciplinary action if an employee, volunteer or witness destroys or conceals evidence of poor or unacceptable practice or misconduct; and
5. ensure confidentiality clauses in employment contracts do not restrict, forbid or penalize any reporting party(ies).

APPENDIX O

ANTI-NEPOTISM POLICY

This policy will summarize Crossroads' positions related to the employment of members of the same family.

SECTION 1. Employment of Family Members

SECTION 1.1. Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member;
2. Have the potential for creating an adverse impact on work performance;
or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy shall also be considered when assigning, transferring, or promoting an employee.

SECTION 1.2. For the purpose of this policy, immediate family includes: spouse, partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, members of household.

SECTION 1.3. If an employee becomes or is the immediate family member of an applicant or employee or establishes a romantic relationship with another employee during the course of their employment, both employees are required to notify Human Resources and may be asked to sign a Consensual Relationship Acknowledgement. Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve or create a condition described in Section 1.1 above. If one of the conditions outlined in Section 1.1 should occur, attempts will be made to find a suitable position within Crossroads to which one of the employees will transfer. If employees become immediate family, Crossroads will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, Crossroads will decide in its sole discretion who will remain employed.

APPENDIX P

Employee Information Sharing Policy

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

SECTION 1. The Superintendent of Schools or his/her designee shall be permitted to respond to requests for information from public schools about former employees of Crossroads.

SECTION 2. Information Sharing

SECTION 2.1. Crossroads shall provide only the following information about a former employee to another public school upon request unless additional information must legally be provided: name, dates of employment, job title, and department. There are specific laws pertaining to the release of information regarding the conduct of Teachers. Crossroads will comply with all legal requirements.

SECTION 2.2. Crossroads shall share the following information: information regarding any violation of the published regulations of the Board of the School by the former employee if such violated related to sexual misconduct with a student and was determined to be in actual violation by the Board after a contested case due process hearing was conducted pursuant to Board policy; the results of a Children's Division investigation if the investigation involved allegations of sexual misconduct with a student and the Children's Division reached a finding of substantiated.

SECTION 3. All current and potential employees shall be given notice of this policy upon its adoption.

APPENDIX Q

Background Checks and Fingerprinting Policy

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

SECTION 1. Any employee, member of the Board, volunteer, or individual otherwise authorized to have contact with students and prior to any individual having contact with students shall complete a criminal background check and a check of the family care safety registry.

SECTION 2. In order to facilitate the criminal background check and check of the family care safety registry, any employee, member of the Board, volunteer, or individual otherwise authorized to have contact with students and prior to any individual having contact with students shall complete a state and national fingerprint based criminal background check.

SECTION 3. Prior to fingerprints being captured, the employee or volunteer must be provided a copy of the “Noncriminal Justice Applicant’s Privacy Rights” and the FBI’s “Privacy Act Statement.” When registering for fingerprinting through the MACHS portal, this information is provided and acknowledged during the registration process.

SECTION 4. Crossroads will ensure the information received is protected from receipt until destruction and will establish appropriate technical and physical precautions to secure such information.

SECTION 5. If a security violation occurs with information provided by the fingerprint background check, whether malicious in intent or not, the violation will be reported to Crossroads’ Security Officer (CSO). The CSO will complete a MSHP SHP-71 Security Incident Report form and forward the completed form to the MSHP Criminal Justice Information Services (CJIS) Security Unit.

SECTION 6. To comply with the FBI CJIS Security Policy, basic security awareness training is required for all personnel who have access to Criminal Justice Information (CJI) within six months of initial assignment, and biennially thereafter. Crossroads completes security awareness training via [hard copy, CJIS Online, etc.] and proof of completed and current security awareness training will be retained indefinitely for all personnel with access to information provided from the fingerprint background checks.

SECTION 7. Only authorized personnel of Crossroads may access, view, or otherwise use information provided from the fingerprint background check and check of the family care safety registry and shall not share such information from any individual not authorized to access, view, or otherwise use the information. If such information is printed on a hard copy format, authorized personnel will ensure the information is stored in a secured environment and is not accessible by unauthorized personnel. The security combination

and/or keys to the locks shall only be accessible by authorized personnel. If such information is stored in an electronic format, the electronic media will be treated the same as hard copy information and will be stored in a secure environment that is not accessible by unauthorized personnel. If the electronic media cannot be stored in a secure environment, such as being stored on a PC's local HDD or SSD, the electronic information must be password-protected or otherwise encrypted.

SECTION 8. When hard copy information or information stored on optical media discs is no longer required, it must be destroyed in one of the following manners:

1. In-House Cross Shredder
2. Incineration
3. Contracted Document Destruction Company. If a contracted document destruction company is used, authorized personnel must accompany the CHRI to destruction.

SECTION 9. When electronic copy information stored on HDDs, SSDs, or flash sticks is no longer required, the electronic media must be degaussed a minimum of three times.

SECTION 10. Crossroads will disseminate information to the applicant of record for personal review or challenge purposes only. The individual must make a request to view information in writing and the individual must appear in person, with identification, and sign a secondary dissemination log. Secondary dissemination logs will include, at a minimum: the date of secondary dissemination, the name of the subject of the record, the name of the person or agency requesting the record, a description of the shared record, the purpose of the request, how the dissemination occurred, and the name of the disseminator. The secondary dissemination log will be retained for at least 3 years or until a compliance audit can be conducted by the MSHP.

SECTION 11. Crossroads will ensure all MACHS portal access is current. Any user that no longer needs access will be removed immediately by the Agency CSO or the MACHS Administrator.

SECTION 12. Crossroads' CSO will contact the Missouri State Highway Patrol, CJIS Division, Trainer/auditor for assistance with Administrator rights to the MACHS portal.

SECTION 13. Crossroads will ensure that Rap Back subscriptions are kept up-to-date and removed when the individual is no longer working or volunteering for the agency. Rap Back subscriptions and validations will be conducted by the MACHS administrator of the agency.

APPENDIX R

Missouri Victims' Economic Security and Safety Act Policy

Crossroads 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 offers eligible employees unpaid leave and/or reasonable safety accommodations 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, parent, son, daughter, or any other 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 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 or to ensure economic security.
5. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including preparing for or 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 with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave within a reasonable period after the absence.

To request domestic or sexual violence leave, employees must supply one of Crossroads' Key Personnel 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 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 one of Crossroads' Key Personnel within a reasonable time after it is required by Crossroads. 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

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. Employees seeking a reasonable safety accommodation may be required by Crossroads 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 you believe you have been subject to retaliation or discrimination, you should report it to one of Crossroads' Key Personnel.

For further information or details about any of the terms of this Domestic and Sexual Violence Leave Policy, please contact the Director of Human Resources.

APPENDIX S
Title IX Sexual Harassment
Grievance Policy And Procedure

Crossroads prohibits sexual harassment in any form. This policy focuses specifically on sexual harassment as that term is defined under Title IX of the Education Amendments Act of 1972, as amended. If alleged conduct does not fall under this policy, Crossroads will address it promptly under other applicable policy.

“Title IX sexual harassment” is conduct on the basis of sex within the scope of Crossroads’ education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. “Quid pro Quo” – A Crossroads employee conditioning the provision of an aid, benefit or service of Crossroads on an individual’s participation in unwelcome sexual conduct;
2. “Hostile Environment” – Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Crossroads’ education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8) or “stalking” as defined in 34 U.S.C. 12291(a)(30).

SECTION 1. Notice

Crossroads will provide notice of its prohibition on discrimination on the basis of sex to students, parents/guardians, employees, applicants for admission and employment. The notice will:

1. Include the name or title, office address, email address and phone number of the Title IX Coordinator;
2. Include information on Title IX grievance procedures and grievance process;
3. State that the requirement not to discriminate extends to admission and employment; and
4. Direct inquiries to the Title IX Coordinator or the assistant secretary for civil rights at the U.S. Department of Education.

Crossroads' policy prohibiting discrimination on the basis of sex and the Title IX Coordinator's contact information will be prominently displayed on Crossroads's website and in each handbook.

SECTION 2. Definitions

Crossroads adheres to all definitions specified in applicable Title IX regulations and incorporates them by reference to the extent they are not stated here.

Actual Knowledge - Notice of sexual harassment under Title IX or notice of allegations of sexual harassment under Title IX to Crossroads' Title IX Coordinator or to any Crossroads official who has the authority to institute corrective measures on behalf of Crossroads or to any employee of Crossroads, except where the only Crossroads official or employee with actual knowledge is also the respondent.

Business Days - Days (full or partial) on which Crossroads' business offices are open.

Complainant - An individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not considered a complainant.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Determination of Responsibility - A formal finding of a decision-maker on each allegation of sexual harassment contained in a formal complaint that the respondent did or did not engage in conduct constituting sexual harassment under Title IX based on a preponderance of the evidence.

Domestic Violence - Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Missouri; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Missouri.

Education Program or Activity - Any part of Crossroads-sponsored instructional program, including extracurricular activities, or employment in Crossroads, including locations,

events or circumstances over which Crossroads exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

Formal Complaint - A document or electronic submission filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment under Title IX against a respondent and requesting that Crossroads investigate the allegations. When a complainant files a formal complaint, the document or electronic submission must have the complainant's physical or digital signature or otherwise indicate the complainant's identity. A formal complaint may be filed only by a complainant participating in or attempting to participate in Crossroads' education programs or activities.

Informal Resolution Process - Alternative dispute resolution methods designed to resolve allegations of sexual harassment without completing the formal complaint process. The purpose of the process is to restore or preserve equal access to Crossroads' education programs or activities for all parties. Such a process may be offered by the Title IX Coordinator after a formal complaint has been filed and after consultation with Crossroads's attorney as to whether an informal resolution process will be sufficient to meet Crossroads's Title IX obligations.

Investigative Report - The report of the investigator of a formal complaint.

Party/Parties - Complainant(s) and respondent(s).

Remedies - Upon a final determination of responsibility, remedies are actions taken to restore or preserve equal access to Crossroads' education programs or activities. These may include continued or new supportive measures but may also include imposition of more burdensome requirements, limitations and conditions upon the respondent, as well as disciplinary action against the respondent, including suspension, expulsion, or termination of employment.

Report - Information provided by a complainant or any other person to the Title IX Coordinator when that information indicates, suggests or alleges misconduct. This includes the intake information obtained by the Title IX Coordinator prior to the filing of a formal complaint.

Respondent - An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

Sexual Assault - This includes all behaviors constituting forcible or nonforcible sexual offenses within the scope of the Federal Bureau of Investigation's national uniform criminal incident reporting system. At present these classifications include any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of consent. Sexual assault specifically includes:

1. Rape (Except Statutory Rape) - The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
2. Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
3. Sexual Assault with an Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
4. Fondling - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
5. Incest - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
6. Statutory Rape - Nonforcible sexual intercourse with a person who is under the statutory age of consent pursuant to Missouri law.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Supportive Measures – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to Crossroads' education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Crossroads's educational environment or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, safety escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Title IX Decision - The comprehensive decisional document of the independent decision-maker concluding the Grievance Process, as may be amended or affected by the results of an appeal.

Voluntary Consent - Consent given freely and without coercion.

SECTION 3. Reporting

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). While the law allows individuals to refuse to participate in a Title IX investigation, proceeding or hearing, Crossroads policy and the law require that employees immediately report to the Title IX Coordinator any knowledge of an allegation of sexual harassment under Title IX, and employees can be reprimanded or disciplined for failing to do so. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The following individual will serve as the Title IX Coordinator(s) for Crossroads and will coordinate and implement Crossroads' compliance with Title IX's requirements.

TITLE

1011 Central Street
Kansas City, MO 64105
Phone 816-221-2600

If the Title IX Coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the Superintendent.

SECTION 4. No Retaliation

No person employed by or associated with Crossroads will intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under Title IX.

Intimidation, threats, coercion or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment under Title IX but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment under Title IX, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Complaints alleging retaliation must be filed with the Title IX Coordinator.

Charging an individual with violating other policies by making a materially false statement in bad faith in the course of the grievance proceeding is not retaliation. But making a

statement that is not consistent with the ultimate decision of the decision-maker or appellate decision-maker is not, in and of itself, sufficient to conclude that the statement was materially false and made in bad faith.

SECTION 5. Intake and Classification of Reports

The Title IX Coordinator will receive and review all reports of sexual harassment even if a formal complaint has not been filed. The context of behavior can make a difference between conduct falling within the technical definition of sexual harassment under Title IX and conduct of a sexual nature that is offensive or hostile in itself, but which does not constitute harassment within that definition. Crossroads policies prohibit both but, for purposes of its Title IX obligations, Crossroads must specially address cases within the definition under this special, limited-scope policy.

If the Title IX Coordinator determines a report concerns conduct that does NOT involve sexual harassment under Title IX or did not occur in Crossroads' education program or activity, the Title IX Coordinator will refer the matter based on other applicable policy and Crossroads will ensure appropriate investigation occurs and appropriate action is taken.

If a student alleges sexual misconduct on the part of any Crossroads employee to any person employed by Crossroads, that person will immediately report the allegation to the Children's Division of the Department of Social Services in accordance with state law and Crossroads policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

SECTION 6. Procedures Prior to or without a Formal Complaint

When the Title IX Coordinator has actual knowledge of an allegation of sexual harassment under Title IX in an education program or activity of Crossroads, the Title IX Coordinator will promptly contact the complainant and:

1. Provide information about the supportive measures available to the complainant and inform the complainant that he or she may receive supportive measures without filing a formal complaint.
2. Consider the complainant's wishes with respect to supportive measures and implement appropriate supportive measures.
3. Explain to the complainant the process for filing a formal complaint.

SECTION 7. Students Receiving Special Education Services

If the complainant or respondent has an individualized education plan (IEP) or Section 504 plan in place, the Title IX Coordinator will consult with the appropriate special education administrator(s) for assistance in determining the appropriate supportive measures based on the special needs of the student.

If Crossroads determines that a student's specific circumstances, including disabilities, prevent Crossroads from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein, Crossroads will pursue such measures as are available under Crossroads policy and law. Such measures will be designed to restore or preserve all students' equal access to Crossroads education programs or activities.

SECTION 8. Formal Complaint Process

The following is a summary of the complaint process and associated timeline.

Grievance Procedure Timeline	
Formal complaint made to Title IX coordinator	n/a
Investigative report and copy of evidence provided to parties	Within 20 business days of parties receiving notice of the formal complaint
Parties may review the evidence gathered by the investigator and submit a written response or submit questions regarding the investigative report	10 days after receipt of investigative report
Written decision is issued by decision-maker	Within 20 days after the closing of the parties' period to comment/ask questions regarding the investigative report
Appeal of decision	Within 5 days of receiving notice of dismissal or written decision.
Period to submit written statements in support or challenging the original decision outcome to the appeal decision-maker	5 days
Appeal decision-maker will issue appeal decision	Within 10 days after the close of the period for parties to submit written statements regarding the original decision

A. Filing of a Formal Complaint

Nothing in this process will interfere with any legal right of a parent/guardian to act on behalf of a complainant, respondent or party including, but not limited to, filing a formal complaint. If a student who is not an eligible student pursuant to the Federal Education Rights and Privacy Act (FERPA) files a formal complaint, the parent/guardian of the complainant will be notified of the complaint with the complainant's consent.

The complainant may file a formal complaint or choose not to file a formal complaint and simply receive the supportive measures.

If the complainant does not file a formal complaint, the Title IX Coordinator may sign a formal complaint, initiating the grievance process. The Title IX Coordinator will do so only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, keeping in mind that filing a formal complaint may itself be viewed as deliberate indifference to the complainant's rights under Title IX.

If no formal complaint is filed by the complainant or signed by the Title IX Coordinator, no disciplinary action will be taken against the respondent on the grounds of sexual harassment under Title IX.

B. Process upon Filing of a Formal Complaint

Crossroads' grievance process will provide a prompt and equitable resolution of complaints and will:

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent;
2. Comply with Title IX regulations before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent;
3. Require a decision-maker to objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and not make credibility determinations based on a person's status as a complainant, respondent or witness;
4. Require that all Title IX Coordinators, investigators, those responsible for facilitating informal resolution processes and decision-makers not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;

5. Presume that the respondent is not responsible for the conduct until a determination of responsibility is made at the conclusion of the grievance process;
6. Follow stated timelines unless Crossroads temporarily delays the grievance process for good cause (including, but not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of a disability) and notify the parties in writing of the reason for a delay, if any; and
7. Not require, allow, rely upon or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

C. Notice to the Parties

When the complainant files a formal complaint, written notice will be provided to all known parties and will include:

1. Notice of the grievance process, including any informal resolution process that is available and the timeline for such process.
2. Notice of the allegations of sexual harassment under Title IX made by the complainant with sufficient details known at the time and with sufficient time to allow the respondent to prepare before the initial interview. At minimum, the details will include the identities of the parties involved in the incident, if known, the conduct and the date and location of the alleged incident if known.
3. A statement that the respondent is presumed not responsible for the conduct and that a determination of responsibility will be made at the conclusion of the grievance process.
4. A statement that parties may have an advisor of their choice, who may be an attorney.
5. A statement that the parties and their advisors will have an equal opportunity to inspect and review any evidence that is directly related to the allegations raised in the formal complaint, including evidence upon which Crossroads does not intend to rely, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
6. Notice of any provision in Crossroads' discipline code that prohibits knowingly making a false statement or providing false information during the grievance process.

7. Notice that retaliation of any kind against any person who has made a report or complaint, or against any person who testifies, assists, participates or refuses to participate in any manner into an investigation, proceeding or hearing under this policy, is prohibited.

If in the course of the investigation of sexual harassment under Title IX Crossroads decides to investigate allegations about the complainant or respondent that were not in the initial notice, notice of the additional allegations will be provided to all known parties.

D. Range of Possible Disciplinary Sanctions and Remedies

An appropriate disciplinary response for an employee found responsible for sexual harassment in this grievance process may include any suitable response available for the discipline of employees under board policy or applicable law.

An appropriate disciplinary response for a student found responsible for sexual harassment in this grievance process may include any suitable response available for the discipline of students under Board policy or applicable law.

Remedies may also include the imposition upon a responsible respondent of any non-disciplinary measures appropriate to effecting a remedy for sexual harassment such as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant's right to access Crossroads' education programs and activities.

E. Interim Action

1. Emergency Removal. Crossroads may remove the respondent from Crossroads' education programs and activities prior to the start or completion of the grievance procedure on an emergency basis provided that Crossroads:
 - a. Performs an individualized safety and risk analysis;
 - b. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
 - c. Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision may not be construed to modify any rights under federal disability laws.

2. Administrative Leave. Crossroads may place an employee respondent on administrative leave during the pendency of the grievance process in accordance with board policy and law. This provision may not be construed to modify any rights under federal disability laws.

F. Investigating a Formal Complaint

1. Consolidation. Formal complaints may be consolidated as to allegations of sexual harassment under Title IX against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
2. Investigation Process and Scope. After the formal complaint is filed and the investigation is complete, the investigator will provide an investigative report to the decision-maker. The investigation may be conducted by someone other than the Title IX Coordinator. The investigator will gather evidence sufficient to reach a determination of responsibility or non-responsibility and may not require the parties to do so.
3. During the investigation and the grievance process, Crossroads will:
 - a. Provide equal opportunity to present witnesses, including fact and expert witnesses, and all evidence, including inculpatory and exculpatory evidence.
 - b. Not restrict the parties from discussing the allegations under investigation or gathering and presenting relevant evidence.
 - c. Provide the same opportunity for parties to have others, including an advisor of their choice, present during any grievance proceedings and related meetings, though Crossroads may restrict the extent to which advisors may participate as long as the rules apply to both parties.
 - d. Provide written notice to parties who are invited or expected to participate of the date, time, location, participants and purpose of all hearings, investigative interviews or other meetings with sufficient time for the parties to prepare to participate.
 - e. Obtain written, voluntary consent before accessing records, such as medical records or counseling notes that a physician, psychiatrist,

psychologist or other recognized professional or paraprofessional made or maintained in connection with the provision of treatment to the party. If the party is at least 18 years old or is enrolled in postsecondary education, the party can sign on his or her own behalf. Otherwise, a parent/guardian must sign on the party's behalf. This notice must advise the person to whom it is given that these records, or portions of them, may be given to the respondent if they are directly related to the allegations in the formal complaint.

- f. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence upon which Crossroads does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source.
- g. Send to each party and the party's advisor, if any, the evidence subject to inspection and review prior to completion of the investigative report and within 20 business days of the parties receiving notice of the formal complaint. The evidence may be sent in an electronic format or hard copy. The parties will be given at least ten business days, as required by law, to submit a written response, which the investigator will consider prior to the completion of the report.
- h. Create an investigative report that fairly summarizes relevant evidence, reaches any necessary conclusions about the credibility of the complainant, respondent, or other witnesses, and send it in an electronic or hard copy format to each party and their advisors, if any, for their review and written response. The investigative report must be sent no later than ten business days prior to the time of determination of responsibility by the decision-maker, as required by law.

G. Dismissal of a Formal Complaint

If Crossroads determines the allegations, even if proved, would not constitute sexual harassment under Title IX as defined in this policy, did not occur in Crossroads's education program or activity, or were not committed against a person in the United States, the formal complaint will be dismissed. The dismissal does not mean that a complaint cannot be made under another Crossroads policy or that any misbehavior will not be addressed under another policy or Crossroads' code of conduct in Appendix MM.

Crossroads may dismiss a formal complaint or any allegations in a formal complaint at any time if:

1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations in the formal complaint;
2. The respondent is no longer enrolled in or employed by Crossroads; or
3. Specific circumstances prevent Crossroads from gathering evidence sufficient to reach a determination of responsibility as to the merits of the formal complaint or allegations therein.

If the formal complaint or any of its allegations is dismissed, Crossroads will notify the parties simultaneously.

A party may appeal the dismissal of a formal complaint or any of its allegations by submitting a written notification of appeal to the Title IX Coordinator within five business days of receiving the notice of dismissal. If the Title IX Coordinator or the investigator dismissed the complaint or any allegation, the dismissal will be heard by the decision-maker. If the decision-maker dismissed the complaint or any allegation, the dismissal will be heard by the appellate decision-maker. The appeal is limited to the following bases:

1. There was a procedural irregularity that affected the outcome.
2. There is new evidence that was not reasonably available at the time of the dismissal that could affect the outcome of the matter.
3. The Title IX Coordinator, investigator or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.
4. That the dismissal is based on a manifest error of fact or law.

H. Decision-maker Duties

The Title IX Coordinator will designate someone to serve as the decision-maker to determine whether the respondent is responsible for sexual harassment under Title IX. The decision-maker may be a Crossroads administrator, an attorney not regularly employed by Crossroads, or another appropriate adult. The person designated cannot have been part of the investigation.

1. Procedures of the Decision-Maker and Party Questions and Answers. After the parties receive the final investigative report, each party may submit to the decision-maker any written, relevant questions that the party wants asked of any party or witness. Each party will receive the answers to the questions and will be

- allowed time to submit limited follow-up questions. The decision-maker may exclude a question that is not relevant. The party who submitted the question will receive an explanation as to why the question was judged not relevant. Questions or evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant other than to show that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
2. **Preponderance of the Evidence Standard.** The decision-maker may find the respondent is responsible for the alleged sexual harassment under Title IX only when the evidence shows that the complainant's allegations are more likely true than not.
 3. **Decision-Maker's Findings and Resulting Remedies.** Within 20 business days after the closing of the questions period, including follow-up questions, the decision-maker will provide a written Title IX decision that includes:
 - a. The allegations potentially constituting sexual harassment under Title IX;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and other methods used to gather other evidence and hearings held;
 - c. Findings of fact supporting the determination, including if appropriate determinations of witness credibility;
 - d. Conclusions regarding the application of the facts to the standard for sexual harassment under Title IX;
 - e. A statement of and rationale for the result as to each allegation, including a determination of responsibility, any disciplinary actions Crossroads will impose against the respondent, and whether remedies designed to restore or preserve equal access to Crossroads' education program or activity will be provided to the complainant; and
 - f. The procedures and permissible bases for the complainant and respondent to appeal.

The written Title IX decision will be provided to the parties simultaneously, and a copy will be provided to the Title IX Coordinator.

I. Finality of the Title IX Decision

If an appeal is filed, the Title IX decision becomes final on the date that Crossroads provides the parties with the written determination of the result of the appeal. If an appeal is not filed, the Title IX decision becomes final on the date on which an appeal would no longer be considered timely.

J. Disciplinary Matters and Implementation of Discipline and Remedies

The Title IX Coordinator is responsible for effective implementation of any remedies, including coordination with Crossroads' disciplinary authorities in the imposition of disciplinary actions taken against the respondent.

SECTION 9. Appeals of the Determinations of Responsibility of a Decision

A. Initiating an Appeal of Title IX Decision-Time, Contents and Assignment

Either party may appeal the determination(s) of responsibility, the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Title IX Coordinator in writing within five business days after the parties receive the written Title IX decision from the decision-maker. Appeals must be based on one or more of the following:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that was not reasonably available at the time of the determination and that could affect the outcome of the matter.
3. The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.
4. The decision was based on a manifest error of fact or law.

The party who files the appeal will state the basis or bases for the appeal in writing. If there are multiple determinations of responsibility, the appeal should specify which ones are affected by the appeal. Appeals filed for any reason other than those listed above will not be heard.

If an appeal is filed, the Title IX Coordinator will:

1. Assign the appeal to an appellate decision-maker who is not the same person as the initial decision-maker, the investigator or the Title IX Coordinator.
2. Notify other parties in writing.

3. Implement the appeals process equally to all parties.
4. Give all parties the opportunity to submit a written statement in support of or challenging the outcome within five business days after receiving the notice of appeal.

Written statements and other written documents pertaining to the appeal will be shared with all parties.

B. Conduct of the Appeal

The appellate decision-maker will review the findings of the initial decision-maker and review the written statements filed by the parties supporting or opposing the appeal. Within ten business days after the close of the period for parties to file their written statements supporting or opposing the appeal, the appellate decision-maker will issue a written decision describing the result of the appeal and the rationale for the result. That decision will be transmitted to all parties and to the Title IX Coordinator simultaneously. The appellate decision-maker may refer an appealed issue back to a prior point in the grievance process for correction.

SECTION 10. Process for Informal Resolution of Formal Complaints

After a formal complaint has been filed and at any time prior to reaching a determination of responsibility, Crossroads may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. If a party requests the use of an informal resolution process, Crossroads will provide the parties a written notice that:

1. Discloses the allegations and the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
2. Discloses that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
3. Discloses any consequences resulting from participating in the informal resolution process, including the records that, with voluntary written consent from the parties, will be maintained or could be shared; and
4. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process may not be used to resolve allegations that an employee is responsible for sexual harassment under Title IX against a student.

If the informal resolution process does not resolve the formal complaint within 30 business days after both parties consented to use the process, the Title IX Coordinator will resume the grievance process unless both parties again consent to continue using the informal resolution process.

SECTION 11. Training

Title IX Coordinators, investigators, decision-makers and any person designated to facilitate an informal resolution process, should Crossroads offer one, will receive training on the following:

1. The definition of sexual harassment under Title IX as used in this policy.
2. The scope of Crossroads' education programs and activities.
3. How to conduct the investigation and grievance process, including determination of responsibility for sexual harassment, appeals, and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
5. Issues of relevance necessary to create an investigative report that fairly summarizes the relevant evidence.
6. Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Crossroads will not use training materials that rely on sex stereotypes. All training materials used by Crossroads will promote impartial investigations and adjudications of formal complaints of sexual harassment under Title IX. These training materials must be publicly available on Crossroads' website or, if Crossroads does not maintain a website, the materials must be available upon request for inspection by members of the public.

SECTION 12. Records

Crossroads will maintain the following records for seven years:

1. Records of each investigation of sexual harassment under Title IX, including any determination of responsibility, any disciplinary sanctions imposed on the

respondent and any remedies provided to the complainant designed to restore or preserve equal access to Crossroads' education program or activity;

2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom;
4. All materials used to train Title IX Coordinators, investigators, decision-makers and any person who facilitates an informal resolution process;
5. Documentation if Crossroads did not provide a complainant with supportive measures and the reasons why such a response was not clearly unreasonable in light of the known circumstances; and
6. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX. These records must document the basis for the conclusion and that Crossroads' response was not deliberately indifferent.

Crossroads may add documentation of additional steps taken by Crossroads that were not initially provided in conjunction with the initial complaint filed.

SECTION 13. Confidentiality

Except as required by law, as permitted by FERPA or to carry out the purposes of Title IX, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, Crossroads will keep confidential the identity of :

1. Any individual who has made a report or filed a formal complaint of sexual harassment under Title IX;
2. Any complainant;
3. Any individual who has been reported to be the perpetrator of sex discrimination;
4. Any respondent; and
5. Any witness.

Crossroads must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of Crossroads to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.



Crossroads Charter Schools

HUMAN RESOURCES POLICIES

Updated by the Board on January, 2023

INTRODUCTION

This Human Resources Board Policy will provide an adaptation of the statutes and regulations that apply to Human Resources and Labor Relations with respect to Crossroads Charter Schools' employees and Crossroads Charter Schools as an employer, as well as specific policies designed to comply with these requirements and best practices. To be clear, this manual is not intended to constitute legal advice. In the event any statement in this manual is inconsistent with applicable law, Crossroads will comply with the applicable law. Moreover, this manual does not contain an exhaustive list or discussion of all policies. For example, additional policies can be found in Crossroad's Employee Handbook.

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.

"Assistant Superintendent of Schools" shall mean the person maintaining the position of Assistant Superintendent of Schools for Crossroads Charter Schools, or such person's duly authorized designee.

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

"Chief Finance Officer" shall mean the person maintaining the position of Chief Finance 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 one of the campuses of Crossroads or such person's duly authorized designee.

"Key Personnel" shall mean the Superintendent of Schools, Assistant Superintendent, Chief Operating Officer, Chief Financial Officer and each of the Principals of Crossroads.

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

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APPENDIX A

FAMILY MEDICAL LEAVE ACT POLICY

This policy will summarize the provisions of the Family and Medical Leave Act ("FMLA") and is limited to any rights or benefits contained in the FMLA. For additional information employees should also review the FMLA policy in the School's Employee Handbook.

SECTION 1. Leave Entitlements

Employees of the school/Board/management organization employed by the Board who have been employed for at least twelve (12) months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave and are eligible to take twelve (12) weeks of unpaid leave under FMLA.

SECTION 1.2. Eligible employees may request leave for one or more of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Adoption or foster placement of a child with the employee;
3. To bond with a child (leave must be taken within one year of the child's birth or placement);
4. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
5. Serious health condition of employee that prevents the employee from performing the job functions; or
6. Because of a qualifying exigency (hereinafter defined) arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation.

To care for a covered service member (hereinafter defined) with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin.

SECTION 2. Definitions

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member's office, grade rank or rating.

"Instructional employee or other key position" means an employee whose school leader function is to instruct or directly support instruction of students in a class, a small group or an individual setting or provide an essential function such as administration which would provide a disruption in the normal operations of the school.

"Parent" means a biological parent or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in-law."

"Qualifying exigency" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

"*Serious health condition*" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider and has been duly documented by a health care provider.

"*Son or daughter*" means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a documented mental or physical disability.

"*Spouse*" means a husband or wife.

SECTION 3. Amount and Type of Leave Taken

SECTION 3.1. Except as provided below, an employee may take a total of twelve (12) weeks during any twelve-month period. The twelve-month period shall be measured backward from the date the employee begins using any FMLA leave. In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.

SECTION 3.2. If both spouses work for Crossroads and both are eligible for FMLA leave, they are authorized to take only a combined total of twelve (12) weeks during any one twelve-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition for twelve (12) weeks.

SECTION 3.3. Employees seeking to take Family and Medical Leave to care for a newborn or adopted child, a child placed with the employee for foster care, a parent, spouse, or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave for their Family and Medical Leave.

SECTION 3.4. Intermittent or Reduced Leave

An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. Crossroads will require a certification, in the form described in Section 3.7 below, to document the medical necessity of such intermittent leave.

SECTION 3.5. Notification of Leave

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days' advance notice to the Superintendent of Schools or the Human Resources Director. If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

SECTION 3.6. Benefits and Return to Work

Employees taking FMLA leave will continue to accrue all benefits for which they are eligible that are provided by Crossroads while on FMLA leave. Crossroads will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

Crossroads may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave under Section 3.3 above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, Crossroads may deny reinstatement under this policy to an employee whose salary is within the highest 10% of the employees employed by Crossroads ("key employee") if such denial is necessary to prevent substantial and grievous economic injury to Crossroads' operation, as determined by Crossroads. Employees will be notified if they are considered a key employee, if there is an intention to deny reinstatement, and of their rights in such instances.

SECTION 3.7. Required Certification and Reporting

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing Crossroads that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform Crossroads if the need for leave is for a reason for which FMLA leave was previously taken or certified. Crossroads may request for leave due to a serious health condition be supported by a certification issued by the appropriate health care provider of the eligible employee or of the son, daughter, spouse or parent of the employee on a form to be provided by Crossroads.

This certification must include:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. If the purpose of the leave is to care for a son, daughter, spouse or parent ("family member"), a statement that the employee is needed to care for the family member and the estimated amount of time needed for such care; and
4. If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. Crossroads may require that the eligible employee obtain subsequent recertification on a reasonable basis.

Crossroads, at its own expense, may obtain the opinion of a second health care provider its choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, Crossroads may, at its own expense, obtain a third opinion from a health care provider upon which Crossroads and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both Crossroads and the employee.

Upon an employee's return after leave for his/her own serious health condition, Crossroads may require the employee to obtain certification from a health care provider that the employee is able to resume work.

Crossroads may require an employee on FMLA leave to report periodically to the Superintendent of Schools, or their designee, or the Director of Human Resources on the employee's status and intent to return to work.

SECTION 3.8. Special Provisions

When an instructional employee or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number working days in the period during which the leave would extend, Crossroads may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, Crossroads may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least three weeks; and
2. The employee would return to work during the three-week period before the end of the term.

An eligible employee is entitled to up to a total of 26 work weeks of unpaid, job protected leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

Crossroads will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

SECTION 4. Crossroads Responsibilities

Once Crossroads becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, Crossroads will notify the employee if he or she is eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, Crossroads will provide a reason for ineligibility.

Crossroads will notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

SECTION 5. Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

APPENDIX A
Exhibit 1
FMLA DESCRIPTION OF SERIOUS HEALTH CONDITION

A “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. *Hospital Care*

Inpatient care (i.e., overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. *Absence Plus Treatment*

A period of incapacity of more than three full consecutive days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

a) Treatment two or more times (within 30 days of the first day of incapacity, unless extenuating circumstances exist) by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.

The requirements for treatment by a healthcare provider means an in-person visit to a healthcare provider. The first (or only) in-person treatment visit must take place within seven days of the first day of incapacity.

3. *Pregnancy*

Any period of incapacity due to pregnancy, or for prenatal care.

4. *Chronic Conditions Requiring Treatments*

A chronic condition which:

a) Requires periodic visits (at least twice a year) for treatment by a healthcare provider, or by a nurse or physician’s assistant under direct supervision of a healthcare provider;

b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

c) May cause episodic rather than continuing period of incapacity (e.g., asthma, diabetes, epilepsy).

5. *Permanent/Long-term Conditions Requiring Supervision*

A period of incapacity which is permanent or long term due to a condition for which

treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. *Multiple Treatments (Non-Chronic Conditions)*

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a healthcare provider, either from restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity⁴ of more than three full consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), or kidney disease (dialysis).

APPENDIX A
Exhibit 2
FMLA DESCRIPTION OF QUALIFYING EXIGENCY

Eligible employees may take FMLA leave while the employee's spouse, son, daughter, or parent (i.e., the covered military member") is on active duty or called to active duty status as defined in 29 C.F.R.825.126.(b)(2) for one or more of the following qualifying exigencies:

1. *Short-Notice Deployment*

Any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty in support of a contingency operation seven or less calendar days prior to the date of deployment.

2. *Military Events and Related Activities*

Leave to attend any official ceremony, program or event sponsored by the military that is related to active duty or call to active duty status of a covered military member; or leave to attend family support or assistance programs and informal briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.

3. *Childcare and School Activities*

When necessary due to circumstances arising from the active duty or call to active duty status of a covered military member – leave to arrange for alternative childcare; to enroll in or transfer the military service member's child to a new school or daycare; or to attend meetings with staff at a school or daycare facility concerning the covered member's child.

4. *Financial and Legal Arrangements*

To make or update financial or legal arrangements to address the covered military member's absence, such as preparing and executing powers of attorney, transferring bank account signature authority, or preparing a living will or trust.

5. *Counseling*

To attend counseling provided by someone other than a health care provider for oneself, for the covered military member. Or for the child of the covered military service member provided that the need for counseling arises from the active duty or call to active duty status of a covered military member.

6. *Rest and Recuperation*

To spend time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment.

7. *Post-Deployment Activities*

To attend any official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status (i.e., arrival ceremonies or reintegration events); or to address issues that arise from the death of a covered military member while on active duty status.

8. *Additional Activities*

Other events that arise out of the covered military member's active duty or call to active duty status provided the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

APPENDIX B

EQUAL EMPLOYMENT OPPORTUNITY POLICY

This policy will summarize the applicable laws relating to equal employment opportunity in the workplace. The [Missouri Human Rights Act](#), [Title VII of the Civil Rights Act of 1964](#), the [Americans with Disabilities Act](#), and the [Age Discrimination in Employment Act](#) (and others) prohibit discrimination in the workplace on this basis of a protected category or activity. This includes decisions related to:

- hiring and firing;
- compensation, assignment, or classification of employees;
- transfer, promotion, layoff, or recall;
- job advertisements;
- recruitment;
- testing;
- use of school facilities;
- training and apprenticeship programs;
- fringe benefits;
- pay, retirement plans, and disability leave; or
- other terms and conditions of employment.

Discriminatory practices under these laws may also include:

- retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
- employment decisions motivated by stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities; and
- denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability. Title VII also prohibits discrimination motivated

by an individual's participation in schools or places of worship associated with a particular racial, ethnic, or religious group.

Federal and state laws prohibit job discrimination for the following reasons:

Race, Color, Religion, Sex, or National Origin.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination (any adverse employment action) by employers with 15 or more employees on the basis of race, color, religion, sex (including pregnancy) or national origin (the country where a person was born). Discrimination based on national origin does not include discrimination based solely on a person's citizenship. In order to be actionable, the employment decision must have been materially adverse to the employee, generally meaning a loss of compensation or career prospects.

1. Title VII discrimination against employees motivated by their race. Race means identifiable classes of persons based upon their ancestry or ethnic characteristics. Employers are also prohibited from retaliating against their employees for asserting their rights to be free of discrimination.

2. Title VII's prohibition against sex discrimination includes discrimination motivated by pregnancy, sexual expression, sexual orientation, and gender stereotypes. Title VII also prohibits sexual harassment. Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment if the conduct is sufficient severe or pervasive so as to affect an individual's employment, unreasonably interfere with an individual's work performance, or create an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to:

- The victim as well as the harasser may be a woman or man. The victim does not need to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone exposed to and affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Age.

[The Age Discrimination in Employment Act of 1967](#) (ADEA), prohibits discrimination against workers who are 40 years of age or older. It specifically bars:

Statements or specifications in job notices or advertisements of age preference and limitations. An age limit may only be specified in the circumstance where age is a *bona fide* occupational qualification (BFOQ). In order to establish that age is a BFOQ, an employer must prove that the age limitation is necessary to the success of the business and that a definable group or class of employees would be unable to perform the job safely and effectively. Example: a mandatory retirement age for pilots for safety reasons. The Equal Employment Opportunity Commission ("EEOC") and federal courts interpret the BFOQ exception very narrowly and schools should consult legal counsel prior to including a BFOQ in a job description or advertisement.

The ADEA is applicable to employers with 20 or more employees. The Missouri Human Rights Act also prohibits unlawful discrimination against individuals between the ages of 40 and 70.

Disability.

1. The [Rehabilitation Act of 1973](#) and the Americans with Disability Act of 1990 (ADA) prohibit employers from discriminating against qualified individuals with a disability.

2. Under the ADA, an employer is required to make a reasonable accommodation to a qualified individual with a disability unless doing so would impose an undue hardship on the operation of the employer's business.

3. Before making an offer of employment, an employer may ask an applicant about their ability to perform job functions. A job offer may be conditioned on the results of a medical examination or inquiry, so long as inquiry and/or exam is job-related and consistent with business necessity.

Drug and Alcohol Use.

Employees and job applicants are not protected by the ADA for use of illegal drugs when an employer acts on the basis of such use. Tests for illegal drug use are not considered medical examinations for the purpose of the ADA and are not subject to the restrictions discussed in C.4 above. Employers may hold employees who are using illegal drugs and/or alcohol to the same performance standards as other employees.

Equal Pay.

The Equal Pay Act (EPA) and Missouri law prohibits employers from paying different wages to men and women are performing equal jobs. Under the EPA, employers may not pay women and men different wages, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions, subject to several substantive defenses.

1. Employers may not reduce wages of either sex to equalize pay.
2. An employer may violate the EPA where a higher wage was/is paid to a person who worked in the same job before, during, or after an employee of the opposite sex.

Pregnancy.

[The Pregnancy Discrimination Act](#) (PDA) prohibits discrimination because of or on the basis of pregnancy, childbirth, or related medical conditions. WPDA applies to employers with 15 or more employees.

Bankruptcy.

Generally, federal law prohibits discrimination in employment decisions against people who have declared bankruptcy.

SECTION 1. Equal Opportunity Employment

Crossroads values the diversity of its workforce and it take steps to create and maintain an inclusive, non-discriminatory workplace where staff can effectively and efficiently utilize their skills and experience. Crossroads is committed to protecting the rights and dignity of each individual through equal employment opportunity and advancement for all applicants and employees regardless of race, color, creed, national origin, gender (including pregnancy), citizenship, religion, disability, age, veteran status, sexual orientation, genetic information, or any other status protected by law. Crossroads' commitment pertains to the entire employment relationship, including recruiting, hiring, transfers, promotions, training, discipline, termination, compensation, benefits and all other privileges, terms and conditions of employment. This policy applies to all full-time, part-time, temporary and seasonal employees.

SECTION 2. Non-Discrimination Against/Accommodation of Qualified Individuals with Disabilities

As a part of Crossroads' desire to maintain a diverse workforce, the School complies with the Americans with Disabilities Act Amendments Act (ADAAA) and all other federal, state,

and local laws providing for nondiscrimination in employment on the basis of a disability. The ADAAA is a federal civil rights law covering individuals with physical and mental disabilities. The ADAAA broadly defines a person with a disability as an individual who has a physical or mental impairment that limits one or more of his/her major life activities (i.e., walking, speaking, seeing, hearing, working, etc.); has a record of such impairment; or is regarded as having such an impairment. Persons with physical or mental disabilities, as well as life-threatening illnesses, will be treated in a non-discriminatory manner at all times.

If an employee has a disability (including life-threatening illnesses), he/she may make requests for reasonable accommodations to their direct supervisor or to Human Resources. Crossroads will endeavor to reasonably accommodate individuals with a disability who can still perform the essential functions of the job, in accordance with applicable law. Accommodations will be determined on a case-by-case basis and in conjunction with recommendations from the employee and medical professionals. Disabilities and life-threatening illnesses will be treated in a confidential manner, to the extent possible. Crossroads will also make reasonable accommodations in the pre-employment process to disabled applicants.

APPENDIX C DRUG FREE WORKPLACE POLICY

This policy will summarize the provisions of ensuring a drug free workplace. The unlawful possession, use or distribution of illicit drugs, alcohol, or the illegal use of other controlled substances on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs as a condition of continued employment.

Crossroads' reserves the right to conduct testing on the following basis: Pre-Employment, Reasonable Suspicion, Random, Periodic, Post Accident, and following an extended leave of absence. A refusal to test or the adulteration of a specimen may be grounds for disciplinary action, up to and including termination. All testing will be conducted in a manner which will provide maximum privacy and reliability, including confirmation by a medical review officer as necessary. Appropriate steps will be taken to assure a secure chain of custody is provided for every sample.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of Schools of their conviction. Notification must be made by the employee to the Superintendent of Schools within five (5) days of the conviction. Within ten (10) days, the Superintendent of Schools will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

Crossroads will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies, if any. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

Crossroads' responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem.

Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

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

This policy shall be distributed in writing to all present and future employees.

APPENDIX D

HARRASSMENT POLICY

This policy will summarize the provisions related to unlawful harassment.

All employees of Crossroads have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or discriminatory. Consistent with this philosophy, all employees are expected to treat others with dignity and respect. Harassment based on race, color, creed, national origin, gender (including pregnancy), citizenship, religion, disability, age, veteran status, sexual orientation, genetic information, or any other status protected by law is strictly prohibited and will not be tolerated.

SEXUAL HARASSMENT

Sexual harassment of any form or nature will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment; (2) submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment. Examples of sexually harassing behavior of a visual, verbal, physical, or a written nature may include, but are not limited to:

- Unwelcome or offensive sexual innuendo;
- Subtle pressure for sexual activity or coercion to date;
- Sexist remarks or jokes about a person's body or their private life;
- Degrading remarks, posters, cartoons, drawings, graffiti or other objects in the workplace that contribute to an intimidating work environment; and
- Unwelcome touching.

OTHER FORMS OF HARASSMENT

Harassment based on other factors such as race, color, creed, national origin, pregnancy, citizenship, religion, disability, age, veteran status, sexual orientation, genetic information, or any other status protected by law will not be tolerated. This prohibited conduct shall include visual forms of harassment, such as racially derogatory words, markings, cartoons and drawings as well as verbal harassment (i.e., racial remarks or slurs).

EMPLOYMENT CONSEQUENCES

Any prohibited form of harassment, either directly or indirectly, will result in disciplinary

action, up to and including termination.

REPORTING PROCEDURE

If an employee believes he/she is being harassed or discriminated against due to any of the above reasons, the incident(s) should be immediately reported to their direct supervisor or Human Resources, unless those parties are involved. If this is the case, the next immediate supervisor will be the Chief Operating Officer or Superintendent, then the Board of Directors.

The harassment reporting procedure should also be used to report instances of harassment involving agents and supervisory employees of Crossroads Charter Schools, fellow employees and non-employees, such as individuals employed by service and supply companies, and any other person associated with the workplace. Reports may be made without fear of reprisal and, to the extent practical, confidentiality will be maintained. You are expected to cooperate in any investigations.

All supervisors have an obligation to immediately report any situations that may be in violation of this policy to Human Resources or the Superintendent whether the incident is reported by an employee, a witness, or witnessed by the supervisor themselves.

ADDITIONAL REPORTING

Employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) serves as a neutral fact finder to investigate and resolve harassment complaints in employment. Employees who believe that they have been harassed may file a complaint directly with the EEOC by contacting the nearest office of the EEOC at Gateway Tower II, 400 State Ave., Suite 905, Kansas City, Kansas 66101, (800) 669-6957.

APPENDIX E

JUDICIAL AND MILITARY DUTY LEAVE POLICY

SECTION 1. Purpose of Policy

SECTION 1.1. The purpose of this policy is to outline employee's rights regarding leave for judicial and military reasons.

SECTION 2. Types of Leave

SECTION 2.1. Non-exempt employees who are subpoenaed by either party to testify in any civil or criminal proceeding because of their official capacity with the School will receive their regular pay without loss of leave credits less any witness fees received. If an employee is summoned to appear as a witness, crime victim, or family member of a crime victim for non-School purposes, Crossroads will allow the employee the necessary time to participate in, or prepare for, those proceedings. For non-exempt employees, this time will be unpaid unless they choose to use available Vacation Time or Personal Time. As soon as a summons is received, an Employee should notify their direct supervisor. A copy of the summons must be forwarded to Human Resources. All employees should report to work when not needed by the court unless distance or time makes it impractical. Please call your direct supervisor when released to verify the work schedule for the remainder of the day.

Employees who serve as jurors shall not have the jury leave deducted from sick or personal leave, and no employee utilizing jury leave shall be required to pay the cost of employing a substitute to serve in his/her absence. Employees who qualify for this leave may retain juror compensation.

SECTION 2.2. Crossroads will provide up to 10 days of paid Military Leave per school year. If an Employee's Military Leave is longer than 10 days, the employee may choose to take the time unpaid or use any Vacation or Personal Time you have available.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage and benefits under the same conditions as if the employee had continued to work. For military leaves of more than 31 days, an employee may elect to continue his/her health coverage for up to 24 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. All other applicable federal and state laws will be followed by Crossroads.

SECTION 3. Notice

SECTION 3.1. Employees shall provide in writing to Human Resources with a minimum of two weeks advance written notice, or as soon as practicable. Notification should include

the reason for the request for leave, the date(s) if known, and a copy of any supporting documentation such as a jury summons.

APPENDIX F

EMPLOYMENT STATUS: AT-WILL EMPLOYMENT POLICY

This policy will summarize the employment status of at-will employees.

SECTION 1. Employment Status.

SECTION 1.1. Employees of Crossroads are considered at-will employees.

SECTION 1.2. Employees shall execute an At-Will Employment Agreement or Contract demonstrating the employee's understanding of the conditions and expectations of employment at Crossroads.

APPENDIX G

PROFESSIONAL PERSONNEL HIRING AND RECRUITMENT POLICY

This policy will summarize the provisions of recruitment and hiring of professional personnel.

SECTION 1. Authority to Hire

SECTION 1.1. The Board shall approve through the adoption of an annual budget all positions for employment.

SECTION 2. Recruitment.

SECTION 2.1. All public announcements for positions and vacancies shall assure applicants of nondiscrimination on the basis of race, color, national origin, sex, age, religion, sexual orientation or handicap. Public announcements shall include only the following information: title of the position, full or part time status, salary range, job description, certification requirements, and/or start date.

SECTION 2.2. All job announcements for all certificated positions shall be published on the school's website and sent to appropriate third parties, including colleges, universities, The Missouri Charter Public School Association, and other agencies or employment organizations.

SECTION 2.3. Public notice may be provided prior to hiring of a position.

SECTION 2.4. The Superintendent of Schools may elect to hire a qualified internal candidate in lieu of or in addition to publicly posting the position.

SECTION 3. Qualifications

SECTION 3.1. Crossroads shall endeavor to hire the most highly qualified individual to execute the functions of the posted position. Crossroads will give strong consideration to the following qualifications:

1. Demonstrated global awareness as evidenced by international travel or study abroad, or ability to read and understand one or more languages, which may include sign language, and/or other relevant experiences (when applicable);
2. Advanced degrees;
3. High academic achievement;
4. Experience in a charter school setting;
5. Competency in the use of technology that would enhance the instructional program;
6. Demonstrated leadership potential;

7. Demonstrated ability and/or desire to work with students from demographic backgrounds Crossroads serves;
8. Experience with community-based and/or parental involvement activities;
9. Exemplary written and oral communication skills;
10. Demonstrated effective management and instructional practices;
11. Professionalism in demeanor and appearance;
12. National Board Certification;
13. Missouri Professional Certification or eligibility for such; and
14. Willingness to work with athletics and extra-curricular activities.

This profile is not all-inclusive and may change depending on the school's needs at the time of hire. Crossroads' ultimate goal is to attract and retain highly competent individuals who share Crossroads' mission and who will provide the best educational opportunities possible for our students.

APPENDIX H

PERSONNEL EVALUATIONS POLICY

This policy will summarize the provisions of staff observations and evaluations.

SECTION 1. Staff Observations and Evaluations

SECTION 1.1. The Superintendent of Schools shall be formally evaluated by the Board on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.2. Each certified staff member shall be formally observed and evaluated by the Principal or the Principal's designee on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.3. Each classified staff member shall be formally evaluated by the Principal or the employee's immediate supervisor on at least an annual basis using an established evaluation instrument adopted by the Board.

SECTION 1.4. The Crossroads staff member evaluating each employee shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

SECTION 1.4.1. The employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary related to the dissent; however, the document, regardless of acknowledgment or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

SECTION 1.4.2. Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Board or its designated committee is considered final.

APPENDIX I EMPLOYEE DRESS CODE POLICY

This policy will summarize the expectations of employee dress and appropriate attire.

SECTION 1. Purpose of Employee Dress Code

SECTION 1.1. The purpose of establishing an employee dress code is to provide an example of appropriate attire that:

- Clearly distinguishes staff from students;
- Models modesty and professionalism; and
- Is functional given the nature of the position.

SECTION 1.2. All staff shall dress in a manner and style in accordance with administrative regulations set forth by the Superintendent of Schools.

SECTION 2. Dress Code

SECTION 2.1. An employee who is inappropriately dressed, in the opinion of the Superintendent of Schools or Principal, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work.

SECTION 2.2. Appropriate dress includes but is not limited to:

- Business suits/coordinated pants suits
- Collared shirts with and without ties
- Skirts
- Dresses
- Slacks
- Sweaters, blouses, knit tops, jackets
- Coordinated dress shorts ensemble with appropriate shoes and hosiery
- Sweatshirts and tee shirts with school-related insignia
- Appropriate shoes
- Attire in accordance with the environmental requirements for specific job assignments

SECTION 2.3. To ensure that employees are professionally attired, the following are considered unacceptable:

- Shorts (except for physical education)
- Overalls (acceptable only for special projects or activities or related to specific job assignments)

- Hats
- Immodest dress such as dress which is too short (more than three inches above the knees) or tight or otherwise revealing
- Oversized tee shirts and undershirts
- Spandex/Leggings
- Tank tops
- See-through clothing
- Sundress without a jacket
- Clothing that exposes the midriff
- Extremely low cut dresses and blouses
- Exercise/jogging suit
- Other attire as deemed inappropriate by the Superintendent of Schools or Principal

SECTION 2.4. The Board recognizes that there are occasions when individuals may need to wear specific garb due to medical reasons or as part of a sincere personal religious practice. When such is the case, the employee shall contact Human Resources to request an accommodation under this Policy. The employee may be required to provide supporting documentation.

SECTION 2.5. In addition, some job functions necessitate attire that may otherwise be considered “inappropriate” (i.e., Physical Education teachers may wear exercise attire). Discretion of these instances is by the Superintendent of Schools or Principal.

APPENDIX J

STAFF COMPLAINTS AND GRIEVANCES POLICY

Employees are encouraged to approach their direct supervisor with any ideas or suggestions which they feel may enhance the School or School system. If an Employee has a question or an issue concerning their job, they are encouraged to discuss these situations fully and openly with their direct supervisor. If the situation is not resolved by their direct supervisor or involves their direct supervisor, the employee may request a meeting with Human Resources to discuss the situation. If the situation is still not resolved, the employee may request a meeting with the Superintendent, and finally the Board of Directors.

APPENDIX K PERSONAL LEAVE POLICY

This policy will summarize the leave policy for all personnel.

SECTION 1. Sick Time

Crossroads recognizes that from time-to-time unexpected illnesses may prevent employees from being at work. Therefore, employees will be awarded 66 hours of Sick Time per fiscal year for the following occasions:

- The employee's illness
- The employee is acting as the caretaker for a family member or partner
- The employee or their family member, or partner is visiting a medical professional

If an employee works part-time, Sick Time will be prorated based on the percentage of time worked versus a full-time schedule. Sick Time requests for scheduled appointments and procedures must be approved by an employee's supervisor in advance before that time is used.

Employee's may bank up to a total of 540 hours of Sick Time. Once an employee has accumulated 270 hours in their Sick Time bank, the employee may choose to continue banking up to a total of 540 hours or cash out any additional Sick Time at the end of the fiscal year. Only 60 hours of Sick Time may be cashed out per fiscal year.

Once an employee has accumulated 540 hours in your Sick Time bank, any additional Sick Time will automatically be paid out at the end of the fiscal year. Sick Time is paid out at a rate of \$10/hour.

Sick Time is not eligible for payment upon termination of employment, voluntary or otherwise, unless required by state or local law.

In addition, if an employee is out ill for longer than three consecutive days, the employee must present a release to return to work from a medical professional, unless prohibited by law.

SECTION 2. Personal Leave

Employees will be awarded 66 hours of Personal Time per fiscal year. If an employee works part-time, Personal Time will be prorated based on the percentage of time worked versus a full-time schedule. Personal Time remaining at the end of the fiscal year will automatically be converted to Sick Time. Personal Time is not eligible for payment upon termination of employment, voluntary or otherwise, unless required by state or local law. Personal Time cannot be used after an employee has resigned unless it was previously scheduled and approved.

Teachers and front desk staff must have a substitute folder and plans prepared in case of an absence. The substitute will need to cover the duties including arrival, dismissal, RTI, lunch, recess, etc.

SECTION 3. Vacation Time for 12 Month Employees

12-month employees will receive 15 days of Vacation Time at the beginning of each fiscal year. For 12-month employees hired after the start of the fiscal year, Vacation Time is prorated based upon start date. For 12-month employees who work part-time, Vacation Time will be prorated based on the percentage of time worked versus a full-time schedule.

Vacation Time bank will be capped at four weeks. Once an eligible employees reaches the maximum accrual of four weeks, they will not earn additional Vacation Time until their Vacation Time balance falls below the four-week cap.

Vacation Time is a benefit provided to encourage work/life balance and should be utilized throughout the year. Please keep in mind that only 45 hours of Vacation Time can be rolled over at the end of each fiscal year. Vacation Time over this 45-hour limit at the end of each fiscal year will be lost.

Generally, Vacation Time payout upon termination will be prorated based on full months of service worked during the fiscal year in which Vacation Time was awarded. Eligible employees must provide a proper two-week notice, not be terminated for gross misconduct, and have been employed at least 90 days in order to be eligible for a Vacation Time payout at separation. If termination occurs due to gross misconduct or within the first 90 days of employment, Vacation Time will not be paid out. Vacation Time cannot be used after an employee has resigned unless the Vacation Time was previously scheduled and approved.

SECTION 4. Holidays for Crossroads twelve month employees:

Crossroads Holidays

- (1) Rev. Martin Luther King Jr.'s Birthday
- (5) Spring Holidays
- (1) President's Day
- (1) Memorial Day
- (1) Labor Day
- (3) Thanksgiving
- (1) Juneteenth
- (1) Independence Day
- (10) Winter Holidays (subject to vary yearly)

SECTION 4.1. The Superintendent of Schools may grant extended leaves of absence on a case by case basis. All extended leaves of absence will be without pay if all other personal or vacation time has been exhausted, and extended leave will be for not more than sixty days, unless required by law.

Extended leaves of absence may be granted for the following reasons:

- Continuing Education
- To run for political office
- A reasonable accommodation for disability or other required legal reason

SECTION 4.2 If an employee is elected to office, extended leave may be granted that will be sufficient to allow the person to serve one full term, notwithstanding the limits provided in Section 4.1 above, if such service would interfere with the employee's responsibility to Crossroads.

SECTION 4.3 The employee shall be entitled to return to active employment upon written request for reassignment and contingent upon a vacancy in the field in which he/she was employed when the leave was granted. Such an employee shall be given preference equal to that given to any other applicant returning from a period of extended leave.

SECTION 4.4 An employee who does not use his/her leave for the purpose requested shall forfeit all rights and privileges provided for under the policy. He/she shall be considered as having resigned from Crossroads, effective as of the beginning date of the approved leave.

APPENDIX L

MANDATORY REPORTING OF CHILD ABUSE POLICY

This policy pertains to the mandatory reporting of suspected child abuse.

Crossroads employees who know or have reason to believe that a child has been or may be subject to abuse or neglect by any person (whether a parent, a school employee or a third party) shall report such belief to both their supervisor and the Missouri Division of Child Services. In addition, school officials (including, but not limited to the Principal and teachers) must report such belief to the state as required by 210.115 of the statutes of Missouri, as amended. No internal investigation shall be initiated until such a report has been made. As used in this section, the term "abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in section 210.110, but shall also include abuse inflicted by any other person.

APPENDIX M COMMUNICABLE DISEASES POLICY

SECTION 1. Purpose of Policy

SECTION 1.1. Crossroads intends to ensure that no individual has potentially harmful exposure to infection or diseases.

SECTION 2. Definitions.

SECTION 2.1. Communicable disease: a disease that can be directly or indirectly transmitted from one person to another.

SECTION 2.2. HIV infection: an infection in which the human immuno-deficiency virus is present.

SECTION 3. Protections

SECTION 3.1. No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of Crossroads solely because he or she is infected with a communicable disease or HIV infection.

SECTION 3.2. A student or employee who is infected with a communicable disease or HIV infection will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Superintendent of Schools or Principal after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board's physician if in the judgment of the Superintendent of Schools or Principal it is necessary to consult a private physician.

SECTION 4. Prevention of Transmission

SECTION 4.1. Each year, the Superintendent of Schools shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

SECTION 4.1.1. Education and policy review shall include procedures to reduce the risk of transmitting communicable diseases and/or HIV infection, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

SECTION 5. Identification of Potential Risks

SECTION 5.1. Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk; i.e., how long the disease is transmitted;
- The duration of the risk; i.e., how long the carrier is infectious;
- The severity of the risk; i.e., the degree of potential harm to third parties; and
- The probability that the disease will be transmitted and will cause varying degrees of harm.

SECTION 5.1. Once the student's or employee's medical condition has been determined, the Superintendent of Schools shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the Board at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting or the employee to meet the essential functions of his or her job.

SECTION 5.2. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Crossroads' programs or to be employed by the Crossroads.

SECTION 5.3. In order that the Board may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a contagious disease, the Superintendent of Schools is authorized to remove the infected student or employee from Crossroads programs or employment for a period not to exceed thirty days during which time the Board shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others.

SECTION 5.4. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

SECTION 6. Privacy Rights

SECTION 6.1. Neither Crossroads nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

APPENDIX N

FRAUD PREVENTION POLICY

The purpose of this Policy is to identify and maintain good practices, address weaknesses in current processes, introduce improved systems for the management of those processes and protect individuals who report or otherwise identify such weaknesses or violations of those practices. The end result is that of minimizing the amount of fraud and corruption which may occur within the system and significantly reduce the opportunity for fraud or corruption to occur in the future. The public is entitled to expect Crossroads to conduct its affairs with integrity, honesty and openness, and demand the highest standards of conduct from those working for it and with it.

SECTION 1. Purpose

This Policy (1) encourages employees and volunteers of Crossroads to come forward with specific, credible information regarding inappropriate or fraudulent acts, illegal practices or serious violations of the policies of Crossroads; (2) specifies that Crossroads will protect persons providing such information from retaliation; and (3) identifies where and how these acts should be reported. Crossroads is committed to protecting the public assets with which it has been entrusted. Minimizing the losses to fraud and corruption is an essential part of ensuring that all of Crossroads' resources are used for the purpose for which they are intended.

SECTION 2. Reporting Suspicions

SECTION 2.1. Crossroads encourages complaints, reports or inquiries regarding illegal practices, unlawful activities or violations of Crossroads' policies, including illegal or improper conduct by Crossroads, itself, by its leadership or by others on its behalf. In the event an employee or volunteer suspects that an act of fraudulent financial reporting, accounting or auditing, fraudulent or dishonest use or misuse of Crossroads' resources or property, ethical violations or similar illegal or improper practices or policies has been committed or adopted, then the employee or volunteer, including but not limited to any witness to such act, activity or action, should report the act or activity without delay.

SECTION 2.2. Employees should report suspicions to a supervisor immediately and retain all evidence concerning the suspected act or actions. In the event the reporting person has reason or evidence to believe that his/her supervisor might be involved in the inappropriate act or activity or there may be a conflict of interest, the matter should be reported directly to the Superintendent of Schools, unless the Superintendent of Schools is suspected of committing such act or action, in which case, the inappropriate act or activity should be reported to the President of the Board.

SECTION 2.3. It is recognized that, for some individuals, raising a concern under this policy may be a difficult experience. All reported incidents will be investigated as provided

below. All reported incidents will be handled in confidence, with staff being informed on a need to know basis only.

SECTION 3. Crossroads Response

SECTION 3.1. This policy requires that matters involving any of the matters reported pursuant to Section 1 are referred to the Superintendent of Schools for investigation. These matters are taken seriously and additional action, such as disciplinary proceedings and/or prosecution, will be taken where evidence of offenses is found. If the concern reported involved behavior or conduct by the Superintendent of Schools the matter will be referred to the Board and the Board or its designee will conduct the investigation outlined below.

SECTION 3.2. The Superintendent of Schools will:

1. Investigate all allegations completely and confidentially.
2. Compile a report of findings for submission to the Board with a recommendation as to whether disciplinary action is appropriate.
3. Where appropriate, coordinate with the police in order for them to consider taking criminal action.
4. Advise supervisors on how to address procedural weaknesses identified during the investigation.

SECTION 4. The Investigation Process

SECTION 4.1. The purpose of any investigation is to establish the facts in an equitable and objective manner. The process will involve the use of authority or delegated powers to:

1. screen allegations or information to gauge their credibility;
2. secure all evidence;
3. interview suspects;
4. interview witnesses;
5. take statements; and
6. coordinate with departments or other agencies (including the police).

SECTION 4.2. The Superintendent of Schools will establish and record the basis of the concerns raised and establish what further actions are required. The Board will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, the Superintendent of Schools will inform Crossroads' external auditors.

SECTION 4.3. Whenever possible, the individual raising the concern will be advised of the outcome of the investigation. If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the

Superintendent of Schools who will arrange any further investigation as he/she deems appropriate. The Superintendent of Schools will send a written response to the individual concerned.

SECTION 5. Anti-Retaliation

SECTION 5.1. To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, Crossroads will:

1. not allow the person reporting the concern to be retaliated against for doing so;
2. treat retaliation against any reporting party, witness or person providing evidence regarding the reported activity during an investigation as a serious matter leading to disciplinary action that may include dismissal;
3. not attempt to conceal evidence of poor or unacceptable practice;
4. take disciplinary action if an employee, volunteer or witness destroys or conceals evidence of poor or unacceptable practice or misconduct; and
5. ensure confidentiality clauses in employment contracts do not restrict, forbid or penalize any reporting party(ies).

APPENDIX O ANTI-NEPOTISM POLICY

This policy will summarize Crossroads' positions related to the employment of members of the same family.

SECTION 1. Employment of Family Members

SECTION 1.1. Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member;
2. Have the potential for creating an adverse impact on work performance;
or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy shall also be considered when assigning, transferring, or promoting an employee.

SECTION 1.2. For the purpose of this policy, immediate family includes: spouse, partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, members of household.

SECTION 1.3. If an employee becomes or is the immediate family member of an applicant or employee or establishes a romantic relationship with another employee during the course of their employment, both employees are required to notify Human Resources and may be asked to sign a Consensual Relationship Acknowledgement. Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve or create a condition described in Section 1.1 above. If one of the conditions outlined in Section 1.1 should occur, attempts will be made to find a suitable position within Crossroads to which one of the employees will transfer. If employees become immediate family, Crossroads will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, Crossroads will decide in its sole discretion who will remain employed.

APPENDIX P

Employee Information Sharing Policy

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

SECTION 1. The Superintendent of Schools or his/her designee shall be permitted to respond to requests for information from public schools about former employees of Crossroads.

SECTION 2. Information Sharing

SECTION 2.1. Crossroads shall provide only the following information about a former employee to another public school upon request unless additional information must legally be provided: name, dates of employment, job title, and department. There are specific laws pertaining to the release of information regarding the conduct of Teachers. Crossroads will comply with all legal requirements.

SECTION 2.2. Crossroads shall share the following information: information regarding any violation of the published regulations of the Board of the School by the former employee if such violated related to sexual misconduct with a student and was determined to be in actual violation by the Board after a contested case due process hearing was conducted pursuant to Board policy; the results of a Children's Division investigation if the investigation involved allegations of sexual misconduct with a student and the Children's Division reached a finding of substantiated.

SECTION 3. All current and potential employees shall be given notice of this policy upon its adoption.

APPENDIX Q

Background Checks and Fingerprinting Policy

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

SECTION 1. Any employee, member of the Board, volunteer, or individual otherwise authorized to have contact with students and prior to any individual having contact with students shall complete a criminal background check and a check of the family care safety registry.

SECTION 2. In order to facilitate the criminal background check and check of the family care safety registry, any employee, member of the Board, volunteer, or individual otherwise authorized to have contact with students and prior to any individual having contact with students shall complete a state and national fingerprint based criminal background check.

SECTION 3. Prior to fingerprints being captured, the employee or volunteer must be provided a copy of the “Noncriminal Justice Applicant’s Privacy Rights” and the FBI’s “Privacy Act Statement.” When registering for fingerprinting through the MACHS portal, this information is provided and acknowledged during the registration process.

SECTION 4. Crossroads will ensure the information received is protected from receipt until destruction and will establish appropriate technical and physical precautions to secure such information.

SECTION 5. If a security violation occurs with information provided by the fingerprint background check, whether malicious in intent or not, the violation will be reported to Crossroads’ Security Officer (CSO). The CSO will complete a MSHP SHP-71 Security Incident Report form and forward the completed form to the MSHP Criminal Justice Information Services (CJIS) Security Unit.

SECTION 6. To comply with the FBI CJIS Security Policy, basic security awareness training is required for all personnel who have access to Criminal Justice Information (CJI) within six months of initial assignment, and biennially thereafter. Crossroads completes security awareness training via [hard copy, CJIS Online, etc.] and proof of completed and current security awareness training will be retained indefinitely for all personnel with access to information provided from the fingerprint background checks.

SECTION 7. Only authorized personnel of Crossroads may access, view, or otherwise use information provided from the fingerprint background check and check of the family care safety registry and shall not share such information from any individual not authorized to access, view, or otherwise use the information. If such information is printed on a hard copy format, authorized personnel will ensure the information is stored in a secured environment and is not accessible by unauthorized personnel. The security combination

and/or keys to the locks shall only be accessible by authorized personnel. If such information is stored in an electronic format, the electronic media will be treated the same as hard copy information and will be stored in a secure environment that is not accessible by unauthorized personnel. If the electronic media cannot be stored in a secure environment, such as being stored on a PC's local HDD or SSD, the electronic information must be password-protected or otherwise encrypted.

SECTION 8. When hard copy information or information stored on optical media discs is no longer required, it must be destroyed in one of the following manners:

1. In-House Cross Shredder
2. Incineration
3. Contracted Document Destruction Company. If a contracted document destruction company is used, authorized personnel must accompany the CHRI to destruction.

SECTION 9. When electronic copy information stored on HDDs, SSDs, or flash sticks is no longer required, the electronic media must be degaussed a minimum of three times.

SECTION 10. Crossroads will disseminate information to the applicant of record for personal review or challenge purposes only. The individual must make a request to view information in writing and the individual must appear in person, with identification, and sign a secondary dissemination log. Secondary dissemination logs will include, at a minimum: the date of secondary dissemination, the name of the subject of the record, the name of the person or agency requesting the record, a description of the shared record, the purpose of the request, how the dissemination occurred, and the name of the disseminator. The secondary dissemination log will be retained for at least 3 years or until a compliance audit can be conducted by the MSHP.

SECTION 11. Crossroads will ensure all MACHS portal access is current. Any user that no longer needs access will be removed immediately by the Agency CSO or the MACHS Administrator.

SECTION 12. Crossroads' CSO will contact the Missouri State Highway Patrol, CJIS Division, Trainer/auditor for assistance with Administrator rights to the MACHS portal.

SECTION 13. Crossroads will ensure that Rap Back subscriptions are kept up-to-date and removed when the individual is no longer working or volunteering for the agency. Rap Back subscriptions and validations will be conducted by the MACHS administrator of the agency.

APPENDIX R

Missouri Victims' Economic Security and Safety Act Policy

Crossroads 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 offers eligible employees unpaid leave and/or reasonable safety accommodations 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, parent, son, daughter, or any other 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 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 or to ensure economic security.
5. To seek legal assistance to ensure the health and safety of the employee or their household or family member, including preparing for or 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 with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, an eligible employee must provide certification of need for leave within a reasonable period after the absence.

To request domestic or sexual violence leave, employees must supply one of Crossroads' Key Personnel 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 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 one of Crossroads' Key Personnel within a reasonable time after it is required by Crossroads. 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

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. Employees seeking a reasonable safety accommodation may be required by Crossroads 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 you believe you have been subject to retaliation or discrimination, you should report it to one of Crossroads' Key Personnel.

For further information or details about any of the terms of this Domestic and Sexual Violence Leave Policy, please contact the Director of Human Resources.

APPENDIX S
Title IX Sexual Harassment
Grievance Policy And Procedure

Crossroads prohibits sexual harassment in any form. This policy focuses specifically on sexual harassment as that term is defined under Title IX of the Education Amendments Act of 1972, as amended. If alleged conduct does not fall under this policy, Crossroads will address it promptly under other applicable policy.

“Title IX sexual harassment” is conduct on the basis of sex within the scope of Crossroads’ education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. “Quid pro Quo” – A Crossroads employee conditioning the provision of an aid, benefit or service of Crossroads on an individual’s participation in unwelcome sexual conduct;
2. “Hostile Environment” – Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Crossroads’ education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8) or “stalking” as defined in 34 U.S.C. 12291(a)(30).

SECTION 1. Notice

Crossroads will provide notice of its prohibition on discrimination on the basis of sex to students, parents/guardians, employees, applicants for admission and employment. The notice will:

1. Include the name or title, office address, email address and phone number of the Title IX Coordinator;
2. Include information on Title IX grievance procedures and grievance process;
3. State that the requirement not to discriminate extends to admission and employment; and
4. Direct inquiries to the Title IX Coordinator or the assistant secretary for civil rights at the U.S. Department of Education.

Crossroads' policy prohibiting discrimination on the basis of sex and the Title IX Coordinator's contact information will be prominently displayed on Crossroads's website and in each handbook.

SECTION 2. Definitions

Crossroads adheres to all definitions specified in applicable Title IX regulations and incorporates them by reference to the extent they are not stated here.

Actual Knowledge - Notice of sexual harassment under Title IX or notice of allegations of sexual harassment under Title IX to Crossroads' Title IX Coordinator or to any Crossroads official who has the authority to institute corrective measures on behalf of Crossroads or to any employee of Crossroads, except where the only Crossroads official or employee with actual knowledge is also the respondent.

Business Days - Days (full or partial) on which Crossroads' business offices are open.

Complainant - An individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not considered a complainant.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Determination of Responsibility - A formal finding of a decision-maker on each allegation of sexual harassment contained in a formal complaint that the respondent did or did not engage in conduct constituting sexual harassment under Title IX based on a preponderance of the evidence.

Domestic Violence - Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Missouri; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Missouri.

Education Program or Activity - Any part of Crossroads-sponsored instructional program, including extracurricular activities, or employment in Crossroads, including locations,

events or circumstances over which Crossroads exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

Formal Complaint - A document or electronic submission filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment under Title IX against a respondent and requesting that Crossroads investigate the allegations. When a complainant files a formal complaint, the document or electronic submission must have the complainant's physical or digital signature or otherwise indicate the complainant's identity. A formal complaint may be filed only by a complainant participating in or attempting to participate in Crossroads' education programs or activities.

Informal Resolution Process - Alternative dispute resolution methods designed to resolve allegations of sexual harassment without completing the formal complaint process. The purpose of the process is to restore or preserve equal access to Crossroads' education programs or activities for all parties. Such a process may be offered by the Title IX Coordinator after a formal complaint has been filed and after consultation with Crossroads's attorney as to whether an informal resolution process will be sufficient to meet Crossroads's Title IX obligations.

Investigative Report - The report of the investigator of a formal complaint.

Party/Parties - Complainant(s) and respondent(s).

Remedies - Upon a final determination of responsibility, remedies are actions taken to restore or preserve equal access to Crossroads' education programs or activities. These may include continued or new supportive measures but may also include imposition of more burdensome requirements, limitations and conditions upon the respondent, as well as disciplinary action against the respondent, including suspension, expulsion, or termination of employment.

Report - Information provided by a complainant or any other person to the Title IX Coordinator when that information indicates, suggests or alleges misconduct. This includes the intake information obtained by the Title IX Coordinator prior to the filing of a formal complaint.

Respondent - An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

Sexual Assault - This includes all behaviors constituting forcible or nonforcible sexual offenses within the scope of the Federal Bureau of Investigation's national uniform criminal incident reporting system. At present these classifications include any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of consent. Sexual assault specifically includes:

1. Rape (Except Statutory Rape) - The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
2. Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
3. Sexual Assault with an Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
4. Fondling - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
5. Incest - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
6. Statutory Rape - Nonforcible sexual intercourse with a person who is under the statutory age of consent pursuant to Missouri law.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Supportive Measures – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to Crossroads' education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Crossroads's educational environment or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, safety escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Title IX Decision - The comprehensive decisional document of the independent decision-maker concluding the Grievance Process, as may be amended or affected by the results of an appeal.

Voluntary Consent - Consent given freely and without coercion.

SECTION 3. Reporting

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). While the law allows individuals to refuse to participate in a Title IX investigation, proceeding or hearing, Crossroads policy and the law require that employees immediately report to the Title IX Coordinator any knowledge of an allegation of sexual harassment under Title IX, and employees can be reprimanded or disciplined for failing to do so. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The following individual will serve as the Title IX Coordinator(s) for Crossroads and will coordinate and implement Crossroads' compliance with Title IX's requirements.

TITLE

1011 Central Street
Kansas City, MO 64105
Phone 816-221-2600

If the Title IX Coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the Superintendent.

SECTION 4. No Retaliation

No person employed by or associated with Crossroads will intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under Title IX.

Intimidation, threats, coercion or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment under Title IX but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment under Title IX, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Complaints alleging retaliation must be filed with the Title IX Coordinator.

Charging an individual with violating other policies by making a materially false statement in bad faith in the course of the grievance proceeding is not retaliation. But making a

statement that is not consistent with the ultimate decision of the decision-maker or appellate decision-maker is not, in and of itself, sufficient to conclude that the statement was materially false and made in bad faith.

SECTION 5. Intake and Classification of Reports

The Title IX Coordinator will receive and review all reports of sexual harassment even if a formal complaint has not been filed. The context of behavior can make a difference between conduct falling within the technical definition of sexual harassment under Title IX and conduct of a sexual nature that is offensive or hostile in itself, but which does not constitute harassment within that definition. Crossroads policies prohibit both but, for purposes of its Title IX obligations, Crossroads must specially address cases within the definition under this special, limited-scope policy.

If the Title IX Coordinator determines a report concerns conduct that does NOT involve sexual harassment under Title IX or did not occur in Crossroads' education program or activity, the Title IX Coordinator will refer the matter based on other applicable policy and Crossroads will ensure appropriate investigation occurs and appropriate action is taken.

If a student alleges sexual misconduct on the part of any Crossroads employee to any person employed by Crossroads, that person will immediately report the allegation to the Children's Division of the Department of Social Services in accordance with state law and Crossroads policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

SECTION 6. Procedures Prior to or without a Formal Complaint

When the Title IX Coordinator has actual knowledge of an allegation of sexual harassment under Title IX in an education program or activity of Crossroads, the Title IX Coordinator will promptly contact the complainant and:

1. Provide information about the supportive measures available to the complainant and inform the complainant that he or she may receive supportive measures without filing a formal complaint.
2. Consider the complainant's wishes with respect to supportive measures and implement appropriate supportive measures.
3. Explain to the complainant the process for filing a formal complaint.

SECTION 7. Students Receiving Special Education Services

If the complainant or respondent has an individualized education plan (IEP) or Section 504 plan in place, the Title IX Coordinator will consult with the appropriate special education administrator(s) for assistance in determining the appropriate supportive measures based on the special needs of the student.

If Crossroads determines that a student's specific circumstances, including disabilities, prevent Crossroads from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein, Crossroads will pursue such measures as are available under Crossroads policy and law. Such measures will be designed to restore or preserve all students' equal access to Crossroads education programs or activities.

SECTION 8. Formal Complaint Process

The following is a summary of the complaint process and associated timeline.

Grievance Procedure Timeline	
Formal complaint made to Title IX coordinator	n/a
Investigative report and copy of evidence provided to parties	Within 20 business days of parties receiving notice of the formal complaint
Parties may review the evidence gathered by the investigator and submit a written response or submit questions regarding the investigative report	10 days after receipt of investigative report
Written decision is issued by decision-maker	Within 20 days after the closing of the parties' period to comment/ask questions regarding the investigative report
Appeal of decision	Within 5 days of receiving notice of dismissal or written decision.
Period to submit written statements in support or challenging the original decision outcome to the appeal decision-maker	5 days
Appeal decision-maker will issue appeal decision	Within 10 days after the close of the period for parties to submit written statements regarding the original decision

A. Filing of a Formal Complaint

Nothing in this process will interfere with any legal right of a parent/guardian to act on behalf of a complainant, respondent or party including, but not limited to, filing a formal complaint. If a student who is not an eligible student pursuant to the Federal Education Rights and Privacy Act (FERPA) files a formal complaint, the parent/guardian of the complainant will be notified of the complaint with the complainant's consent.

The complainant may file a formal complaint or choose not to file a formal complaint and simply receive the supportive measures.

If the complainant does not file a formal complaint, the Title IX Coordinator may sign a formal complaint, initiating the grievance process. The Title IX Coordinator will do so only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances, keeping in mind that filing a formal complaint may itself be viewed as deliberate indifference to the complainant's rights under Title IX.

If no formal complaint is filed by the complainant or signed by the Title IX Coordinator, no disciplinary action will be taken against the respondent on the grounds of sexual harassment under Title IX.

B. Process upon Filing of a Formal Complaint

Crossroads' grievance process will provide a prompt and equitable resolution of complaints and will:

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent;
2. Comply with Title IX regulations before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent;
3. Require a decision-maker to objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and not make credibility determinations based on a person's status as a complainant, respondent or witness;
4. Require that all Title IX Coordinators, investigators, those responsible for facilitating informal resolution processes and decision-makers not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;

5. Presume that the respondent is not responsible for the conduct until a determination of responsibility is made at the conclusion of the grievance process;
6. Follow stated timelines unless Crossroads temporarily delays the grievance process for good cause (including, but not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of a disability) and notify the parties in writing of the reason for a delay, if any; and
7. Not require, allow, rely upon or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

C. Notice to the Parties

When the complainant files a formal complaint, written notice will be provided to all known parties and will include:

1. Notice of the grievance process, including any informal resolution process that is available and the timeline for such process.
2. Notice of the allegations of sexual harassment under Title IX made by the complainant with sufficient details known at the time and with sufficient time to allow the respondent to prepare before the initial interview. At minimum, the details will include the identities of the parties involved in the incident, if known, the conduct and the date and location of the alleged incident if known.
3. A statement that the respondent is presumed not responsible for the conduct and that a determination of responsibility will be made at the conclusion of the grievance process.
4. A statement that parties may have an advisor of their choice, who may be an attorney.
5. A statement that the parties and their advisors will have an equal opportunity to inspect and review any evidence that is directly related to the allegations raised in the formal complaint, including evidence upon which Crossroads does not intend to rely, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
6. Notice of any provision in Crossroads' discipline code that prohibits knowingly making a false statement or providing false information during the grievance process.

7. Notice that retaliation of any kind against any person who has made a report or complaint, or against any person who testifies, assists, participates or refuses to participate in any manner into an investigation, proceeding or hearing under this policy, is prohibited.

If in the course of the investigation of sexual harassment under Title IX Crossroads decides to investigate allegations about the complainant or respondent that were not in the initial notice, notice of the additional allegations will be provided to all known parties.

D. Range of Possible Disciplinary Sanctions and Remedies

An appropriate disciplinary response for an employee found responsible for sexual harassment in this grievance process may include any suitable response available for the discipline of employees under board policy or applicable law.

An appropriate disciplinary response for a student found responsible for sexual harassment in this grievance process may include any suitable response available for the discipline of students under Board policy or applicable law.

Remedies may also include the imposition upon a responsible respondent of any non-disciplinary measures appropriate to effecting a remedy for sexual harassment such as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant's right to access Crossroads' education programs and activities.

E. Interim Action

1. Emergency Removal. Crossroads may remove the respondent from Crossroads' education programs and activities prior to the start or completion of the grievance procedure on an emergency basis provided that Crossroads:
 - a. Performs an individualized safety and risk analysis;
 - b. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
 - c. Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision may not be construed to modify any rights under federal disability laws.

2. Administrative Leave. Crossroads may place an employee respondent on administrative leave during the pendency of the grievance process in accordance with board policy and law. This provision may not be construed to modify any rights under federal disability laws.

F. Investigating a Formal Complaint

1. Consolidation. Formal complaints may be consolidated as to allegations of sexual harassment under Title IX against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
2. Investigation Process and Scope. After the formal complaint is filed and the investigation is complete, the investigator will provide an investigative report to the decision-maker. The investigation may be conducted by someone other than the Title IX Coordinator. The investigator will gather evidence sufficient to reach a determination of responsibility or non-responsibility and may not require the parties to do so.
3. During the investigation and the grievance process, Crossroads will:
 - a. Provide equal opportunity to present witnesses, including fact and expert witnesses, and all evidence, including inculpatory and exculpatory evidence.
 - b. Not restrict the parties from discussing the allegations under investigation or gathering and presenting relevant evidence.
 - c. Provide the same opportunity for parties to have others, including an advisor of their choice, present during any grievance proceedings and related meetings, though Crossroads may restrict the extent to which advisors may participate as long as the rules apply to both parties.
 - d. Provide written notice to parties who are invited or expected to participate of the date, time, location, participants and purpose of all hearings, investigative interviews or other meetings with sufficient time for the parties to prepare to participate.
 - e. Obtain written, voluntary consent before accessing records, such as medical records or counseling notes that a physician, psychiatrist,

psychologist or other recognized professional or paraprofessional made or maintained in connection with the provision of treatment to the party. If the party is at least 18 years old or is enrolled in postsecondary education, the party can sign on his or her own behalf. Otherwise, a parent/guardian must sign on the party's behalf. This notice must advise the person to whom it is given that these records, or portions of them, may be given to the respondent if they are directly related to the allegations in the formal complaint.

- f. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence upon which Crossroads does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source.
- g. Send to each party and the party's advisor, if any, the evidence subject to inspection and review prior to completion of the investigative report and within 20 business days of the parties receiving notice of the formal complaint. The evidence may be sent in an electronic format or hard copy. The parties will be given at least ten business days, as required by law, to submit a written response, which the investigator will consider prior to the completion of the report.
- h. Create an investigative report that fairly summarizes relevant evidence, reaches any necessary conclusions about the credibility of the complainant, respondent, or other witnesses, and send it in an electronic or hard copy format to each party and their advisors, if any, for their review and written response. The investigative report must be sent no later than ten business days prior to the time of determination of responsibility by the decision-maker, as required by law.

G. Dismissal of a Formal Complaint

If Crossroads determines the allegations, even if proved, would not constitute sexual harassment under Title IX as defined in this policy, did not occur in Crossroads's education program or activity, or were not committed against a person in the United States, the formal complaint will be dismissed. The dismissal does not mean that a complaint cannot be made under another Crossroads policy or that any misbehavior will not be addressed under another policy or Crossroads' code of conduct in Appendix MM.

Crossroads may dismiss a formal complaint or any allegations in a formal complaint at any time if:

1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations in the formal complaint;
2. The respondent is no longer enrolled in or employed by Crossroads; or
3. Specific circumstances prevent Crossroads from gathering evidence sufficient to reach a determination of responsibility as to the merits of the formal complaint or allegations therein.

If the formal complaint or any of its allegations is dismissed, Crossroads will notify the parties simultaneously.

A party may appeal the dismissal of a formal complaint or any of its allegations by submitting a written notification of appeal to the Title IX Coordinator within five business days of receiving the notice of dismissal. If the Title IX Coordinator or the investigator dismissed the complaint or any allegation, the dismissal will be heard by the decision-maker. If the decision-maker dismissed the complaint or any allegation, the dismissal will be heard by the appellate decision-maker. The appeal is limited to the following bases:

1. There was a procedural irregularity that affected the outcome.
2. There is new evidence that was not reasonably available at the time of the dismissal that could affect the outcome of the matter.
3. The Title IX Coordinator, investigator or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.
4. That the dismissal is based on a manifest error of fact or law.

H. Decision-maker Duties

The Title IX Coordinator will designate someone to serve as the decision-maker to determine whether the respondent is responsible for sexual harassment under Title IX. The decision-maker may be a Crossroads administrator, an attorney not regularly employed by Crossroads, or another appropriate adult. The person designated cannot have been part of the investigation.

1. Procedures of the Decision-Maker and Party Questions and Answers. After the parties receive the final investigative report, each party may submit to the decision-maker any written, relevant questions that the party wants asked of any party or witness. Each party will receive the answers to the questions and will be

allowed time to submit limited follow-up questions. The decision-maker may exclude a question that is not relevant. The party who submitted the question will receive an explanation as to why the question was judged not relevant. Questions or evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant other than to show that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

2. **Preponderance of the Evidence Standard.** The decision-maker may find the respondent is responsible for the alleged sexual harassment under Title IX only when the evidence shows that the complainant's allegations are more likely true than not.
3. **Decision-Maker's Findings and Resulting Remedies.** Within 20 business days after the closing of the questions period, including follow-up questions, the decision-maker will provide a written Title IX decision that includes:
 - a. The allegations potentially constituting sexual harassment under Title IX;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and other methods used to gather other evidence and hearings held;
 - c. Findings of fact supporting the determination, including if appropriate determinations of witness credibility;
 - d. Conclusions regarding the application of the facts to the standard for sexual harassment under Title IX;
 - e. A statement of and rationale for the result as to each allegation, including a determination of responsibility, any disciplinary actions Crossroads will impose against the respondent, and whether remedies designed to restore or preserve equal access to Crossroads' education program or activity will be provided to the complainant; and
 - f. The procedures and permissible bases for the complainant and respondent to appeal.

The written Title IX decision will be provided to the parties simultaneously, and a copy will be provided to the Title IX Coordinator.

I. Finality of the Title IX Decision

If an appeal is filed, the Title IX decision becomes final on the date that Crossroads provides the parties with the written determination of the result of the appeal. If an appeal is not filed, the Title IX decision becomes final on the date on which an appeal would no longer be considered timely.

J. Disciplinary Matters and Implementation of Discipline and Remedies

The Title IX Coordinator is responsible for effective implementation of any remedies, including coordination with Crossroads' disciplinary authorities in the imposition of disciplinary actions taken against the respondent.

SECTION 9. Appeals of the Determinations of Responsibility of a Decision

A. Initiating an Appeal of Title IX Decision-Time, Contents and Assignment

Either party may appeal the determination(s) of responsibility, the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Title IX Coordinator in writing within five business days after the parties receive the written Title IX decision from the decision-maker. Appeals must be based on one or more of the following:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that was not reasonably available at the time of the determination and that could affect the outcome of the matter.
3. The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.
4. The decision was based on a manifest error of fact or law.

The party who files the appeal will state the basis or bases for the appeal in writing. If there are multiple determinations of responsibility, the appeal should specify which ones are affected by the appeal. Appeals filed for any reason other than those listed above will not be heard.

If an appeal is filed, the Title IX Coordinator will:

1. Assign the appeal to an appellate decision-maker who is not the same person as the initial decision-maker, the investigator or the Title IX Coordinator.
2. Notify other parties in writing.

3. Implement the appeals process equally to all parties.
4. Give all parties the opportunity to submit a written statement in support of or challenging the outcome within five business days after receiving the notice of appeal.

Written statements and other written documents pertaining to the appeal will be shared with all parties.

B. Conduct of the Appeal

The appellate decision-maker will review the findings of the initial decision-maker and review the written statements filed by the parties supporting or opposing the appeal. Within ten business days after the close of the period for parties to file their written statements supporting or opposing the appeal, the appellate decision-maker will issue a written decision describing the result of the appeal and the rationale for the result. That decision will be transmitted to all parties and to the Title IX Coordinator simultaneously. The appellate decision-maker may refer an appealed issue back to a prior point in the grievance process for correction.

SECTION 10. Process for Informal Resolution of Formal Complaints

After a formal complaint has been filed and at any time prior to reaching a determination of responsibility, Crossroads may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. If a party requests the use of an informal resolution process, Crossroads will provide the parties a written notice that:

1. Discloses the allegations and the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
2. Discloses that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
3. Discloses any consequences resulting from participating in the informal resolution process, including the records that, with voluntary written consent from the parties, will be maintained or could be shared; and
4. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process may not be used to resolve allegations that an employee is responsible for sexual harassment under Title IX against a student.

If the informal resolution process does not resolve the formal complaint within 30 business days after both parties consented to use the process, the Title IX Coordinator will resume the grievance process unless both parties again consent to continue using the informal resolution process.

SECTION 11. Training

Title IX Coordinators, investigators, decision-makers and any person designated to facilitate an informal resolution process, should Crossroads offer one, will receive training on the following:

1. The definition of sexual harassment under Title IX as used in this policy.
2. The scope of Crossroads' education programs and activities.
3. How to conduct the investigation and grievance process, including determination of responsibility for sexual harassment, appeals, and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
5. Issues of relevance necessary to create an investigative report that fairly summarizes the relevant evidence.
6. Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Crossroads will not use training materials that rely on sex stereotypes. All training materials used by Crossroads will promote impartial investigations and adjudications of formal complaints of sexual harassment under Title IX. These training materials must be publicly available on Crossroads' website or, if Crossroads does not maintain a website, the materials must be available upon request for inspection by members of the public.

SECTION 12. Records

Crossroads will maintain the following records for seven years:

1. Records of each investigation of sexual harassment under Title IX, including any determination of responsibility, any disciplinary sanctions imposed on the

respondent and any remedies provided to the complainant designed to restore or preserve equal access to Crossroads' education program or activity;

2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom;
4. All materials used to train Title IX Coordinators, investigators, decision-makers and any person who facilitates an informal resolution process;
5. Documentation if Crossroads did not provide a complainant with supportive measures and the reasons why such a response was not clearly unreasonable in light of the known circumstances; and
6. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX. These records must document the basis for the conclusion and that Crossroads' response was not deliberately indifferent.

Crossroads may add documentation of additional steps taken by Crossroads that were not initially provided in conjunction with the initial complaint filed.

SECTION 13. Confidentiality

Except as required by law, as permitted by FERPA or to carry out the purposes of Title IX, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, Crossroads will keep confidential the identity of :

1. Any individual who has made a report or filed a formal complaint of sexual harassment under Title IX;
2. Any complainant;
3. Any individual who has been reported to be the perpetrator of sex discrimination;
4. Any respondent; and
5. Any witness.

Crossroads must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of Crossroads to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.



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.

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

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

“Chief Finance Officer” shall mean the person maintaining the position of Chief Finance 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~~Assistant Superintendent, Chief Operating Officer, ~~Operations Manager~~Chief Financial Officer and each of the Principals of Crossroads.

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

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Adopted by the Board June 2026

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Adopted by the Board June 2026

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 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 be in the following order:

Adopted by the Board June 2026

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 June 2026

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

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

SECTION 1.1. "Evidence-based reading instruction" includes practices that have been proven effective through evaluation of the outcomes for large numbers of students and are highly likely to be effective in improving reading if implemented with fidelity.

SECTION 1.2. Pursuant to the Missouri Reading Instruction Act (Section 170.014) Crossroads shall establish reading programs for kindergarten through grade five based in scientific research.

SECTION 1.3. Such reading programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension.

SECTION 1.4. 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 five shall receive training in the areas required under the evidence-based reading instruction program.

SECTION 1.5. 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 Cyber Tipline; and

Adopted by the Board June 2026

(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.

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.

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

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particular grade will receive a registration offer from a school designee. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

- Once the offer is extended, parents/guardians will have no more than twenty-one (21) calendar days to accept the offer, complete the registration forms, upload necessary documents and have their student in attendance at Crossroads. If the registration process is not completed by a parent/guardian, the offer of registration may be rescinded. Based on demand, Crossroads staff reserves the right to adjust the timeline for registration from the 21 calendar days mentioned above. Staff will communicate the deadline to parents/guardians via email. If registration is not completed by the deadline, the next student on the waiting list may be extended the offer.

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

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.

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 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.

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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.

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 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 field trip.

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

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

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

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

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

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

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

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

APPENDIX II

Parents and Student Complaints and Grievances

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

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

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

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

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

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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 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

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home addresses.

- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.
- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

SECTION 4. Network User Responsibilities. 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

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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.
- 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.

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- 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 Goggle.

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

The above applies no matter where the use occurs whether brought onto Crossroads property, to Crossroads events, or connected to Crossroads’ network, or when using mobile equipment and telecommunications facilities in protected and unprotected areas or environments, directly from home, or

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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 fileserver space. Users of Crossroads' systems, and third-party systems, who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or utilized by Crossroads, and to monitor and allocate 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.

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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:

Adopted by the Board June 2026

- 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.

Adopted by the Board June 2026

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.

Adopted by the Board June 2026

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 schooldays.

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 June 2026

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

5.4. Prohibited Conduct

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

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

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

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

Assault

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

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

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

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

First Offense: Expulsion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol

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

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

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

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

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

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

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

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First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sexual Harassment/Discrimination

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

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

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

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

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

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

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

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

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

Technology Misconduct

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

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

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

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

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

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

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

Theft

Theft, attempted theft or knowing possession of stolen property.

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

Threats or Verbal Assault

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

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

Tobacco

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

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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

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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
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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 AND OTHER EMERGENCY TRAINING AND DRILLS

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Teacher and Employee Training: Beginning in the 2026-2027 school year and all subsequent school years, Crossroads shall include in its teacher and school employee training components on:

- a. How to properly respond to students who provide a teacher or school employee with information about a threatening situation;
- b. How to address situations in which there is a potentially dangerous or armed intruder in Crossroads;
- c. Information and techniques on how to address situations where an active shooter is present in Crossroads or on school property;
- d. How to identify potential threats or safety hazards; and
- e. Protocols for emergencies in Crossroads including, but not limited to: (i) evacuations; (ii) severe weather; (iii) earthquakes; (iv) fire; and (v) medical.

Such training shall be conducted annually.

SECTION 1.2. Simulated Active Shooter and Intruder Response. Crossroads personnel may participate in a simulated active shooter and intruder response drills conducted and led by law enforcement professionals or school safety professionals. Each drill shall include an explanation of its purpose and a safety briefing. All instructors for the program shall be certified by the Missouri Department of Public Safety's Peace Officers Standards Training Commission.

SECTION 1.3. 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.

Crossroads shall annually provide age-appropriate information and training on the Missouri State Highway Patrol's Courage2ReportMO (currently: <https://www.mshp.dps.missouri.gov/MSHPWeb/Courage2ReportMO/index.html>) reporting mechanism or its successor reporting mechanism.

SECTION 1.4. Active Shooter Drill. Beginning in the 2026-2027 school year and all subsequent school years, Crossroads shall hold an age-appropriate active shooter exercise in which students, teachers, and other school employees participate in and practice the procedures for safety and protection to be implemented under such conditions.

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

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

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

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

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

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

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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

Adopted by the Board June 2026

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.

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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.

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.

Section 1. Exchange students:

1. 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.
2. Help organize/lead International Days and exchange fairs. Tutor or assist classmates with foreign languages.
3. Talk about the benefits of studying abroad.
4. Show and tell with elementary and middle schools so children learn about other cultures firsthand.

Section 2. 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.

Section 3. 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

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.

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

Section 1.1. "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.

Section 1.2. "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.

Section 1.3. "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.

Section 2. Crossroads – Issued Property

Section 2.1. 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

Section 2.2. 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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Section 2.3. A Crossroads employee may search student lockers, desks and storage areas and the contents contained therein at any time for any justifiable reason.

Section 2.3. 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.

Section 2.4. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against Crossroads' policies.

Section 3. Search of Students and Student Possessions

Section 3.1. 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.

Section 3.2. 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.

Section 3.3. 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.

Section 3.4. 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.

Section 4. Searches During School Sponsored Activities

Section 4.1. 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

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Crossroads, including, but not limited to students participating in extracurricular activities and athletics.

Section 4.2. 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.

Section 4.3. 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.

Section 4.4. 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.

Section 4.5. Documentation of Search: A Crossroads employee shall be responsible for the prompt recording in writing of each student search, including (i) the reason for the search; (ii) the information received that established the need for the search, including the name(s) of any informant(s); (iii) the persons present when the search was conducted; (iv) any substances or objects found during a search and the disposition made of those substances or objects; and (v) any subsequent action taken as a result of the search. The Crossroads employee shall be responsible for the custody, control and disposition of any illegal or dangerous substance or objects taken from a student and report the acquisition of any such substance or object to law enforcement.

APPENDIX BBB

Policy on Suicide Prevention

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

SECTION 2. Prevention.

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

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

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

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

SECTION 3.1. For youth at risk:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX CCC

Missouri Course Access and Virtual School Program (MOCAP)

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

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

The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, 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 the 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:

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- 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 June 2026

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 June 2026

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.

APPENDIX FFF

Annual Performance Report Information and Parental Notification

The Board of Crossroads Charter Schools hereby adopts the following policy effective on the 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 the 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 the 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, whichever is later, 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 that reduces lead in drinking water at each point at which the water

supply enters each building in accordance with any relevant requirements set forth by the Department of Natural Resources to ensure lead concentrations are below five parts per billion;

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 described in Section 2(a) above.

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;

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. Remove the outlet from service.

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 parents and 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 the 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 the 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 the 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;
- 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 the 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 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 loco 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

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.

Adopted by the Board June 2026

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.
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

Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence unless it imposes 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.

APPENDIX 000

Missouri Student Religious Liberties Act Policy

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

Section 1. Anti-Discrimination

Section 1.1. Crossroads shall not discriminate against any person on the basis of a religious viewpoint or religious expression.

Section 1.2. Crossroads shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner Crossroads treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Section 2. Student Expression in Homework and Classroom Assignments

Section 2.1. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions.

Section 2.2. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by Crossroads.

Section 2.3. Students shall not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoints to be expressed in course work, artwork or other written or oral assignments, Crossroads shall not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the course work or assignment.

Section 3. Student Prayer, Religious Activities, and Religious Expression

Section 3.1. Students in Crossroads may pray or engage in religious activities or religious expression, before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression, provided that such religious expression or religious activities are not disruptive of scheduled instructional time or other educational activities and do not impede access to school facilities or mobility on school premises.

Section 3.2. Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups.

Section 3.3. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the student's expression.

Section 3.4. Religious groups shall be allowed to advertise or announce meetings in the same manner as student groups that meet for nonreligious activities.

Section. 3.5. Crossroads may only disclaim sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

Section 4. Student Clothing, Accessories, and Jewelry

Section 4.1. Students at Crossroads may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

Section 5. Public Forum

Section 5.1. To ensure that Crossroads does not discriminate against a student's publicly stated voluntary expression of a religious viewpoint, if any, and to eliminate any actual or perceived affirmative school sponsorship or attribution to Crossroads of a student's expression of a religious viewpoint, if any, Crossroads hereby establishes a limited public forum for student speakers at all school events at which a student is offered the opportunity to publicly speak.

Section 5.2. For purposes of this policy, a limited public forum shall be a designated space or time where students are allowed to speak on certain topics or within specific parameters set by Crossroads administration. In this context, Crossroads may restrict who can speak, what they can speak about, and when they can speak, while still adhering to reasonable limitations on viewpoint neutrality. While Crossroads may limit topics of discussion during a limited public forum, Crossroads may not discriminate against specific viewpoints within the allowed topics of discussion.

Section 5.3. During any limited public form, Crossroads shall:

- Provide the forum in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
- Provide a method, based on neutral criteria, for the selection of student speakers at Crossroads events and graduation ceremonies;
- Ensure that a student speaker does not engage in obscene, vulgar, offensively lewd or indecent speech; and
- State, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position or expression of Crossroads.

Section 6. Construction

Section 6.1. This policy shall not be construed to:

- Require any person to participate in prayer or in any other religious activity
- Violate the constitutional rights of any person
- Prohibit Crossroads from maintaining order and discipline in a content and viewpoint neutral manner
- Prohibit Crossroads from protecting the safety of students, employees, and visitors of Crossroads
- Prohibit Crossroads from adopting and enforcing other policies and procedures regarding student speech at school, provided that the policies and procedures do not violate the rights of students as guaranteed by law.

APPENDIX PPP

COMPREHENSIVE EMERGENCY OPERATIONS PLAN POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Crossroads shall adopt a comprehensive emergency operations plan to address:

- a. School safety, crises, and emergency operations;
- b. Prevention, preparation, operations, and follow-up;
- c. Collaboration with local law enforcement, providers of fire protection services, and emergency management; and
- d. Consideration of supporting mental health needs of all involved in a crisis.

SECTION 1.2. The emergency operations plan shall be shared with local law enforcement, providers of fire protection services, and emergency management.

SECTION 1.3. A physical security site assessment shall be conducted annually.

SECTION 1.4. The Department of Elementary and Secondary Education will publish standards for emergency operations plans and annual physical security site assessment. Crossroads will review and adopt such standards to the extent such standards meet the needs of Crossroads.

APPENDIX QQQ

Students in Foster Care Policy

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

Section 1. Educational Liaison for Foster Care Children

Section 1.1. Crossroads' leadership team shall designate a staff person as the educational liaison for foster care children.

Section 1.2. The liaison shall do the following in an advisory capacity:

- a. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children;
- b. Assist students in foster care when transferring from one school to another or from one school district to another, by ensuring proper transfer of credits, records, and grades;
- c. Request school records within two business days of placement of a foster care pupil in a school; and
- d. Submit school records of foster care pupils within three business days of receiving a request for school records.

Section 2. Enrollment of Students in Foster Care

Section 2.1. Any student in foster care shall be immediately enrolled at the School and the Educational Liaison for Foster Care Children the School shall coordinate such enrollment.

Section 2.2. The Educational Liaison for Foster Care Children shall coordinate with the Missouri Department of Social Services to ensure the educational stability of children in foster care.

Section 2.3. The Educational Liaison for Foster Care Children shall make all such assurances to the Missouri Department of Social Services that:

- a. A child in foster care will remain in the child's school of origin unless a determination is made that it is not in such child's best interest to attend the school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- b. When a determination is made that it is not in such child's best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment; and

- c. The enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records.

APPENDIX RRR

STOP THE BLEED ACT POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Before the end of the 2025-2026 school year, Crossroads shall adopt the traumatic blood loss protocol developed by the Department of Elementary and Secondary Education. Upon adoption of this protocol, Crossroads shall post the protocol on its website.

APPENDIX SSS

School Safety Coordinator Policy

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Crossroads shall designate a primary and secondary school safety coordinator. Such coordinators shall have a thorough knowledge of all federal, state, and local school violence prevention programs and resources available to students, teachers, or staff in the school.

SECTION 1.2. The school safety coordinators and other designated personnel, as necessary, shall complete the following, within one year of being designated as coordinators:

- a. The Federal Emergency Management Administration's IS-100.C: Introduction to the Incident Command System, ICS 100, or its successor course and The Federal Emergency Management Administration's IS-200: Basic Incident Command System for Initial Response, ICS-200, or its successor course; OR
- b. The Incident Command System for Schools course provided by the Missouri School Boards' Association's Center for Education Safety, or its successor course created by CES to replace the ICS for Schools course.

APPENDIX TTT

ANTI-INTRUDER LOCK POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Definitions

- a. "Anti-intruder door lock", a mechanical or 4 electronic door-locking mechanism on an interior door that is designed to keep an intruder from entering an interior room that shall:
 - i. Be capable of
 - 1. Locking from inside or outside the room;
 - 2. Unlocking from outside the room with a key or other approved means; and
 - 3. Locking or unlocking from inside the room without the use of a key or special knowledge or effort; and
 - ii. Control access to the room.
- b. "Exterior door or entryway", any location of normal ingress and egress into or out of a school building.
- c. "Interior door", an egress door from a classroom, office, or other occupied room that provides access to the interior of a building.
- d. "Master key box", an exterior secure master key box that meets the standards prescribed under Underwriters Laboratories Standard 1037 (as amended) for use by fire protection and law enforcement.

SECTION 1.2. Each interior door of Crossroads shall be equipped with an anti-intruder door lock.

SECTION 1.3. Crossroads may be equipped with one or more master key boxes to contain the necessary keys and access tools for fire protection and law enforcement agencies to gain access to exterior or interior doors or entryways, including those equipped with an anti-intruder lock.

SECTION 1.4. Before or in conjunction with installing such anti-intruder locks, Crossroads shall develop and implement school building access policies or practices that control access to individual classrooms, if such policies have not been implemented.

SECTION 1.5. Each interior door installed in a Crossroads building after August 28, 2029 shall be equipped with an anti-intruder door lock.

APPENDIX UUU

ELECTRONIC COMMUNICATION DEVICE POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. No student may display or use an electronic personal communications device (which includes, but is not limited to, smartphones, tablets, laptops, and other devices capable of sending and receiving electronic messages, accessing the internet, or making phone calls) from the beginning of the school day until the end of the school day, including, but not limited to, instructional time, meal time, breaks, time between classes, and during study halls.

SECTION 1.2. Notwithstanding the general prohibition, a student may display and use an electronic personal communications device only when such display and use is necessary to comply with:

- a. An individualized education program ("IEP");
- b. A 504 plan;
- c. An individualized emergency health care plan or individualized health care plan;
- d. The Americans with Disabilities Act;
- e. The federal Civil Rights Act of 1964; or
- f. The federal Equal Educational Opportunities Act of 1974 regarding English language learners.

SECTION 1.3. Notwithstanding the general prohibition, a student may use a device as follows:

- a. In the case of an emergency. An emergency means a serious, unexpected, and dangerous situation, including, but not limited to: active fire, active tornado or earthquake, active shooter, evacuation of school grounds, medical emergency, or other serious, unexpected, and dangerous situations that require immediate action and is otherwise identified in Crossroads' policies as an emergency; or
- b. When directed to use such device for an educational purpose with authorization as directed by established school policy.

SECTION 1.4. ***[Insert reasonable disciplinary action based on your school's disciplinary policy. For example, a student shall receive a write-up for each time an electronic personal communications device is displayed in violation of this policy. After three write-ups a student will receive detention.]***

SECTION 1.5. This policy shall be published on Crossroads' website upon its adoption.

APPENDIX VVV

STUDENT ENROLLMENT BEHAVIORAL THREAT ASSESSMENT AND PERSONAL SAFETY POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Prior to enrolling a student, Crossroads shall request, from any such student's prior local educational agency, records of any behavioral threat assessments and personal safety plans for the student if the student is currently subject to an active personal safety plan or has been subject to a personal safety plan in the previous twelve months.

SECTION 1.2. For purposes of this policy, the following terms mean:

a. "Behavioral threat assessment", records associated with an evaluation of a student who has shown or demonstrated: (a) homicidal or suicidal ideation; (b) planning an attack on a school, other students, faculty, staff, or administration; or (c) behavior that puts students, faculty, staff, or administration at risk for harm.

b. "Personal safety plan", an agreement based upon the findings of the behavioral threat assessment record between Crossroads and the students' parents or guardians, or between Crossroads and the student if the student is emancipated or an unaccompanied youth as defined in RSMo § 210.121, that: (a) stipulates rules for attendance at Crossroads; (b) provides benchmarks that allow for the student to be released from the personal safety plan over time; and (c) provides immediate access to a trusted adult for the student with the personal safety plan.

APPENDIX WWW

ZERO TOLERANCE DISCIPLINARY POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Crossroads shall not implement, utilize, or otherwise any zero-tolerance disciplinary policy or practice of discipline that results in an automatic disciplinary consequence against a pupil without the discretion to modify such disciplinary consequence on a case-by-case basis, such as automatic detention, suspension, or expulsion or the automatic imposition of other disciplinary measures.

APPENDIX XXX

ACTIVITY AND EVENT PARTICIPATION OF NON-STUDENTS POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. A student who is receiving instruction at a Family Paced Education (“FPE”) school, home school, or virtual school as a full-time equivalent student shall be allowed the opportunity to try-out for (if applicable) or to participate in any event or activity offered by Crossroads in accordance with the following conditions:

- a. The student provides proof of residency within the boundaries in which Crossroads sits;
- b. If participating in athletics, documentation of a physical, including details on any underlying conditions relevant to such participation;
- c. The student shall adhere to the same behavior, responsibility, performance, and code of conduct standards directly related to the event or activity as those students enrolled in Crossroads; and
- d. The student shall fulfill the same financial requirements as those required of students enrolled in Crossroads.

SECTION 1.2. Subject to the provisions of Section 1.1, a student who is receiving instruction at a FPE school, home school, or virtual school as a full-time equivalent student shall not be required to attend any class at Crossroads or to attend Crossroads for any portion of a school day in order to participate in any event or activity offered by Crossroads.

SECTION 1.3. Automated External Defibrillators (AEDs) – If such student requests to participate in a fine arts activity, such student shall be required to participate in and complete any integral components of instruction provided during a course held during the school day, if applicable.

SECTION 1.4. If such student requests to participate in a career or technical student organization, such student shall be required to participate in any applied learning and engagement which are integral components of instructions for an approved career and technical education program in Missouri, if applicable.

SECTION 1.5. If such student requests to participate in an integrated cocurricular activity, such student shall be required to participate in any appropriate coursework and preparation of the related activities during the school day, if applicable.

SECTION 1.6. If a student whose academic performance or disciplinary status would preclude such student from eligibility to participate in any extracurricular event or activity at Crossroads disenrolls from Crossroads in order to receive instruction at an FPE school, home school, or virtual school as a full-time equivalent student, such student shall not be eligible to participate in any event or activity at Crossroads for twelve months from the date of disenrollment.

Section 1.7. Any records created or retained pursuant to this policy shall not be disclosed unless required by federal or state law.

Section 1.8. For purposes of this policy, the following terms mean:

a. Athletics, “any interscholastic athletic games, contests, programs, activities, exhibitions, or other similar competitions for students.

b. “Event or activity”, athletics, fine arts activities, integrated cocurricular activities, or other extracurricular occurrences directly related to such athletics, fine arts activities, or integrated cocurricular activities that are sponsored, organized, or provided for students by Crossroads. The term “event or activity” shall not be construed to include other extracurricular gatherings or special occasions sponsored, organized, or provided for students by Crossroads that are not athletics, fine arts activities, integrated cocurricular activities, or other extracurricular occurrences directly related to such athletics, fine arts activities, or integrated cocurricular activities.

c. “FPE school”, a school, whether incorporated or unincorporated that: (1) has its primary purpose the provision of private or religious-based instruction; (2) enrolls children between the ages of seven years and the compulsory attendance age for the school district in which the FPE school is located, of which no more than four are unrelated by affinity or consanguinity in the third degree; (3) does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction; and (4) may enroll children who participate in the Missouri Empowerment Scholarships Account Program.

d. “Full-time equivalent”, a student who is enrolled in the instructional equivalent of six credits per regular term.

e. “Home school”, a school, whether incorporated or unincorporated that: (1) has as its primary purpose the provision of private or religious-based instruction; (2) enrolls children between the ages of seven years and the compulsory attendance age for the school district in which the home school is located, of which no more than four are unrelated by affinity or consanguinity in the third degree; (3) does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction; (4) does not enroll children who participate in the Missouri Empowerment Scholarships Account Program; and (5) is not an FPE school.

f. “Integrated cocurricular activities”, activities that are outside of the regular school curriculum but complement and supplement such curriculum.

APPENDIX YYY

RECORDS RETENTION POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Crossroads shall effectively maintain and manage its records, including all electronic records, in accordance with state and federal law. Crossroads is subject to the Missouri Records Retention Law and Local Record Retention Schedule for Public School Districts as provided by the Missouri Secretary of State.

For purposes of this policy, the term “record” is defined as any document, including in electronic format, which was made or received pursuant to law or in connection with the transaction of official business

APPENDIX ZZZ

CARDIAC EMERGENCY RESPONSE POLICY

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

SECTION 1.1. For the 2026-27 school year and all subsequent school years, Crossroads shall develop and implement a cardiac emergency response plan that addresses the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while in a Crossroads school building.

SECTION 1.2. Members of Crossroads' administrative team shall coordinate directly with local emergency services providers to integrate Crossroads' cardiac emergency response plan into the local emergency services providers' protocols. A cardiac emergency response plan shall integrate evidence-based core elements, such as those recommended by the American Heart Association guidelines, Project ADAM, or another set of nationally recognized, evidence-based standards or core elements.

SECTION 1.3. The cardiac emergency response plan shall integrate, at a minimum, the following core elements:

- (a) Establishment of a cardiac emergency response team;
- (b) Activation of the team in response to a sudden cardiac arrest;
- (c) Implementation of Automatic External Defibrillator ("AED") placement and routine maintenance throughout the school campus;
- (d) Dissemination of the plan throughout the school campus;
- (e) Maintenance of ongoing staff training in CPR and AED use;
- (f) Practice of the cardiac emergency response plan using drills annually;
- (g) Integration of the plan into the local emergency services providers' protocols;
- (h) Both annual and continuous reviews and evaluations of the plan; and
- (i) Registration of AEDs to a registry maintained by the Missouri 911 service board.

SECTION 1.4. Appropriate AED placement shall be dictated by the cardiac emergency response plan and in accordance with guidelines set by the American Heart Association or nationally recognized guidelines focused on emergency cardiovascular care. An AED should be identified with appropriate signage and is onsite or placed and made available in an unlocked location on each school property.

SECTION 1.5. As long as Crossroads maintains an active athletic department or organized school athletic program, an AED shall be clearly marked and easily accessible in an unlocked location at

each school athletic venue and event. The AED shall be accessible during the school day and any school-sponsored athletic event or team practice in which students of Crossroads are participating. To the extent possible, the Board shall make the best effort to ensure that the AED placement as described in this subsection is accessible within three minutes of cardiac arrest.

SECTION 1.6. Appropriate Crossroads personnel shall be certified in first aid, CPR, and AED use that follow evidence-based guidelines set forth by the American Heart Association or nationally recognized guidelines focused on emergency cardiovascular care. Crossroads personnel required to be certified shall be determined by the cardiac emergency response plan and shall include, but not be limited to, athletics coaches, school nurses, and athletic trainers.

SECTION 2. The following includes direction and detailed guidance for responding to a sudden cardiac arrest ("SCA") through a Cardiac Emergency Response Plan ("CERP"). This plan outlines Cardiac Emergency Response Teams ("CERTs"), AED maintenance and locations, CERP protocol and related staff training/certification.

SECTION 2.1. Developing a Cardiac Emergency Response Team (CERT)

- (a) Designate one person as the Cardiac Emergency Response Team Coordinator who oversees CPR-AED program activities, training, education, and evaluation.
- (b) Appoint at least 10% of staff to participate in the CERT.
- (c) All individuals on CERT should have current CPR/AED training from a nationally recognized organization.
- (d) Designate individuals to promptly call 9-1-1 and direct EMS to the location.

SECTION 2.1 Automated External Defibrillators (AEDs) – Placement, Installation and Maintenance

- (a) Minimum recommended number of AEDs for [SCHOOL] include inside the building and outside the building:

- (i) *Inside the building* – The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within the building, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.

- (ii) *Outside the building* (e.g., on school grounds, venues, or athletic fields) – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the building including any venue, athletic field, or school grounds, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.

- (b) Regularly check and maintain each AED in accordance with the AED's operating manual and maintain a log of the maintenance activity including periods of time where the building or location will not be used for long periods of time, such as summer months when school is not in session or community locations only opened at certain times of the year.

- (c) CERT coordinator should set up a process for verifying and tracking equipment

readiness and maintenance.

(d) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel, antiseptic wipes, a CPR barrier mask, and consider an extra set of AED pads. Consider storing other medical equipment with the AED or kit such as Naloxone and Epinephrine autoinjector.

(e) AEDs should not be locked in an office. It should be stored in a location that is always easily and quickly accessible.

(f) AEDs shall be accessible for responding to a cardiac emergency during day and night activities (e.g., sports activities) and after-hours activities (e.g., after-school activities) in accordance with this CERP.

(g) Each AED should have one set of AED pads with the device.

(h) Signage: All AEDs should have clear AED signage to be easily identified. These should be visible from the normal path of travel. A projecting (three-dimensional) universal AED sign shall be installed above cabinet or bracket/wall rack clearly marking the location of AED(s).

(i) Remove warning "for professional use only" on AED cabinets as AEDs provide instructions for use.

(j) Locations of the AEDs are to be listed in the CERP Protocol with Building Location Information, AED locations, and Maps.

SECTION 2.3. Communication of CERP Protocol

(a) The CERP Protocol should be posted in places such as (but not limited to):

(i) In each classroom, cafeteria, restroom, health room, break room and in all offices or other occupied spaces.

(ii) Adjacent to each AED.

(iii) Adjacent to each public telephone.

(iv) In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.

(v) At other strategic locations, including outdoor physical education and athletic venues and facilities.

(vi) Attached to all portable AEDs.

(b) The CERP protocol should be distributed to:

(i) All staff and administrators at the start of each year (or school year), with updates distributed as made. In workplace and recreation centers, the CERP protocol should be made available annually and when updates are made.

(ii) All staff should be educated on the CERP protocol in their school yearly.

(iii) All staff should be educated on recognizing the signs of a cardiac emergency that is or may become a SCA, how to activate a response, location of AEDs, and ideally

have an introduction to at least hands-only CPR and AED use.

(iv) New staff members should receive the CERP protocol in their orientation materials.

SECTION 2.4. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

(a) Staff training

(i) The CERT team and at least ten percent of the staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED. Training shall be renewed at least every two years.

(ii) The school or organization should designate the person responsible for coordinating staff training and the medical contact for AEDs, if available.

(iii) Training may be traditional classroom, on-line, or blended instruction but should include cognitive learning, hands-on practice, and testing.

(iv) All staff and appropriate volunteers, regardless of if they are a CERT member, should receive annual training on SCA and understand how to recognize a cardiac arrest, how to initiate the response team, and where the AEDs in the building are located.

(v) Include as many other people as possible (staff, faculty, coaches, volunteers, students, parents, etc.) who can receive additional CPR/AED education and awareness of the plan.

SECTION 2.5. Local Emergency Medical Services (EMS) Integration with the School Plan

(a) Provide a copy of this Cardiac Emergency Response Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local EMS.

(b) The development and implementation of the CERP shall be coordinated with the local EMS Agency, organization safety officials, on-site first responders, administrators, organizational leadership, athletic trainers, school nurses, and other members of the school or community medical team.

(c) Work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

SECTION 2.6. Conduct Practice Drills

(a) Please refer to the 'Cardiac Emergency Drills' section on the [Project ADAM website](#) for more information.

(b) Cardiac Emergency Response Drills are an essential component of this Plan. The [SCHOOL] should perform at least one successful drill each year (two or more are recommended) with the participation of staff, safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. One drill may include a tabletop exercise with all the staff and CERP members present.

SECTION 2.7. Annual Review and Evaluation of the Plan

(a) Conduct an annual internal review of the Cardiac Emergency Response Plan

(CERP) for schools. The annual review should focus on ways to improve the response process, to include:

(i) A *post-event review* following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function. There should be a designated person responsible for establishing the documentation process.

(b) Post-event documentation and action shall include the following:

(i) A contact list of individuals to be notified in case of a cardiac emergency.
(ii) Determine the procedures for the release of information regarding cardiac emergencies.

(iii) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.

(iv) The identification of the person(s) who responded to the emergency.

(v) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.

(vi) An evaluation of whether the CERP and CERP Protocol was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the CERP and CERP Protocol and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

(vii) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including crisis counselors and/or other local resources.

(viii) A review of the documentation for all Cardiac Emergency Response Drills performed during the year. Consider pre-established Drill report forms to be completed by all responders.

(ix) A determination, at least annually, as to whether additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.

(x) After an actual emergency event occurs, you may need assistance in downloading and storing information from the AED to aid in the patient's continued medical care.

(xi) If the AED is taken with the patient or is removed from its cabinet, please place a sign about where the next closest one is located until there is an AED put back in the cabinet. Consider having a process or checklist for AEDs that have been used to verify all parts have been checked and replaced.

SECTION 2.8. Activation of Cardiac Emergency Response Team During an Identified Cardiac Emergency

(a) Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.

(b) The Protocol for responding to a cardiac emergency should be posted and readily accessible to anyone.

APPENDIX AAAA

STOP THE BLEED ACT POLICY

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

SECTION 1.1. Before the end of the 2025-2026 school year, Crossroads shall adopt the traumatic blood loss protocol developed by the Missouri Department of Elementary and Secondary Education (DESE). Upon adoption of this protocol, Crossroads shall post the protocol on its website.

SECTION 1.2. Unless otherwise required by DESE, the traumatic blood loss protocol for Crossroads shall:

(a) Require that a bleeding control kit be placed in areas where there is likely to be high traffic or congregation, such as auditoriums, cafeterias, or gymnasiums, and areas where risk of injury may be elevated, including vocational classes such as woodworking or automotive classes, in each of Crossroads' buildings and in an easily accessible location of such areas to be determined by local emergency medical services personnel;

(b) Include bleeding control kits in the emergency plans of Crossroads, including the presentation and use of the bleeding control kits in all drills and emergencies;

(c) Designate in each school building of Crossroads a school nurse or school health care provider or, if no school nurse or school health care provider is available, a school personnel member, who shall obtain appropriate training annually in the use of a bleeding control kit including, but not limited to:

- i. The proper application of pressure to stop bleeding;
- ii. The proper application of dressings or bandages;
- iii. Additional pressure techniques to control bleeding; and
- iv. The correct application of tourniquets.

(d) Require each bleeding control kit in school inventories to be inspected annually to ensure that the materials, supplies, and equipment contained in the bleeding control kit have not expired and that any expired materials, supplies, and equipment are replaced as necessary; and

(e) Require a bleeding control kit to be restocked after each use and any materials, supplies, and equipment to be replaced as necessary to ensure that the bleeding control kit contains all necessary materials, supplies, and equipment.

APPENDIX BBBB

SCHOOL SAFETY COORDINATOR POLICY

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

SECTION 1.1. Crossroads shall designate a primary and secondary school safety coordinator. Such coordinators shall have a thorough knowledge of all federal, state, and local school violence prevention programs and resources available to students, teachers, or staff in the school.

SECTION 1.2. The school safety coordinators and other designated personnel, as necessary, shall complete the following, within one year of being designated as coordinators:

a. The Federal Emergency Management Administration's IS-100.C: Introduction to the Incident Command System, ICS 100, or its successor course and The Federal Emergency Management Administration's IS-200: Basic Incident Command System for Initial Response, ICS-200, or its successor course; or

b. The Incident Command System for Schools course provided by the Missouri School Boards' Association's Center for Education Safety, or its successor course created by CES to replace the ICS for Schools course.

APPENDIX CCCC

BUS DRIVER BACKGROUND CHECK POLICY

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

SECTION 1.1. A criminal background check shall be conducted for all school bus drivers and drivers of other vehicles owned by Crossroads or operated under contract with Crossroads and used for the purpose of transporting school children.

SECTION 1.2. It shall be the responsibility of Crossroads to conduct the background check for all drivers employed by Crossroads.

SECTION 1.3. It shall be the responsibility of the transportation company to conduct the background check for all drivers employed or contracted by the transportation company, and such background checks shall conform to the requirements established in the National Child Protection Act of 1993, as amended by the Volunteers for Children Act.

APPENDIX DDDD

CROWN ACT POLICY

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

SECTION 1.1. No person shall be discriminated against based on the person's hair texture or protective hairstyle, if that protective hairstyle or texture is commonly associated with a particular race or origin.

SECTION 1.2. Crossroads may require the use of hair nets or coverings or may require that hair be secured for safety purposes in any career and technical training course or class to comply with safety regulations and standards of the course or class throughout the duration of the course or class.

APPENDIX EEEE

READING SUCCESS PLAN POLICY

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

SECTION 1.1. Crossroads shall adopt and have on file a policy for reading success plans.

SECTION 1.2. Crossroads shall provide all parents and guardians, including students who have a substantial deficiency in reading, with suggestions for regular parent-guided home reading.

APPENDIX FFFF

COMPUTER SCIENCE COURSE REQUIREMENT POLICY

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

SECTION 1.1. Crossroads shall offer at least one computer science course in an in-person setting or as a virtual or distance course option.

SECTION 1.2. Such course shall:

- a. Meet the State Board of Education's definition of high quality;
- b. Meet or exceed the computer science performance standards developed and adopted by the Department of Elementary and Secondary Education; and
- c. Be offered in Crossroads' course catalog.

APPENDIX GGGG

PERSISTENTLY DANGEROUS SCHOOL POLICY

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

SECTION 1.1. Definitions: The following definitions apply to this Policy:

- a. Expulsions are defined as removal from school by local board action for an indefinite period of time unless the student is reinstated by the local board of education.
- b. A victim is a student who suffered a personal injury or injury to his or her property as a direct result of a violent criminal offense. The definition of victim does not include bystanders or witnesses to the act or friends or classmates of the victim unless they, too, suffered personal or property injury as a direct result of a violent criminal offense.
- c. A "violent criminal offense" shall be any offense that would require school administrators to, as soon as reasonably practical, notify the appropriate law enforcement agency pursuant to Section 160.261, RSMo.

SECTION 1.2. An elementary or secondary school of Crossroads is deemed to be persistently dangerous if the following conditions exist:

- a. In each of three (3) consecutive years:
 - i. The school has a federal and/or state gun-free schools violation; or
 - ii. An act of school violence" or "violent behavior" as set forth in section 160.261, RSMo is committed on school property which includes, but is not limited to, school buses or school activities.
- b. In any two (2) years within the three- (3-) year period listed above, the school experienced expulsions by local board action, for drug, alcohol, weapons, or violence that exceed one (1) of the following rates:
 - iii. More than five (5) expulsions per year for a school of less than two hundred fifty (250) students;
 - iv. More than ten (10) expulsions per year for a school of more than two hundred fifty (250) students but less than one thousand (1,000) students; or
 - v. More than fifteen (15) expulsions per year for a school of more than one thousand (1,000) students.

SECTION 1.3. A student shall be allowed to attend a safe public school within the Kansas City Public School District or Crossroads, if that student is enrolled in a Crossroads school that is determined to be a persistently dangerous school as defined above or becomes a victim of a violent criminal offense while on school property which includes but is not limited to school buses or school activities.

SECTION 1.4. If one or more Crossroads schools are identified as persistently dangerous, Crossroads shall:

- a. Notify parents of each student attending the school(s) that the State of Missouri has identified the school as persistently dangerous;
- b. No less than fourteen (14) calendar days prior to the start of the school year or prior to the expiration

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of the ten (10) day period immediately following the determination that the school is persistently dangerous, offer students the opportunity to transfer to a safe public school, which may be a safe public school or another public charter school; and

- c. For those students who accept the offer, complete the transfer.

SECTION 1.5. If one or more Crossroads schools are identified as persistently dangerous, Crossroads shall:

- a. Develop a corrective action plan within twenty (20) days of the date the Crossroads school is identified as persistently dangerous; and
- b. Implement the corrective action plan in a timely manner, but in no case more than ten (10) days following the development of such corrective action plan.



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.

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

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

“Chief Finance Officer” shall mean the person maintaining the position of Chief Finance 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, Assistant Superintendent, Chief Operating Officer, Chief Financial Officer and each of the Principals of Crossroads.

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

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Computer Science Course Requirement Policy
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Appendix EEEE
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Adopted by the Board June 2026

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 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 be in the following order:

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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.

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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

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

SECTION 1.1. "Evidence-based reading instruction" includes practices that have been proven effective through evaluation of the outcomes for large numbers of students and are highly likely to be effective in improving reading if implemented with fidelity.

SECTION 1.2. Pursuant to the Missouri Reading Instruction Act (Section 170.014) Crossroads shall establish reading programs for kindergarten through grade five based in scientific research.

SECTION 1.3. Such reading programs shall include the essential components of phonemic awareness, phonics, fluency, vocabulary, and comprehension.

SECTION 1.4. 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 five shall receive training in the areas required under the evidence-based reading instruction program.

SECTION 1.5. 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 Cyber Tipline; and

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(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.

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.

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

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particular grade will receive a registration offer from a school designee. Contact may be made by phone, and if available, by email. Every effort will be made to reach the individual in person; however, if this is not possible, a message will be left on the phone and/or email.

- Once the offer is extended, parents/guardians will have no more than twenty-one (21) calendar days to accept the offer, complete the registration forms, upload necessary documents and have their student in attendance at Crossroads. If the registration process is not completed by a parent/guardian, the offer of registration may be rescinded. Based on demand, Crossroads staff reserves the right to adjust the timeline for registration from the 21 calendar days mentioned above. Staff will communicate the deadline to parents/guardians via email. If registration is not completed by the deadline, the next student on the waiting list may be extended the offer.

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

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.

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 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.

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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.

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 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 field trip.

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

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

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

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

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

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

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

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

APPENDIX II

Parents and Student Complaints and Grievances

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

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

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

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

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

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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 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

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home addresses.

- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a teacher or member of the technology staff.
- Use appropriate language when using electronic email or other use of the computer. Do not swear, use vulgarities or any other inappropriate language.

SECTION 4. Network User Responsibilities. 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

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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.
- 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.

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- 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 Goggle.

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

The above applies no matter where the use occurs whether brought onto Crossroads property, to Crossroads events, or connected to Crossroads’ network, or when using mobile equipment and telecommunications facilities in protected and unprotected areas or environments, directly from home, or

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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 fileserver space. Users of Crossroads' systems, and third-party systems, who transmit or receive communications and information shall be deemed to have consented to having the content of any such communications accessed, viewed, recorded, checked, received, monitored, tracked, logged, stored, and otherwise inspected or utilized by Crossroads, and to monitor and allocate 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.

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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:

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- 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 schooldays.

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.

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

5.4. Prohibited Conduct

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

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

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

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

Assault

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

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

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

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

First Offense: Expulsion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol

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

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

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

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

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

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

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

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First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sexual Harassment/Discrimination

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

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

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

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

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

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

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

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

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

Technology Misconduct

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

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

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

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

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

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

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

Theft

Theft, attempted theft or knowing possession of stolen property.

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

Threats or Verbal Assault

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

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

Tobacco

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

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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

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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
Adopted by the Board June 2026

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
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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.

Adopted by the Board June 2026

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 AND OTHER EMERGENCY TRAINING AND DRILLS

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Teacher and Employee Training: Beginning in the 2026-2027 school year and all subsequent school years, Crossroads shall include in its teacher and school employee training components on:

- a. How to properly respond to students who provide a teacher or school employee with information about a threatening situation;
- b. How to address situations in which there is a potentially dangerous or armed intruder in Crossroads;
- c. Information and techniques on how to address situations where an active shooter is present in Crossroads or on school property;
- d. How to identify potential threats or safety hazards; and
- e. Protocols for emergencies in Crossroads including, but not limited to: (i) evacuations; (ii) severe weather; (iii) earthquakes; (iv) fire; and (v) medical.

Such training shall be conducted annually.

SECTION 1.2. Simulated Active Shooter and Intruder Response. Crossroads personnel may participate in a simulated active shooter and intruder response drills conducted and led by law enforcement professionals or school safety professionals. Each drill shall include an explanation of its purpose and a safety briefing. All instructors for the program shall be certified by the Missouri Department of Public Safety's Peace Officers Standards Training Commission.

SECTION 1.3. 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.

Crossroads shall annually provide age-appropriate information and training on the Missouri State Highway Patrol's Courage2ReportMO (currently: <https://www.mshp.dps.missouri.gov/MSHPWeb/Courage2ReportMO/index.html>) reporting mechanism or its successor reporting mechanism.

SECTION 1.4. Active Shooter Drill. Beginning in the 2026-2027 school year and all subsequent school years, Crossroads shall hold an age-appropriate active shooter exercise in which students, teachers, and other school employees participate in and practice the procedures for safety and protection to be implemented under such conditions.

Adopted by the Board June 2026

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

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

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

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

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

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

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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.

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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.

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.

Section 1. Exchange students:

1. 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.
2. Help organize/lead International Days and exchange fairs. Tutor or assist classmates with foreign languages.
3. Talk about the benefits of studying abroad.
4. Show and tell with elementary and middle schools so children learn about other cultures firsthand.

Section 2. 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.

Section 3. 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.

Adopted by the Board June 2026

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.

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

Section 1.1. "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.

Section 1.2. "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.

Section 1.3. "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.

Section 2. Crossroads – Issued Property

Section 2.1. 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

Section 2.2. 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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Section 2.3. A Crossroads employee may search student lockers, desks and storage areas and the contents contained therein at any time for any justifiable reason.

Section 2.3. 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.

Section 2.4. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against Crossroads' policies.

Section 3. Search of Students and Student Possessions

Section 3.1. 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.

Section 3.2. 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.

Section 3.3. 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.

Section 3.4. 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.

Section 4. Searches During School Sponsored Activities

Section 4.1. 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

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Crossroads, including, but not limited to students participating in extracurricular activities and athletics.

Section 4.2. 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.

Section 4.3. 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.

Section 4.4. 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.

Section 4.5. Documentation of Search: A Crossroads employee shall be responsible for the prompt recording in writing of each student search, including (i) the reason for the search; (ii) the information received that established the need for the search, including the name(s) of any informant(s); (iii) the persons present when the search was conducted; (iv) any substances or objects found during a search and the disposition made of those substances or objects; and (v) any subsequent action taken as a result of the search. The Crossroads employee shall be responsible for the custody, control and disposition of any illegal or dangerous substance or objects taken from a student and report the acquisition of any such substance or object to law enforcement.

APPENDIX BBB

Policy on Suicide Prevention

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

SECTION 2. Prevention.

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

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

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

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

SECTION 3.1. For youth at risk:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX CCC

Missouri Course Access and Virtual School Program (MOCAP)

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

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

The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, 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 the 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:

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- 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 June 2026

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

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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.

APPENDIX FFF

Annual Performance Report Information and Parental Notification

The Board of Crossroads Charter Schools hereby adopts the following policy effective on the 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 the 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 the 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, whichever is later, 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 that reduces lead in drinking water at each point at which the water

supply enters each building in accordance with any relevant requirements set forth by the Department of Natural Resources to ensure lead concentrations are below five parts per billion;

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 described in Section 2(a) above.

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;

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. Remove the outlet from service.

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 parents and 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 the 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 the 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 the 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;
- 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 the 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 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 loco 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

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.

Adopted by the Board June 2026

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.
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

Eligible employees are entitled to reasonable safety accommodations to keep employees safe from actual or threatened domestic or sexual violence unless it imposes 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.

APPENDIX 000

Missouri Student Religious Liberties Act Policy

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

Section 1. Anti-Discrimination

Section 1.1. Crossroads shall not discriminate against any person on the basis of a religious viewpoint or religious expression.

Section 1.2. Crossroads shall treat a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner Crossroads treats a student's voluntary expression of a secular or other viewpoint on an otherwise permissible subject and shall not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Section 2. Student Expression in Homework and Classroom Assignments

Section 2.1. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions.

Section 2.2. Homework and classroom assignments shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by Crossroads.

Section 2.3. Students shall not be penalized or rewarded on account of the religious content of their work. If an assignment requires a student's viewpoints to be expressed in course work, artwork or other written or oral assignments, Crossroads shall not penalize or reward a student on the basis of religious content or a religious viewpoint. In such an assignment, a student's academic work that expresses a religious viewpoint shall be evaluated based on ordinary academic standards of substance and relevance to the course curriculum or requirements of the course work or assignment.

Section 3. Student Prayer, Religious Activities, and Religious Expression

Section 3.1. Students in Crossroads may pray or engage in religious activities or religious expression, before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression, provided that such religious expression or religious activities are not disruptive of scheduled instructional time or other educational activities and do not impede access to school facilities or mobility on school premises.

Section 3.2. Students may organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other noncurricular student activities and groups.

Section 3.3. Religious groups shall be given the same access to school facilities for assembling as is given to other noncurricular groups without discrimination based on the religious content of the student's expression.

Section 3.4. Religious groups shall be allowed to advertise or announce meetings in the same manner as student groups that meet for nonreligious activities.

Section. 3.5. Crossroads may only disclaim sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

Section 4. Student Clothing, Accessories, and Jewelry

Section 4.1. Students at Crossroads may wear clothing, accessories, and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories, and jewelry that display messages or symbols are permitted.

Section 5. Public Forum

Section 5.1. To ensure that Crossroads does not discriminate against a student's publicly stated voluntary expression of a religious viewpoint, if any, and to eliminate any actual or perceived affirmative school sponsorship or attribution to Crossroads of a student's expression of a religious viewpoint, if any, Crossroads hereby establishes a limited public forum for student speakers at all school events at which a student is offered the opportunity to publicly speak.

Section 5.2. For purposes of this policy, a limited public forum shall be a designated space or time where students are allowed to speak on certain topics or within specific parameters set by Crossroads administration. In this context, Crossroads may restrict who can speak, what they can speak about, and when they can speak, while still adhering to reasonable limitations on viewpoint neutrality. While Crossroads may limit topics of discussion during a limited public forum, Crossroads may not discriminate against specific viewpoints within the allowed topics of discussion.

Section 5.3. During any limited public form, Crossroads shall:

- Provide the forum in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
- Provide a method, based on neutral criteria, for the selection of student speakers at Crossroads events and graduation ceremonies;
- Ensure that a student speaker does not engage in obscene, vulgar, offensively lewd or indecent speech; and
- State, in writing, orally, or both, that the student's speech does not reflect the endorsement, sponsorship, position or expression of Crossroads.

Section 6. Construction

Section 6.1. This policy shall not be construed to:

- Require any person to participate in prayer or in any other religious activity
- Violate the constitutional rights of any person
- Prohibit Crossroads from maintaining order and discipline in a content and viewpoint neutral manner
- Prohibit Crossroads from protecting the safety of students, employees, and visitors of Crossroads
- Prohibit Crossroads from adopting and enforcing other policies and procedures regarding student speech at school, provided that the policies and procedures do not violate the rights of students as guaranteed by law.

APPENDIX PPP

COMPREHENSIVE EMERGENCY OPERATIONS PLAN POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Crossroads shall adopt a comprehensive emergency operations plan to address:

- a. School safety, crises, and emergency operations;
- b. Prevention, preparation, operations, and follow-up;
- c. Collaboration with local law enforcement, providers of fire protection services, and emergency management; and
- d. Consideration of supporting mental health needs of all involved in a crisis.

SECTION 1.2. The emergency operations plan shall be shared with local law enforcement, providers of fire protection services, and emergency management.

SECTION 1.3. A physical security site assessment shall be conducted annually.

SECTION 1.4. The Department of Elementary and Secondary Education will publish standards for emergency operations plans and annual physical security site assessment. Crossroads will review and adopt such standards to the extent such standards meet the needs of Crossroads.

APPENDIX QQQ

Students in Foster Care Policy

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

Section 1. Educational Liaison for Foster Care Children

Section 1.1. Crossroads' leadership team shall designate a staff person as the educational liaison for foster care children.

Section 1.2. The liaison shall do the following in an advisory capacity:

- a. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children;
- b. Assist students in foster care when transferring from one school to another or from one school district to another, by ensuring proper transfer of credits, records, and grades;
- c. Request school records within two business days of placement of a foster care pupil in a school; and
- d. Submit school records of foster care pupils within three business days of receiving a request for school records.

Section 2. Enrollment of Students in Foster Care

Section 2.1. Any student in foster care shall be immediately enrolled at the School and the Educational Liaison for Foster Care Children the School shall coordinate such enrollment.

Section 2.2. The Educational Liaison for Foster Care Children shall coordinate with the Missouri Department of Social Services to ensure the educational stability of children in foster care.

Section 2.3. The Educational Liaison for Foster Care Children shall make all such assurances to the Missouri Department of Social Services that:

- a. A child in foster care will remain in the child's school of origin unless a determination is made that it is not in such child's best interest to attend the school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- b. When a determination is made that it is not in such child's best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment; and

- c. The enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records.

APPENDIX RRR

STOP THE BLEED ACT POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Before the end of the 2025-2026 school year, Crossroads shall adopt the traumatic blood loss protocol developed by the Department of Elementary and Secondary Education. Upon adoption of this protocol, Crossroads shall post the protocol on its website.

APPENDIX SSS

School Safety Coordinator Policy

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Crossroads shall designate a primary and secondary school safety coordinator. Such coordinators shall have a thorough knowledge of all federal, state, and local school violence prevention programs and resources available to students, teachers, or staff in the school.

SECTION 1.2. The school safety coordinators and other designated personnel, as necessary, shall complete the following, within one year of being designated as coordinators:

- a. The Federal Emergency Management Administration's IS-100.C: Introduction to the Incident Command System, ICS 100, or its successor course and The Federal Emergency Management Administration's IS-200: Basic Incident Command System for Initial Response, ICS-200, or its successor course; OR
- b. The Incident Command System for Schools course provided by the Missouri School Boards' Association's Center for Education Safety, or its successor course created by CES to replace the ICS for Schools course.

APPENDIX TTT

ANTI-INTRUDER LOCK POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Definitions

- a. "Anti-intruder door lock", a mechanical or 4 electronic door-locking mechanism on an interior door that is designed to keep an intruder from entering an interior room that shall:
 - i. Be capable of
 - 1. Locking from inside or outside the room;
 - 2. Unlocking from outside the room with a key or other approved means; and
 - 3. Locking or unlocking from inside the room without the use of a key or special knowledge or effort; and
 - ii. Control access to the room.
- b. "Exterior door or entryway", any location of normal ingress and egress into or out of a school building.
- c. "Interior door", an egress door from a classroom, office, or other occupied room that provides access to the interior of a building.
- d. "Master key box", an exterior secure master key box that meets the standards prescribed under Underwriters Laboratories Standard 1037 (as amended) for use by fire protection and law enforcement.

SECTION 1.2. Each interior door of Crossroads shall be equipped with an anti-intruder door lock.

SECTION 1.3. Crossroads may be equipped with one or more master key boxes to contain the necessary keys and access tools for fire protection and law enforcement agencies to gain access to exterior or interior doors or entryways, including those equipped with an anti-intruder lock.

SECTION 1.4. Before or in conjunction with installing such anti-intruder locks, Crossroads shall develop and implement school building access policies or practices that control access to individual classrooms, if such policies have not been implemented.

SECTION 1.5. Each interior door installed in a Crossroads building after August 28, 2029 shall be equipped with an anti-intruder door lock.

APPENDIX UUU

ELECTRONIC COMMUNICATION DEVICE POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. No student may display or use an electronic personal communications device (which includes, but is not limited to, smartphones, tablets, laptops, and other devices capable of sending and receiving electronic messages, accessing the internet, or making phone calls) from the beginning of the school day until the end of the school day, including, but not limited to, instructional time, meal time, breaks, time between classes, and during study halls.

SECTION 1.2. Notwithstanding the general prohibition, a student may display and use an electronic personal communications device only when such display and use is necessary to comply with:

- a. An individualized education program ("IEP");
- b. A 504 plan;
- c. An individualized emergency health care plan or individualized health care plan;
- d. The Americans with Disabilities Act;
- e. The federal Civil Rights Act of 1964; or
- f. The federal Equal Educational Opportunities Act of 1974 regarding English language learners.

SECTION 1.3. Notwithstanding the general prohibition, a student may use a device as follows:

- a. In the case of an emergency. An emergency means a serious, unexpected, and dangerous situation, including, but not limited to: active fire, active tornado or earthquake, active shooter, evacuation of school grounds, medical emergency, or other serious, unexpected, and dangerous situations that require immediate action and is otherwise identified in Crossroads' policies as an emergency; or
- b. When directed to use such device for an educational purpose with authorization as directed by established school policy.

SECTION 1.4. ***[Insert reasonable disciplinary action based on your school's disciplinary policy. For example, a student shall receive a write-up for each time an electronic personal communications device is displayed in violation of this policy. After three write-ups a student will receive detention.]***

SECTION 1.5. This policy shall be published on Crossroads' website upon its adoption.

APPENDIX VVV

STUDENT ENROLLMENT BEHAVIORAL THREAT ASSESSMENT AND PERSONAL SAFETY POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Prior to enrolling a student, Crossroads shall request, from any such student's prior local educational agency, records of any behavioral threat assessments and personal safety plans for the student if the student is currently subject to an active personal safety plan or has been subject to a personal safety plan in the previous twelve months.

SECTION 1.2. For purposes of this policy, the following terms mean:

a. "Behavioral threat assessment", records associated with an evaluation of a student who has shown or demonstrated: (a) homicidal or suicidal ideation; (b) planning an attack on a school, other students, faculty, staff, or administration; or (c) behavior that puts students, faculty, staff, or administration at risk for harm.

b. "Personal safety plan", an agreement based upon the findings of the behavioral threat assessment record between Crossroads and the students' parents or guardians, or between Crossroads and the student if the student is emancipated or an unaccompanied youth as defined in RSMo § 210.121, that: (a) stipulates rules for attendance at Crossroads; (b) provides benchmarks that allow for the student to be released from the personal safety plan over time; and (c) provides immediate access to a trusted adult for the student with the personal safety plan.

APPENDIX WWW

ZERO TOLERANCE DISCIPLINARY POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Crossroads shall not implement, utilize, or otherwise any zero-tolerance disciplinary policy or practice of discipline that results in an automatic disciplinary consequence against a pupil without the discretion to modify such disciplinary consequence on a case-by-case basis, such as automatic detention, suspension, or expulsion or the automatic imposition of other disciplinary measures.

APPENDIX XXX

ACTIVITY AND EVENT PARTICIPATION OF NON-STUDENTS POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. A student who is receiving instruction at a Family Paced Education (“FPE”) school, home school, or virtual school as a full-time equivalent student shall be allowed the opportunity to try-out for (if applicable) or to participate in any event or activity offered by Crossroads in accordance with the following conditions:

- a. The student provides proof of residency within the boundaries in which Crossroads sits;
- b. If participating in athletics, documentation of a physical, including details on any underlying conditions relevant to such participation;
- c. The student shall adhere to the same behavior, responsibility, performance, and code of conduct standards directly related to the event or activity as those students enrolled in Crossroads; and
- d. The student shall fulfill the same financial requirements as those required of students enrolled in Crossroads.

SECTION 1.2. Subject to the provisions of Section 1.1, a student who is receiving instruction at a FPE school, home school, or virtual school as a full-time equivalent student shall not be required to attend any class at Crossroads or to attend Crossroads for any portion of a school day in order to participate in any event or activity offered by Crossroads.

SECTION 1.3. Automated External Defibrillators (AEDs) – If such student requests to participate in a fine arts activity, such student shall be required to participate in and complete any integral components of instruction provided during a course held during the school day, if applicable.

SECTION 1.4. If such student requests to participate in a career or technical student organization, such student shall be required to participate in any applied learning and engagement which are integral components of instructions for an approved career and technical education program in Missouri, if applicable.

SECTION 1.5. If such student requests to participate in an integrated cocurricular activity, such student shall be required to participate in any appropriate coursework and preparation of the related activities during the school day, if applicable.

SECTION 1.6. If a student whose academic performance or disciplinary status would preclude such student from eligibility to participate in any extracurricular event or activity at Crossroads disenrolls from Crossroads in order to receive instruction at an FPE school, home school, or virtual school as a full-time equivalent student, such student shall not be eligible to participate in any event or activity at Crossroads for twelve months from the date of disenrollment.

Section 1.7. Any records created or retained pursuant to this policy shall not be disclosed unless required by federal or state law.

Section 1.8. For purposes of this policy, the following terms mean:

a. Athletics, “any interscholastic athletic games, contests, programs, activities, exhibitions, or other similar competitions for students.

b. “Event or activity”, athletics, fine arts activities, integrated cocurricular activities, or other extracurricular occurrences directly related to such athletics, fine arts activities, or integrated cocurricular activities that are sponsored, organized, or provided for students by Crossroads. The term “event or activity” shall not be construed to include other extracurricular gatherings or special occasions sponsored, organized, or provided for students by Crossroads that are not athletics, fine arts activities, integrated cocurricular activities, or other extracurricular occurrences directly related to such athletics, fine arts activities, or integrated cocurricular activities.

c. “FPE school”, a school, whether incorporated or unincorporated that: (1) has its primary purpose the provision of private or religious-based instruction; (2) enrolls children between the ages of seven years and the compulsory attendance age for the school district in which the FPE school is located, of which no more than four are unrelated by affinity or consanguinity in the third degree; (3) does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction; and (4) may enroll children who participate in the Missouri Empowerment Scholarships Account Program.

d. “Full-time equivalent”, a student who is enrolled in the instructional equivalent of six credits per regular term.

e. “Home school”, a school, whether incorporated or unincorporated that: (1) has as its primary purpose the provision of private or religious-based instruction; (2) enrolls children between the ages of seven years and the compulsory attendance age for the school district in which the home school is located, of which no more than four are unrelated by affinity or consanguinity in the third degree; (3) does not charge or receive consideration in the form of tuition, fees, or other remuneration in a genuine and fair exchange for provision of instruction; (4) does not enroll children who participate in the Missouri Empowerment Scholarships Account Program; and (5) is not an FPE school.

f. “Integrated cocurricular activities”, activities that are outside of the regular school curriculum but complement and supplement such curriculum.

APPENDIX YYY

RECORDS RETENTION POLICY

The Board adopts the following policy which shall be effective on the date the policy is adopted by the Board.

Section 1.1. Crossroads shall effectively maintain and manage its records, including all electronic records, in accordance with state and federal law. Crossroads is subject to the Missouri Records Retention Law and Local Record Retention Schedule for Public School Districts as provided by the Missouri Secretary of State.

For purposes of this policy, the term “record” is defined as any document, including in electronic format, which was made or received pursuant to law or in connection with the transaction of official business

APPENDIX ZZZ

CARDIAC EMERGENCY RESPONSE POLICY

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

SECTION 1.1. For the 2026-27 school year and all subsequent school years, Crossroads shall develop and implement a cardiac emergency response plan that addresses the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while in a Crossroads school building.

SECTION 1.2. Members of Crossroads' administrative team shall coordinate directly with local emergency services providers to integrate Crossroads' cardiac emergency response plan into the local emergency services providers' protocols. A cardiac emergency response plan shall integrate evidence-based core elements, such as those recommended by the American Heart Association guidelines, Project ADAM, or another set of nationally recognized, evidence-based standards or core elements.

SECTION 1.3. The cardiac emergency response plan shall integrate, at a minimum, the following core elements:

- (a) Establishment of a cardiac emergency response team;
- (b) Activation of the team in response to a sudden cardiac arrest;
- (c) Implementation of Automatic External Defibrillator ("AED") placement and routine maintenance throughout the school campus;
- (d) Dissemination of the plan throughout the school campus;
- (e) Maintenance of ongoing staff training in CPR and AED use;
- (f) Practice of the cardiac emergency response plan using drills annually;
- (g) Integration of the plan into the local emergency services providers' protocols;
- (h) Both annual and continuous reviews and evaluations of the plan; and
- (i) Registration of AEDs to a registry maintained by the Missouri 911 service board.

SECTION 1.4. Appropriate AED placement shall be dictated by the cardiac emergency response plan and in accordance with guidelines set by the American Heart Association or nationally recognized guidelines focused on emergency cardiovascular care. An AED should be identified with appropriate signage and is onsite or placed and made available in an unlocked location on each school property.

SECTION 1.5. As long as Crossroads maintains an active athletic department or organized school athletic program, an AED shall be clearly marked and easily accessible in an unlocked location at

each school athletic venue and event. The AED shall be accessible during the school day and any school-sponsored athletic event or team practice in which students of Crossroads are participating. To the extent possible, the Board shall make the best effort to ensure that the AED placement as described in this subsection is accessible within three minutes of cardiac arrest.

SECTION 1.6. Appropriate Crossroads personnel shall be certified in first aid, CPR, and AED use that follow evidence-based guidelines set forth by the American Heart Association or nationally recognized guidelines focused on emergency cardiovascular care. Crossroads personnel required to be certified shall be determined by the cardiac emergency response plan and shall include, but not be limited to, athletics coaches, school nurses, and athletic trainers.

SECTION 2. The following includes direction and detailed guidance for responding to a sudden cardiac arrest ("SCA") through a Cardiac Emergency Response Plan ("CERP"). This plan outlines Cardiac Emergency Response Teams ("CERTs"), AED maintenance and locations, CERP protocol and related staff training/certification.

SECTION 2.1. Developing a Cardiac Emergency Response Team (CERT)

- (a) Designate one person as the Cardiac Emergency Response Team Coordinator who oversees CPR-AED program activities, training, education, and evaluation.
- (b) Appoint at least 10% of staff to participate in the CERT.
- (c) All individuals on CERT should have current CPR/AED training from a nationally recognized organization.
- (d) Designate individuals to promptly call 9-1-1 and direct EMS to the location.

SECTION 2.1 Automated External Defibrillators (AEDs) – Placement, Installation and Maintenance

- (a) Minimum recommended number of AEDs for [SCHOOL] include inside the building and outside the building:

- (i) *Inside the building* – The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within the building, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.

- (ii) *Outside the building* (e.g., on school grounds, venues, or athletic fields) – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the building including any venue, athletic field, or school grounds, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.

- (b) Regularly check and maintain each AED in accordance with the AED's operating manual and maintain a log of the maintenance activity including periods of time where the building or location will not be used for long periods of time, such as summer months when school is not in session or community locations only opened at certain times of the year.

- (c) CERT coordinator should set up a process for verifying and tracking equipment

readiness and maintenance.

(d) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel, antiseptic wipes, a CPR barrier mask, and consider an extra set of AED pads. Consider storing other medical equipment with the AED or kit such as Naloxone and Epinephrine autoinjector.

(e) AEDs should not be locked in an office. It should be stored in a location that is always easily and quickly accessible.

(f) AEDs shall be accessible for responding to a cardiac emergency during day and night activities (e.g., sports activities) and after-hours activities (e.g., after-school activities) in accordance with this CERP.

(g) Each AED should have one set of AED pads with the device.

(h) Signage: All AEDs should have clear AED signage to be easily identified. These should be visible from the normal path of travel. A projecting (three-dimensional) universal AED sign shall be installed above cabinet or bracket/wall rack clearly marking the location of AED(s).

(i) Remove warning "for professional use only" on AED cabinets as AEDs provide instructions for use.

(j) Locations of the AEDs are to be listed in the CERP Protocol with Building Location Information, AED locations, and Maps.

SECTION 2.3. Communication of CERP Protocol

(a) The CERP Protocol should be posted in places such as (but not limited to):

(i) In each classroom, cafeteria, restroom, health room, break room and in all offices or other occupied spaces.

(ii) Adjacent to each AED.

(iii) Adjacent to each public telephone.

(iv) In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.

(v) At other strategic locations, including outdoor physical education and athletic venues and facilities.

(vi) Attached to all portable AEDs.

(b) The CERP protocol should be distributed to:

(i) All staff and administrators at the start of each year (or school year), with updates distributed as made. In workplace and recreation centers, the CERP protocol should be made available annually and when updates are made.

(ii) All staff should be educated on the CERP protocol in their school yearly.

(iii) All staff should be educated on recognizing the signs of a cardiac emergency that is or may become a SCA, how to activate a response, location of AEDs, and ideally

have an introduction to at least hands-only CPR and AED use.

(iv) New staff members should receive the CERP protocol in their orientation materials.

SECTION 2.4. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

(a) Staff training

(i) The CERT team and at least ten percent of the staff should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED. Training shall be renewed at least every two years.

(ii) The school or organization should designate the person responsible for coordinating staff training and the medical contact for AEDs, if available.

(iii) Training may be traditional classroom, on-line, or blended instruction but should include cognitive learning, hands-on practice, and testing.

(iv) All staff and appropriate volunteers, regardless of if they are a CERT member, should receive annual training on SCA and understand how to recognize a cardiac arrest, how to initiate the response team, and where the AEDs in the building are located.

(v) Include as many other people as possible (staff, faculty, coaches, volunteers, students, parents, etc.) who can receive additional CPR/AED education and awareness of the plan.

SECTION 2.5. Local Emergency Medical Services (EMS) Integration with the School Plan

(a) Provide a copy of this Cardiac Emergency Response Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local EMS.

(b) The development and implementation of the CERP shall be coordinated with the local EMS Agency, organization safety officials, on-site first responders, administrators, organizational leadership, athletic trainers, school nurses, and other members of the school or community medical team.

(c) Work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

SECTION 2.6. Conduct Practice Drills

(a) Please refer to the 'Cardiac Emergency Drills' section on the [Project ADAM website](#) for more information.

(b) Cardiac Emergency Response Drills are an essential component of this Plan. The [SCHOOL] should perform at least one successful drill each year (two or more are recommended) with the participation of staff, safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. One drill may include a tabletop exercise with all the staff and CERP members present.

SECTION 2.7. Annual Review and Evaluation of the Plan

(a) Conduct an annual internal review of the Cardiac Emergency Response Plan

(CERP) for schools. The annual review should focus on ways to improve the response process, to include:

(i) A *post-event review* following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function. There should be a designated person responsible for establishing the documentation process.

(b) Post-event documentation and action shall include the following:

(i) A contact list of individuals to be notified in case of a cardiac emergency.
(ii) Determine the procedures for the release of information regarding cardiac emergencies.

(iii) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.

(iv) The identification of the person(s) who responded to the emergency.

(v) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.

(vi) An evaluation of whether the CERP and CERP Protocol was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the CERP and CERP Protocol and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

(vii) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including crisis counselors and/or other local resources.

(viii) A review of the documentation for all Cardiac Emergency Response Drills performed during the year. Consider pre-established Drill report forms to be completed by all responders.

(ix) A determination, at least annually, as to whether additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.

(x) After an actual emergency event occurs, you may need assistance in downloading and storing information from the AED to aid in the patient's continued medical care.

(xi) If the AED is taken with the patient or is removed from its cabinet, please place a sign about where the next closest one is located until there is an AED put back in the cabinet. Consider having a process or checklist for AEDs that have been used to verify all parts have been checked and replaced.

SECTION 2.8. Activation of Cardiac Emergency Response Team During an Identified Cardiac Emergency

(a) Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.

(b) The Protocol for responding to a cardiac emergency should be posted and readily accessible to anyone.

APPENDIX AAAA

STOP THE BLEED ACT POLICY

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

SECTION 1.1. Before the end of the 2025-2026 school year, Crossroads shall adopt the traumatic blood loss protocol developed by the Missouri Department of Elementary and Secondary Education (DESE). Upon adoption of this protocol, Crossroads shall post the protocol on its website.

SECTION 1.2. Unless otherwise required by DESE, the traumatic blood loss protocol for Crossroads shall:

(a) Require that a bleeding control kit be placed in areas where there is likely to be high traffic or congregation, such as auditoriums, cafeterias, or gymnasiums, and areas where risk of injury may be elevated, including vocational classes such as woodworking or automotive classes, in each of Crossroads' buildings and in an easily accessible location of such areas to be determined by local emergency medical services personnel;

(b) Include bleeding control kits in the emergency plans of Crossroads, including the presentation and use of the bleeding control kits in all drills and emergencies;

(c) Designate in each school building of Crossroads a school nurse or school health care provider or, if no school nurse or school health care provider is available, a school personnel member, who shall obtain appropriate training annually in the use of a bleeding control kit including, but not limited to:

- i. The proper application of pressure to stop bleeding;
- ii. The proper application of dressings or bandages;
- iii. Additional pressure techniques to control bleeding; and
- iv. The correct application of tourniquets.

(d) Require each bleeding control kit in school inventories to be inspected annually to ensure that the materials, supplies, and equipment contained in the bleeding control kit have not expired and that any expired materials, supplies, and equipment are replaced as necessary; and

(e) Require a bleeding control kit to be restocked after each use and any materials, supplies, and equipment to be replaced as necessary to ensure that the bleeding control kit contains all necessary materials, supplies, and equipment.

APPENDIX BBBB

SCHOOL SAFETY COORDINATOR POLICY

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

SECTION 1.1. Crossroads shall designate a primary and secondary school safety coordinator. Such coordinators shall have a thorough knowledge of all federal, state, and local school violence prevention programs and resources available to students, teachers, or staff in the school.

SECTION 1.2. The school safety coordinators and other designated personnel, as necessary, shall complete the following, within one year of being designated as coordinators:

a. The Federal Emergency Management Administration's IS-100.C: Introduction to the Incident Command System, ICS 100, or its successor course and The Federal Emergency Management Administration's IS-200: Basic Incident Command System for Initial Response, ICS-200, or its successor course; or

b. The Incident Command System for Schools course provided by the Missouri School Boards' Association's Center for Education Safety, or its successor course created by CES to replace the ICS for Schools course.

APPENDIX CCCC

BUS DRIVER BACKGROUND CHECK POLICY

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

SECTION 1.1. A criminal background check shall be conducted for all school bus drivers and drivers of other vehicles owned by Crossroads or operated under contract with Crossroads and used for the purpose of transporting school children.

SECTION 1.2. It shall be the responsibility of Crossroads to conduct the background check for all drivers employed by Crossroads.

SECTION 1.3. It shall be the responsibility of the transportation company to conduct the background check for all drivers employed or contracted by the transportation company, and such background checks shall conform to the requirements established in the National Child Protection Act of 1993, as amended by the Volunteers for Children Act.

APPENDIX DDDD

CROWN ACT POLICY

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

SECTION 1.1. No person shall be discriminated against based on the person's hair texture or protective hairstyle, if that protective hairstyle or texture is commonly associated with a particular race or origin.

SECTION 1.2. Crossroads may require the use of hair nets or coverings or may require that hair be secured for safety purposes in any career and technical training course or class to comply with safety regulations and standards of the course or class throughout the duration of the course or class.

APPENDIX EEEE

READING SUCCESS PLAN POLICY

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

SECTION 1.1. Crossroads shall adopt and have on file a policy for reading success plans.

SECTION 1.2. Crossroads shall provide all parents and guardians, including students who have a substantial deficiency in reading, with suggestions for regular parent-guided home reading.

APPENDIX FFFF

COMPUTER SCIENCE COURSE REQUIREMENT POLICY

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

SECTION 1.1. Crossroads shall offer at least one computer science course in an in-person setting or as a virtual or distance course option.

SECTION 1.2. Such course shall:

- a. Meet the State Board of Education's definition of high quality;
- b. Meet or exceed the computer science performance standards developed and adopted by the Department of Elementary and Secondary Education; and
- c. Be offered in Crossroads' course catalog.

APPENDIX GGGG

PERSISTENTLY DANGEROUS SCHOOL POLICY

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

SECTION 1.1. Definitions: The following definitions apply to this Policy:

- a. Expulsions are defined as removal from school by local board action for an indefinite period of time unless the student is reinstated by the local board of education.
- b. A victim is a student who suffered a personal injury or injury to his or her property as a direct result of a violent criminal offense. The definition of victim does not include bystanders or witnesses to the act or friends or classmates of the victim unless they, too, suffered personal or property injury as a direct result of a violent criminal offense.
- c. A "violent criminal offense" shall be any offense that would require school administrators to, as soon as reasonably practical, notify the appropriate law enforcement agency pursuant to Section 160.261, RSMo.

SECTION 1.2. An elementary or secondary school of Crossroads is deemed to be persistently dangerous if the following conditions exist:

- a. In each of three (3) consecutive years:
 - i. The school has a federal and/or state gun-free schools violation; or
 - ii. An act of school violence" or "violent behavior" as set forth in section 160.261, RSMo is committed on school property which includes, but is not limited to, school buses or school activities.
- b. In any two (2) years within the three- (3-) year period listed above, the school experienced expulsions by local board action, for drug, alcohol, weapons, or violence that exceed one (1) of the following rates:
 - iii. More than five (5) expulsions per year for a school of less than two hundred fifty (250) students;
 - iv. More than ten (10) expulsions per year for a school of more than two hundred fifty (250) students but less than one thousand (1,000) students; or
 - v. More than fifteen (15) expulsions per year for a school of more than one thousand (1,000) students.

SECTION 1.3. A student shall be allowed to attend a safe public school within the Kansas City Public School District or Crossroads, if that student is enrolled in a Crossroads school that is determined to be a persistently dangerous school as defined above or becomes a victim of a violent criminal offense while on school property which includes but is not limited to school buses or school activities.

SECTION 1.4. If one or more Crossroads schools are identified as persistently dangerous, Crossroads shall:

- a. Notify parents of each student attending the school(s) that the State of Missouri has identified the school as persistently dangerous;
- b. No less than fourteen (14) calendar days prior to the start of the school year or prior to the expiration

Adopted by the Board June 2026

of the ten (10) day period immediately following the determination that the school is persistently dangerous, offer students the opportunity to transfer to a safe public school, which may be a safe public school or another public charter school; and

- c. For those students who accept the offer, complete the transfer.

SECTION 1.5. If one or more Crossroads schools are identified as persistently dangerous, Crossroads shall:

- a. Develop a corrective action plan within twenty (20) days of the date the Crossroads school is identified as persistently dangerous; and
- b. Implement the corrective action plan in a timely manner, but in no case more than ten (10) days following the development of such corrective action plan.