



POLICY MANUAL

July 13, 2021

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SECTION I FOUNDATIONAL DOCUMENTS

CROSSPOINT CHRISTIAN SCHOOL BYLAWS

ARTICLE I: Name

Crosspoint Christian School, Inc. (An Interdenominational Christian School) is the name of the corporation doing business as Crosspoint Christian School; Hosanna Christian School; Triad School; and Hosanna-Triad School. In this document Crosspoint Christian School (CCS) may be used interchangeably for Hosanna Christian School (HCS) or Hosanna-Triad School. It is organized as a non-profit corporation.

ARTICLE II: Purpose of Organization

The School’s primary purpose is to provide a Christ-centered education for children from pre-school to 12th grade in a setting that develops the entire student—spirit, mind, and body. The goal is for all graduates to be fully equipped, prepared academically, and possess the depth of character to thrive in a college, career, or vocational environment.

ARTICLE III: Non-Discrimination

Crosspoint Christian School admits students of any race, color, national or ethnic origin. All have rights, privileges, access to programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic and other school administered programs.

ARTICLE IV: Board of Directors

This corporation has no members; yet the voting constituency of Crosspoint Christian School shall consist of the membership of the board of directors.

1. Membership

- a. The board of directors shall consist of not fewer than seven (7) nor more than nine (9) persons.
- b. One member shall be a pastor of an evangelical church. When the pastor-board member position is vacant the board shall not be in violation of its requirement of having a pastor board member.
- c. No less than 50% of the board of directors shall consist of parents or guardians of currently enrolled students at CCS. In the event an unforeseen circumstance (i.e., unforeseen resignation, death, etc.) leads to noncompliance with this bylaw, the board shall not be in violation of this policy and may continue to perform official duties of the board until the position is filled.

2. Powers

All corporate powers shall be exercised by or under the authority of, and the affairs of the corporation managed under the direction of, the Board of Directors.

- a. The Board determines vision, mission, and core values.
- b. The Board establishes and maintains policy for the governing of Crosspoint Christian School. Operation and Management will be conducted by the Executive Staff.
- c. The Board selects and hires the Head Administrator.
 - i. The board will hold the Head Administrator accountable to established policies.
 - ii. The board will support, encourage, and nurture the Head Administrator and staff.
- d. The Board has ultimate authority over all employees but delegates such authority in whole to the Head Administrator.
 - i. The Board reserves the right to review and approve all recommendations for teaching staff.
- e. The Board develops and approves the strategic initiatives (major goals/ends).
- f. The Board ensures financial solvency and integrity and shall approve the annual budget.
- g. The Board helps represent CCS externally.
- h. The Board ensures legal as well as ethical integrity and maintains accountability.
- i. The Board serves as the final court of appeals for unresolved internal disputes.
- j. The Board recruits and orients new board members.
- k. The Board evaluates and improves itself.

3. Qualifications

- a. All directors must be individuals.
- b. It is recommended that all directors have been involved with CCS for at least one year.
- c. All directors must have a personal born-again relationship with Jesus Christ and be living a life based on biblical principles.
- d. All directors must have maintained consistent attendance and involvement with a local church, establishing a relationship equivalent to membership in the church, for a period no less than one year.
- e. All directors must have read and agree with the adopted Statement of Faith and the Mission Statement.
- f. A director may not be an employee of this corporation.
- g. No more than three directors may be members of the same church.
- h. No person shall be denied membership based on age, race, color, gender or national origin.

4. Election and Tenure of Office

- a. New directors will be elected at the discretion of the sitting board in accordance with the Articles of Incorporation and these bylaws.
- b. New directors may be elected by a two-thirds majority vote of the members of the board of directors at any regular or special meeting of the board unless prohibited elsewhere in these bylaws, provided:

- i. The chairman has provided notice in accordance with ORS 65.344 and other directions of calling meetings given in these bylaws to all directors of any meeting of the board at which an election is to be held.
 - ii. The notice has stated that the purpose or one of the purposes, of the meeting is to elect new directors.
 - c. The process for electing directors by the Board is as follows:
 - i. The Board will have an "Application for Board Membership" form to be filled out by the applicant and submitted to the board chairman.
 - ii. All current directors of the Board must have the opportunity to review all applications.
 - iii. A two-thirds majority vote of the members of the Board of directors at any legally called meeting, unless an exception is noted elsewhere in these bylaws, will be deemed a legal election of a new board member.
 - iv. The new board member will take office upon completion of orientation.
 - v. Family members of employees may serve on the board but must dismiss themselves when employee family matters are discussed by the board.
 - d. The term of office of any director is three years. The term begins in September and ends 3 years later at the end of August. Positions 1-3, 4-6 and 7-9 rotate in a three-year cycle.
 - i. Any director may serve an additional three-year term if approved by the board.
 - ii. A former director may be elected to a new term only after being off the board for at least one year.
 - iii. If the expiration of the term of a director would bring the number of directors below the minimum number of directors required, the director will continue to serve until a new director is elected and takes office.

5. Duties of Individual Directors

- a. Each director will be present at monthly meetings and/or work sessions; if unable to attend, the chairman or Head Administrator will be notified.
- b. Each director will participate as needed at the committee level as either chair or member to support the given task.
- c. Each director will fulfill the obligations as stated in the bylaws, Article IV, Qualifications.
- d. Each director will operate in a godly, professional manner and focus in a strategic way on the short and long-term needs of the school.
- e. Each director is part of a policy making team that is responsible to govern, not manage; and thus, must focus on the ends, not the means.
- f. Each director is responsible for actively supporting CCS.
- g. Each director will accept the responsibility to pray regularly for CCS.
- h. Each director will tender his/her resignation upon finding that active support of CCS can no longer be given.

6. Vacancies

A vacancy in the Board of Directors shall exist on the death, resignation, or removal of any director. At the discretion of the Board, the Board of Directors may fill a partial term vacancy for the remainder of the term by appointment.

7. Resignation

A director may resign at any time by delivering written notice to the Board, to the Chairman, to the presiding officer, or to the Secretary of the Board.

- a. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date.
- b. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the Board of Directors.

8. Removal

The board of directors may remove a director at any time, with or without cause.

- a. A two-thirds majority vote of the members of the board of directors at any legally called meeting will be deemed a legal removal of a board member provided:
 - i. The meeting has been legally called for the purpose of removing the director and the meeting notice has stated that the purpose or one of the purposes, of the meeting is the removal of a director.
 - ii. The director under question has been allowed to both be present and to vote in such election to remove.
- b. Members of the Board of Directors may also be removed in accordance with ORS 65.327 removal of directors by judicial proceeding.
- c. The removal of any director also removes that individual from any role as officer or committee chairman, or any other position held that requires the individual holding said position to be a director.

9. Compensation

There is no compensation for the directors, officers, or committee members of Crosspoint Christian School.

ARTICLE V: Meetings

1. Meeting Agenda and Structure

- a. The board of directors shall hold an annual meeting during the first regular meeting in September. The board will elect new officers as indicated in Article VII, Officers.
- b. The board of directors will set the time and place of the regular meetings of the directors. All other meetings are special meetings.
- c. The board of directors may hold at their discretion annual, regular, special, or emergency meetings in or out of state.
- d. Meetings shall be conducted according to Robert's Rules of Order as they apply.
- e. Regular scheduled meetings will be open for the public.
 - i. Agenda will provide time allocated to "Public Input".
 - a) Those wishing to speak to the board must notify the board chair of the topic and general content prior to the meeting.
 - b) Those wishing to speak will have a 5-minute time frame to address the board.
 - c) At the discretion of the board, the time frame may be extended in 5-minute increments.

- ii. If the board deems that the “Public Input” is inappropriate for an open forum, the board may terminate the input at any time and move into executive session.
- f. The board may direct, or allow individuals, including employees, to participate in board meetings at the discretion of the board. However, such individuals will have no privileges, including voting or responsibilities reserved for board members as outlined in these bylaws and in the articles of incorporation.
- g. The meeting agenda shall be set two (2) days prior to the meeting and posted. Anyone wishing to present to the board as part of the regular agenda shall submit a request no less than two (2) days prior.

2. Telephone or Video Meetings

The board of directors may permit any or all directors to participate in regular or special meetings by, or conduct the meeting through use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in this way is deemed to be present in person at the meeting.

3. Action Without a Meeting by Unanimous Written Content

Any action required or permitted to be taken at a board of directors' meeting may be taken without a meeting if the action is taken by all members of the board of directors. The action shall be evidenced by one or more written consents describing the action taken, signed by each director, and included in the minutes or filed with the board records reflecting the action taken.

- a. Action taken under this section is effective when the last director signs the consent unless the consent specifies an earlier or later effective date.
- b. A consent under this section has the effect of a meeting vote and may be described as such in any document.
- c. The chair or 50% of the directors then in office may call and give notice of a special meeting of the board.

4. Call and Notice of Meetings

a. Regular meetings

Regular meetings of the CCS Board of Directors shall be held at the time and place to be determined by the School Board. No notice of the date, time, place, or purpose of these meetings is required.

b. Special meetings

Special meetings of the board shall be held at the time and place to be determined by the board. Notice of special meetings of the board describing the date, time, place, and purpose of the meeting shall be delivered to each board director personally or by telephone, mail or e-mail not less than two days prior to the special meeting. A special meeting may be called by the chair or 50% of the board of directors.

c. Emergency Meetings

Emergency meetings of the Board may be called at any time by the Chair in instances of an actual emergency and must be called by the Chair within twenty-four (24) hours after the Chair's receipt of a written request for such a meeting signed by a majority of the Directors then in office, identifying the actual emergency and specifying the purpose of the meeting. Signatures may be electronic and in counterparts. Minutes of emergency meetings shall describe the emergency justifying this type of meeting and the outcome of the meeting.

5. Waiver of Notice

- a. A director may at any time waive any notice required by these bylaws. Except as provided in the following sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the board records.
- b. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly on the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting.

6. Quorum and Voting

- a. A quorum of the board of directors shall consist of a majority of the number of directors in office immediately before the meeting begins, unless otherwise stated in the articles of incorporation or these bylaws.
- b. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors, except to the extent that the articles of incorporation, these bylaws, or applicable law requires the vote of a greater number of directors. A director is considered present regardless of whether the director votes or abstains from voting.

7. Presumption of Assent

A director who is present at a meeting of the board of directors when board action is taken is deemed to have assented to the action taken unless:

- a. At the beginning of the meeting, or promptly on the director's arrival, the director objects to holding the meeting or transacting the business at the meeting.
- b. The director's dissent or abstention from the action taken is entered in the minutes of the meeting.
- c. The director delivers written notice of dissent or abstention to the presiding officer of the meeting before its adjournment or to the board immediately after adjournment of the meeting. The right of dissent or abstention is not available to a director who votes in favor of the action taken.

ARTICLE VI: Conflicts of Interest

Crosspoint Christian School Board member conflicts of interest, or the perception of same, shall be disclosed to the Board. When any such interest becomes a matter of board action, such member shall not vote or use personal influence on the matter and shall not be counted in the quorum for a meeting at which board action is to be taken on the interest. The member may, however, briefly state a position on the matter and answer pertinent questions of board members. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met. Each board member shall sign the CCS Conflict of Interest Disclosure Form.

ARTICLE VII: Board Committees

1. Other Committees

The Crosspoint Christian School Board may establish such other committees as it deems necessary and desirable. Such committees may exercise functions of the School Board or may be advisory committees. All committees shall be given a written charter approved by the CCS Board.

2. Composition of Committees Exercising Board Functions

Any committee that exercises any function of the CCS Board shall be composed of two or more board members elected by the CCS Board by an affirmative vote of a majority of board members present. A quorum at a committee meeting exercising board functions shall be a majority of all committee members in office immediately before the meeting begins. If a quorum is present, action is taken by an affirmative vote of a majority of board members present.

3. Limitations on the Powers of Committees

No committees may authorize payment of a dividend or any part of the income or profit of the corporation to its board members or officers; may approve dissolution, merger, or the sale, pledge, or transfer of substantially all of the corporation's assets; may elect, appoint, or remove board members or fill vacancies on the board or on any of its committees; nor may adopt, amend, or repeal the articles, bylaws, or any resolution, or any other action not authorized by the policies of the board.

ARTICLE VIII: Officers

1. Designation and Appointment

- a. The board of directors of CCS shall have a chairperson, a vice-chairperson, treasurer, and a secretary. The chair and the secretary must be different individuals.
- b. The officers will be chosen from and elected by the board of directors.
- c. Officers will be elected at the annual meeting unless the election is re-scheduled at this or the aforementioned meeting by a majority vote of those directors' present, whether or not there is a quorum present.
- d. In case of a vacancy, new officers may also be elected at any regular or special meeting of the board of directors provided:
 - i. The chair shall provide notice to all directors of any meeting of the board of directors at which an election is to be held.
 - ii. The notice shall be in accordance with the articles of incorporation, ORS 65.344, and these bylaws for the election of officers.
 - iii. The notice must state that the purpose or one of the purposes, of the meeting is to elect a new officer.

2. Term of Office

- a. Officers will be elected for one-year terms.
- b. Resignations, removal, and vacancies of officers will be handled in the same way as for directors.
(Article IV; 7, 8, 9)

3. Chairperson

It is recommended that the chair be a member of the board of directors for at least one year prior to holding this position.

The chairperson shall:

- a. preside at all meetings of the board of directors at which he/she is present.
- b. assure that the board of directors is advised on all significant matters of CCS business.
- c. act as a Head Administrator spokesperson and representative of CCS.
- d. have the general powers and duties as are usually vested in a chair of a board and shall have other powers and duties that may be prescribed by the board of directors or the bylaws.

4. Vice-Chairperson

The vice-chair shall:

- a. preside at meetings of the board of directors at which the chair is absent and, in the absence of the chair, shall have the other powers and perform the other duties of the chair.
- b. have other powers and perform other such duties as may be prescribed by the board of directors.

5. Secretary

The secretary shall:

- a. prepare minutes of meetings of the board of directors and authenticate records of the board.
- b. make sure that the following are kept as permanent records: minutes of all meetings of the board of directors, a record of all board action taken by the directors without a meeting, and a record of all actions taken by committees of the board of directors in place of the board of directors on behalf of CCS.
- c. insure safe keeping of the corporate seal.
- d. ensure that all board records are maintained in written form or in another form capable of conversion into written form within a reasonable time. A copy of the following records shall be kept for inspection:
 - i. Articles of incorporation and all amendments to them currently in effect.
 - ii. Bylaws and all amendments to them currently in effect.
 - iii. The complete minutes of all meetings of the board of directors.
 - iv. A list of the names and business or home addresses of its current directors and officers.
 - v. The last three annual financial statements, as reported to the Internal Revenue Service on form 990 or any report that might replace or supplement form 990.
 - vi. The most recent annual report delivered to the Secretary of State under ORS 65.787.

6. Treasurer

The treasurer shall:

- a. consult with the business manager and assure availability of financial reports at each regular board meeting.
- b. serve as lead of the finance subcommittee of the board.

ARTICLE IX: General Provisions

1. Amendment of Bylaws

- a. The board of directors may amend or repeal these bylaws or adopt new bylaws by unanimous vote of the board of directors providing proper notice has been given:
 - i. The chair shall provide notice to all directors of any meeting of the board of directors at which an amendment is to be approved.
 - ii. The notice shall be in accordance with these bylaws and ORS 65.344.

- iii. The notice must also state that the purpose or one of the purposes, of the meeting is to consider a proposed amendment to the bylaws and must contain or be accompanied by a copy or summary of the amendment or state the general nature of the amendment.
- b. Whenever an amendment, revision, repeal, or a new by-law is adopted, the new form shall be copied in the board minutes along with a copy of the by-law that is being amended, revised, or repealed and the official copy of the bylaws shall be updated.
- c. An amendment to the bylaws may not alter any provision to the Articles of Incorporation.

2. Inspection of Books and Records

Inspection of books, records, and accounts of CCS must meet the requirements of these bylaws and state and federal law.

- a. Except as noted in state and federal laws, no records of CCS are open to the general public for any reason without the consent of a majority of the board of directors given at a meeting of the board.
- b. Except as noted in state and federal laws, all records of CCS are open to any director for inspection as follows: A director is entitled to inspect and copy, at a reasonable time and location specified by the board, any records of the board if the director gives the secretary written notice of the request at least five business days before the date on which the director wishes to inspect and copy.

3. Insurance

Crosspoint Christian School may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the corporation. However, the school may not purchase or maintain such insurance to indemnify any director, officer, or agent of the corporation in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

4. Fiscal Year

The fiscal year of CCS shall begin on the first day of July and end on the last day of June in each year.

5. Sale of Assets

The board of directors may, on the terms and conditions and for the consideration determined by the board of directors:

- a. Sell, lease, exchange or otherwise dispose any part of all, or substantially all of its property, whether or not in the usual and regular course of its activities.
- b. Mortgage, pledge, dedicate to the repayment of indebtedness, whether with or without recourse, or otherwise encumber any or all of its property whether or not in the usual and regular course of its activities.
- c. The terms required for these transactions are:
 - i. Such transactions must be approved by a (two-thirds) majority of the directors in office at the time the transaction is approved.
 - ii. The chairman shall provide notice to all directors of any directors' meeting at which such approval is to be obtained in accordance with these bylaws and ORS 65.344 (2)
 - iii. The notice must state that the purpose or one of the purposes, of the meeting is to consider the sale, lease, exchange or other disposition of all or substantially all of the property of the corporation and contain, or be accompanied by, a description of the transaction.

6. Standards of Conduct

- a. The standard of conduct for all directors, employees, volunteers, staff, administration, parent/guardian and students shall be in alignment with applicable policy or handbook guidelines.
- b. As guidelines for the specific responsibilities of the directors and employees of CCS the following are adopted as part of these bylaws:

4.6.21 ORS 65.357 Standards for Directors

4.6.22 ORS 65.361 Director Conflict of Interest

4.6.23 ORS 65.367 Liability for Unlawful Distribution

4.6.24 ORS 65.369 Liability of Qualified Directors

7. Execution of Documents

The board of directors may by majority vote, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the corporation.

- a. This authority may be general or confined to specific instances.
- b. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

8. Severability

A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

9. Checks and other forms of payment

All checks, drafts, and other orders for payment of money, notes, or other evidence of indebtedness issued in the name of or payable to the corporation shall be signed or endorsed by the person or persons and in the manner that shall be determined from time to time by resolution of the board of directors.

10. Deposits

All funds of the corporation not otherwise employed shall be deposited to the credit of the corporation in those banks, trust companies, or other depositories as the board of directors, or officers of the corporation designated by the board of directors select or be invested as authorized by the board of directors.

11. Loans or Guarantees

The corporation shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. The corporation shall not make a loan to or guarantee an obligation of a director of the corporation.

12. Dissolution

See Articles of Incorporation for Crosspoint Christian School.

Approvals

Bylaws approved July 12, 2021.

MISSION STATEMENT

Provide an exceptional Christ-centered education from pre-school to high school developing the entire student—spirit, mind, and body. Graduates will be fully equipped, prepared academically, and possess the depth of character to thrive in a college, career, or vocational environment.

VISION STATEMENT

Crosspoint Christian School prepares students for a lifetime of learning and service to God, assisting them in developing their unique talents, gifts, and interests. Students have opportunities to participate in fine arts, sciences, athletics, and community engagement. Technology is integrated throughout our curriculum and we have a facility that reflects and enhances our mission.

CROSSPOINT CHRISTIAN SCHOOL STATEMENT OF FAITH

We, Crosspoint Christian School, believe the Bible sets forth a worldview that must inform and direct the study of every subject. Since God is the creator, (John 1:3) and He is the Truth (Exodus 34:6, John 14:6), His word found in the Bible is our primary written text. All that is true comes from Him; Therefore, we believe all subjects must be taught from His perspective. The Word of God teaches that parents are responsible for the education of their children (Deuteronomy 6:4-7, Ephesians 6:4). Crosspoint Christian School desires to be a trusted partner in this process. Those attending Crosspoint Christian School, and their families need not subscribe to all the beliefs outlined here. However, the enrollment process assumes the understanding that students will be taught all subjects in alignment with this biblical worldview.

1. Scripture

We believe the Bible is God's absolute, objective truth for all people for all time (Hebrews 13:8). It is without error (Psalm 19:7, Luke 16:17), and that all 66 books of the Bible are the inspired Word of God, written through the various literary styles and personalities of the human authors (2 Timothy 3:16-17, 2 Peter 2:21). The Bible is the final authority in the life of the Christian (Matthew 5:8, 2 Timothy 3:16-17) and it is only rightly applied through the guidance of the Holy Spirit (1 Corinthians. 2:12-14, 2 Peter 1:20, 1 John 2:27).

2. God

We believe in one personal, transcendent, living God (Deuteronomy 6:4, Psalms 83:18, James 2:19). God is all powerful (Romans 1:20, Hebrews 1:3), all knowing (Romans 11:33, 1 John 3:20), and present everywhere (Psalms 139:7-10, Proverbs 15:3, Matthew 18:20). God does eternally exist in three persons: Father, Son and Holy Spirit, who are equal in nature, attributes, and perfections (Matthew 28:19, John 10:31, 2 Corinthians 2:10-11, Philippians 2:5-6).

a. The Father

We believe in God the Father who is an infinite, personal spirit — perfect in all of His attributes, who is one in undivided essence and being with the Son and the Holy Spirit (Matthew 28:19, John 15:26, 1 Cor. 3:16). He is the creator, sustainer, and sovereign ruler of all things (Genesis 1:1, Acts 17:28). The Father adopts as His own, through Jesus Christ, those who have received Jesus Christ as their Lord and Savior (John 3:16-18, 6:44, Romans 8:23, 3:26).

b. Jesus Christ the Son

We believe in Jesus Christ, who is the one and only eternal Son of God, who at the right time was revealed as God in the flesh, who is also one in undivided essence and being with the Father and the Holy Spirit (John 1:1-5, 14). He was conceived by the Holy Spirit and born through the Virgin Mary — fully God and fully man (Luke 1:35, Colossians 1:19, 2:9). He lived a sinless life, fulfilled the law of righteousness, and voluntarily offered Himself on the cross as a substitutionary sacrifice for sin (Isaiah 53:12, 2:8, Hebrews 4:15, 12:2). He was physically raised on the third day and ascended to the right hand of the Father and will physically return.

c. The Holy Spirit

We believe in the Holy Spirit, who is one in undivided essence and being with the Father and the Son, who was sent by God the Father and the Son after the physical resurrection of Christ to be our helper. (John 14:26) The Holy Spirit glorifies Jesus Christ and implements Christ's work of redemption and salvation (John 3:5, 15:26, 16:8-11, Acts 1:5, 1 Corinthians 12:13). The Spirit regenerates, convicts, baptizes, and indwells all believers at the point of salvation, progressively sanctifying, leading, and interceding for believers as he empowers them for Godly service and living. His presence in the believer is evidenced by the fruit of the Spirit (Exodus 31:3, Mark 1:8, John 3:5, Acts 2:17-18, 19:5-6, Romans 5:5, 8:26-27, Ephesians. 2:22).

3. Sin

We believe that sin is any action, inaction or attitude that is contrary to God's written Word. Sin entered the world through the original sin of Adam. Through his choice, all of humanity is born into sin and thus has a sinful nature, needing a savior from the wrath of God (Psalms 51:5, Isaiah 64:6, Romans 3:23-26, 5:12, 6:23).

4. Salvation and the Gospel

The Gospel is the good news of salvation for all. Salvation comes to all those who believe and confess that Jesus Christ is Lord (Romans 10:9-10). We believe and affirm that there is one way to salvation — through Jesus Christ (John 14:6,10:1-10). Any message that adds to or subtracts from the biblical message of the Gospel is a false gospel (1 Cor. 15:1-2). The biblical Gospel is the good news that Jesus Christ took on flesh to fulfill the law and to die an undeserved death in order to act as a substitute for the sins of all mankind. Jesus was resurrected from the grave, ascended to Heaven to take his rightful place next to God the Father where He intercedes for us today. All of those who place their faith in the atoning work of Jesus Christ will not be lost but be born again to eternal life with God. We believe all Christians have been commissioned in sharing the good news with every people, tribe, tongue, and nation. (Matt. 28:16-20, John 3:16-18, 1 Corinthians 15:3-4, Heb. 7:25, 1 John 5:12).

5. Heaven and Hell

We believe that Heaven is the place of eternal reward and worship in God's presence for those who place their faith in Christ. Hell is the place of eternal conscious punishment for those who have rejected the Gospel, rejecting Jesus as Savior (Daniel 12:2, Matthew 25:31-46, John 10:28, Hebrews 9:27, Revelation 14:10-11, 22:3-5).

6. Humanity

We believe that humanity, male, and female, is sacred in God's eyes and was uniquely created by Him, in His image and for His glory (Genesis 1:26, 2:7 & 22, 5:1-2). After sin entered the world, humans still possess the image of God, though it is tainted and hidden by their sinful nature (Genesis 9:6, 1 Corinthians 11:7, James 3:9). God's will for humanity is that they love the Lord with all of their heart, mind, soul and strength, and love their neighbors as themselves (Deuteronomy 6:4-5, Mark 12:30-31).

a. Gender

We believe that God created two absolute genders, male, and female. These two wonderful and distinct complementary genders together reflect the image and nature of God (Genesis 1:26-28, Matthew 19:4). Rejection of one's biological sex is a rejection of the intent of how God created that person.

b. Marriage

We believe that marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union reflecting Christ's marriage to His bride, the Church (Genesis 2:24, Mark 12:25, Ephesians 5:31).

c. Sexuality

God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage (Genesis 2:24, Matthew 19:5-6, 1 Corinthians 7:2, Hebrews 13:4). Any form of sexual immorality defined by Scripture (e.g., adultery, fornication, homosexual behavior, incest, the use of pornography) is sinful and offensive to God (Matthew 5:27-32, 1 Corinthians 6:9-10, Ephesians 5:3-5, Colossians 3:5, 1 Peter 2:11).

d. Sanctity of All Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state or condition from conception through natural death. We are called to defend, protect, and value all human life (Psalms 139:13-16, Jeremiah 1:5, 1 Corinthians 3:16-17).

CROSSPOINT CHRISTIAN SCHOOL (CCS) PHILOSOPHY OF CHRISTIAN EDUCATION

Crosspoint Christian School's philosophy of Christian education focuses on the development of the entire student—spirit, mind, and body. CCS provides Christian Education for students, Pre-3 through 12th grade. This education starts in preschool with basic skills grounded in an appreciation of God and His Creation combined with social skills built around Christian love and respect. The elementary and high school curriculum contains the biblical foundation of God's truth and the understanding of the differences between a secular and a Christian world view. We believe the Bible sets forth a worldview that must inform and direct the study of every subject. Since God is the creator (John 1:3) and He is truth (Ex. 34:6; John 14:6) the Bible is our primary written text. All that is true comes from Him; therefore, we believe all subjects must be taught from His perspective.

The Word of God teaches that parents are responsible for the education of their children (Deut. 6:4-7; Eph. 6:4). Crosspoint Christian School desires to be a trusted partner in this process. We are dedicated to providing a secure environment that supports Christian values and makes provisions for the individual differences of each child, challenging them to their fullest potential in Christ.

The Association of Christian Schools International, our accreditation authority, challenges Christian schools to offer the very best in intellectual development and spiritual formation. Crosspoint takes this challenge seriously and is committed to the professional development of our staff, the selection of effective and relevant curriculum, and adequate facilities to support this effort.

Excellence is a key element of our educational philosophy with the recognition that all students are individually important to God and are endowed with a unique set of gifts which are to be developed. The discipline and edification that is necessary to the development of Christ-like character will be integrated into every part of each student's school day. Students are expected to critically evaluate their own conduct, choices, and actions and apply the knowledge they acquire in all areas of their lives.

Therefore, our desire is that as CCS follows this philosophy of education, all graduates will be born-again Christians, purposefully pursuing Christlikeness in themselves and encouraging that development in others. As their God given talents and abilities allow, they will be critical thinkers. They will enjoy learning and be devoted to continuing this process throughout their lifetime. They will realize that accomplishing the will of God is their primary purpose in living and due to the intellectual and character-based tools they have received at their home, church and at Crosspoint, they will be successful at accomplishing God's will for their lives.

SECTION II CROSSPOINT CHRISTIAN SCHOOL BOARD POLICIES

Policy 2.01 Crosspoint Christian School Board Responsibilities

Consistent with, and in addition to all duties required of the Crosspoint Christian School Board in the Articles of Incorporation and By-Laws, the major corporate responsibilities of the Crosspoint Christian School Board are to:

1. Develop the foundational vision for the school including mission, vision, philosophy of education, and statement of faith.
2. Develop Strategic Initiatives which include organizational functions, impacts, benefits, outcomes, long range strategies, and objectives.
3. Set written policy which includes:
 - a. Governance process: how the board determines, requires, and monitors its own tasks.
 - b. Board/Head Administrator relationship: how authority and responsibility is delegated, and its use monitored.
 - c. Financial Health:
 - i. maintain fiscal stability,
 - ii. develop and approve the annual budget,
 - iii. establish a system of expenditure controls,
 - iv. establish tuition and fee policies,
 - v. provide for reasonable salaries and benefits for faculty and staff,
 - vi. provide for adequate facilities and equipment.
 - d. Personnel:
 - i. select, hire, and evaluate the performance of the Head Administrator,
 - ii. establish executive parameters and limitations including constraints on executive authority which establish the prudent and ethical boundaries within which all executive activity and decisions must take place,
 - iii. have ultimate authority over all employees and serve as the final governing body of appeals.
4. Serve as a link between the school and its community.
 - a. Assist the administration in maintaining a good working relationship with local Christian organizations, local public schools, the state Department of Education, regional accreditation associations, and Christian school associations.
 - b. Establish public relations to promote the school.
 - c. Maintain open communications via defining channels of communications and responsibilities.
5. Ensure legal and ethical integrity of the corporation and maintain accountability at all levels of governing authority.
6. Provide spiritual leadership and support; and commit to regularly pray for the school.

Policy 2.02 Governance Process

Board Approach: The Board will approach its task with a style that emphasizes:

1. Outward vision rather than an internal preoccupation.
2. Encouragement of diversity in viewpoints.
3. Strategic leadership as opposed to administrative detail.
4. Clear distinction of Board and Head Administrator roles.
5. Collective rather than individual direction.
6. Future rather than past or present situations.

Proactive Board: The Board will govern in a proactive rather than reactive manner:

1. Provide spiritual leadership and support; and commit to regular prayer for the school.
2. Cultivate a sense of group responsibility. The Board will be responsible for excellence in corporate oversight using the expertise of individual members to enhance its ability as a governing body.
3. Lead, direct, and inspire the school through the careful establishment of policies reflecting the mission, vision, and Christian educational philosophy of the school.
4. Be an initiator of policy that focuses on the intended long-term outcomes, not on the administrative or programmatic means of attaining those outcomes.
5. Exercise self-discipline as needed to govern with excellence. This self-discipline will apply in areas of attendance, preparation for meetings, and adherence to the adopted governance policies.
6. Monitor and regularly discuss the Board's own process and performance. Monitoring will include at least one annual self-assessment of Board adherence to its governance process and other policies. Continual redevelopment will include orientations of new members concerning the Board's adopted governance process and periodic board discussion of process improvement.

Policy 2.03 Policy Review

Policies should be reviewed at least every three years, or sooner if circumstances dictate changes, the board president shall assign the review duties as appropriate.

The Board will set and follow the annual planning cycle to review all policies. The Annual Planning Cycle calendar will assist the Board to evaluate its performance and provide for continual improvement. The Annual Board Review and Planning Cycle calendar is included in the Appendix.

Policy 2.04 Proposing or Revising Policy

Proposing Policy

Any board member, administrator, teacher, parent, or student may submit policy recommendations or amendments.

The person(s) submitting a proposal for a policy or amendment shall generate a first draft of a recommended policy or an amendment to an existing policy and submit the draft to the Head Administrator. The Head Administrator will review the proposed policy change in consultation with those affected and shall submit the policy to the Board Chair with a recommendation for action.

The Board may require additional input or may need to give more consideration and prayer before voting. In this case, the proposed policy will be reviewed at the next scheduled board meeting.

Following a vote on the proposed policy, the Board will inform the Head Administrator and person who proposed the policy of the Board's decision.

Revising Policy

Revising any policy or procedure in the Crosspoint Christian School Policy manual shall only occur if made in writing to the Head Administrator and following the approval of the Board. When a written revision or amendment to a policy is made, the Head Administrator will notify all impacted parties prior to implementation of that revision or amendment; however, there may be cases where such notice will not occur until the revision or amendment has been put into effect.

Policy Exceptions

Policy exceptions may be granted by the Board from time to time in specific situations and circumstances. A policy exception does not change the underlying policy of the Board. Policy exceptions always require specific board approval.

Policy Implementation

The School Board shall delegate authority to implement board decisions of either a policy or operational nature to the Head Administrator. The Board has the final authority for the policies, procedures, and performance review of the school staff.

Policy 2.05 Board Chairperson's Role

The Board Chairperson assures the integrity of the Board's process and shall act as the Head Administrator spokesperson and representative of Crosspoint Christian School. The chairperson is empowered to chair all Board meetings.

1. The chairperson shall ensure that the Board acts or performs consistently with its own rules and those legitimately imposed upon it from outside the school.
 - a. Meeting discussion content will focus on those issues which, according to board policy, clearly belong to the Board.
 - b. Deliberation will be fair, thorough, timely, and orderly.
 - c. The chairperson, with board input, is responsible for setting the Board meeting agenda and facilitating the Board meeting to ensure the Board adheres to its own governance processes.
 - d. The chairperson shall assure that the Board is advised on all significant matters of Crosspoint Christian School business.
2. The authority of the chairperson consists of acting on behalf of the Board consistent with any reasonable interpretation of board policies (except where the Board specifically delegates portions of this authority to others).

Policy 2.06 Board Meetings

Policies that are intended to improve meetings follow:

- a. The schedule (dates/times) for monthly board meetings should be set one year in advance.
- b. Drafts of the minutes should be sent to board directors within seven (7) days of board meetings for review.
- c. The monthly board minutes will be sent to the school office within seven (7) days of approval.

Policy 2.07 Executive Sessions

An executive session may be requested by any board member to discuss topics of a highly sensitive nature.

1. Executive session attendance includes board members, the Head Administrator, and any other people who are specifically asked to attend. However, when the executive session is for the purpose of

evaluating the Head Administrator or the potential removal of a board member, then that person may be asked not to attend.

2. The reason an executive session is held should be included in the minutes of the regular meeting. However, minutes of executive sessions are to remain restricted and are not for distribution except to members of the Board who were not present for the executive session.
3. Board members and those present for executive sessions are obligated to maintain confidences related to discussion in executive session and are not to comment on or share in any way outside the session any information received or discussed, except that which is officially reported in general minutes of the regular meeting.
4. No official business shall be transacted in the executive session. Time spent in executive session is for discussion only. When the Board reconvenes following an executive session, the decision shall be made and stated officially so that the Board Secretary can record the decision in the regular meeting minutes.

Policy 2.08 New Board Member Orientation

All new board members will receive an orientation to Crosspoint Christian School and the role and responsibilities of the School Board within 30 days of election and/or appointment.

1. The orientation will be the responsibility of the Board Chair or designee in collaboration with the Head Administrator.
2. The topics are to include the following: School Board by-laws, policy governance model, board policies, board meeting minutes for the last six months, board meeting schedule, CCS educational programs, and school facilities and financial status.
3. New board members will be responsible for taking advantage of orientation opportunities.

Policy 2.09 Board Members' Code of Conduct

The Board expects biblical and businesslike conduct of itself and its members.

1. Board members must represent uncompromising loyalty to the interests of the school, superseding any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
3. Board members should fulfill fiduciary obligations to the school; to give as generously as able and to solicit the generosity of others.
4. When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member must state the conflict at the beginning of the discussion and shall abstain from the vote. The Board members must seek no advantage or privileged treatment for others or self.
5. Board members may not attempt to exercise individual authority over the school except as explicitly set forth in board policies.
6. Following board action, individual members will refrain from presenting dissenting opinions to the public and the press, unless authorized to do so by the Board.
7. The Board member will not allow themselves to be influenced by, nor respond unilaterally to, the complaints or pressures of groups or individuals.
8. The Board member will abide by board decisions and the directives of the Board Chairman.

9. Board members will respect the confidentiality appropriate to issues of a sensitive manner. In communicating with the public and the press, members will protect the privacy and identity of students, staff, and families.
10. Formal evaluation of Head Administrator performance will be a process of the total Board. Board members will speak with one voice and will not express individual judgments of Head Administrator or staff performance.

Policy 2.10 Relatives Serving on School Board or as Employees

Relatives of staff shall be eligible to serve on the Board of Directors of Crosspoint Christian School.

1. Directors must dismiss themselves when employee family members are discussed by the Board.
2. All hiring and School Board positions shall be filled based on the requirements of the position and the qualifications of the applicant.
3. No preference shall be given in employment of personnel to individuals who are related to any employee of the school or to a member of the School Board.

Once hired, a staff member cannot be directly supervised by a relative without board approval.

Policy 2.11 Conflict of Interest

Annual Certification of Conflict of Interest

Each director, administrator, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the Conflict-of-Interest By-laws and Policy (Policy 4.23 Procurement).
2. Has read and understands the policy.
3. Has agreed to comply with the policy.
4. Understands that Crosspoint Christian School is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Policy 2.12 Board/Head Administrator Relationship

The Board's official connection to the operational organization of the school is the Acting Head Administrator. The Head Administrator is the Board's primary link to the operational achievement and conduct of the school: Thus, all authority and accountability of staff is considered to be the authority and accountability of the Head Administrator. Accordingly:

1. The Board will never give instructions to or exert undue influence upon persons who report directly or indirectly to the Head Administrator.
2. The Board will refrain from formally evaluating any staff other than the Head Administrator.

Policy 2.13 Unity of Control

Only decisions of the Board acting as a body are binding on the Head Administrator. Accordingly:

1. Decisions or instructions of individual board members, officers or committees are not binding on the Head Administrator except in rare instances when the Board has specifically authorized such exercise of authority.
2. In the case of board members or committees requesting information or assistance without board authorization, the Head Administrator may refuse such requests that require, in the Head Administrator's opinion, a material amount of staff time or resources or that are disruptive or unreasonable.

A board member or committee always has the option of submitting a request for information directly to the School Board.

Policy 2.14 Delegation to the Head Administrator

1. The Board will establish written organizational policies that the Head Administrator shall use to lead the school. The Head Administrator is authorized, within the powers and authority of the Crosspoint Christian School Board, to make all decisions, take all actions, establish all practices, develop all activities, and recommend further administrative policies, rules, or procedures as necessary and/or desired.
2. The Board will develop a strategic plan for the school that outlines goals and objectives to be achieved. The Board will review these Strategic Initiatives annually with the Head Administrator.

Policy 2.15 Head Administrator Job Description

This position is responsible for all aspects of school administration, including regulatory compliance, academic programming, personnel management, educational operations, and organizational development. This position reports directly to the Crosspoint Christian School Board.

Major Duties:

1. Directs all academic program planning, development, and operations of school, including development and selection of curriculum on schedule.
2. Directs recruitment, hiring and management of all staff, both academic and support staff. Ensures adequate staffing and supervision of all personnel, including proper assignment of duties and staff development to accomplish school objectives.
3. Develops and applies strategies to continuously improve faculty and staff professional development, salaries, and benefits.
4. Develops, organizes, and implements the program of evaluating the instructional process as one means to ensure quality control of instruction.
5. Ensures proper school accreditation.
6. Ensures compliance with Federal, state, and local statutes and regulations, including teacher certification, student graduation requirements and program requirements.
7. Directs school operations. Ensures student and faculty activities are consistent with the school's mission, values, and objectives. Ensures that communication with all school constituencies is adequate. Oversees student development and discipline. Coordinates the development of the annual school calendar in addition to all annual publications (e.g., parent/student handbook; staff handbook; and annual report).
8. Evaluates virtual and technological education as a tool for enhancing the academic offering of the school.
9. Assists in drafting School Board policy and ensures its implementation.
10. Participates in long range planning and school development activities. Recommends priorities, develops annual work plans, executes assignments, recommends appropriate techniques and methodology and suggests operational approaches to be taken by the Board and staff.
11. Collaborates with the Business Administrator. Ensures proper execution of the budget as directed by the Board.
12. Works with the Board to ensure that school facilities, services and resources are adequate.
13. Provides communication and counsel to the School Board.
 - a. Keeps the Board fully informed of critical needs as they affect educational operations.
 - b. Reports at monthly board meetings.
 - c. Provides monitoring data (ex. enrollment figures) required by the Board.

- d. Provides as many staff and external points of view, issues, and options as needed for fully informed board decisions.
14. Protects intellectual property, information, and files from loss or significant damage or from unauthorized use.
15. Preserves and/or destroys all appropriate records related to affairs or business of the school.
16. Inventories property and provides safeguards to prevent loss, damage, or theft of real property.

Policy 2.16 Monitoring Head Administrator Performance

Head Administrator job performance will be monitored systematically and rigorously based upon the Head Administrator job expectations: job description, organizational accomplishment of the School Board's Mission/Strategic Initiatives, and organizational operation within CCS policies.

1. Monitoring is to determine the degree to which board policies and strategic initiatives are being met. Information that does not contribute to this purpose is not considered monitoring data. The Board will not monitor against any criteria not stated in policy.
2. Monitoring data may be obtained by one or more of these methods:
 - a. Internal report in which the Head Administrator discloses compliance information to the Board.
 - b. External report in which an external disinterested third party selected by the Board assesses compliance with board policies.
 - c. Direct Board inspection in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
3. In every case the standard for compliance shall be any reasonable interpretation by the Head Administrator of the board policy being monitored. The Board will make the final determination as to whether a Head Administrator interpretation is reasonable.

Formal Summative Evaluation Process

Each January the Board should conduct a formal summative evaluation of the Head Administrator. The summative evaluation will be based upon job description and the data derived during the year from monitoring Mission and Vision, Strategic Initiatives and School policies. The Board will prepare a written evaluation document. The Head Administrator will have the opportunity to review the document with the Board in executive session. The Head Administrator and the Chairperson of the Board will sign the report.

The evaluation document will consist of:

1. A summary of the data derived throughout the year from monitoring Mission and Vision, Strategic Initiatives and School policies.
2. Conclusions relative to whether each goal has been achieved or whether reasonable progress has been made toward its achievement.
3. Conclusions relative to whether the Head Administrator has properly operated within School policies.
4. Conclusions relative to whether the Head Administrator has properly carried out his/her job description.
5. A summary of the Head Administrator's strengths and weaknesses relative to job description and achievement of the Mission and Vision, Strategic Initiatives and School policies.
6. An improvement plan addressing any insufficiencies in areas of job description, or in progress toward meeting the Mission and Vision, Strategic Initiatives and School policies.

Policy 2.17 Recruitment and Selection of the Head Administrator

When the Head Administrator position becomes open, the School Board shall seek the Lord's guidance to fill the position with the person deemed best to lead the school.

1. The services of a consultant may be utilized in the recruitment process.
2. The Board shall consider only those candidates who are qualified and who display the ability to successfully carry out the Board goals and essential functions required of the Head Administrator.
3. The Board will seek input from CCS staff and the community during the Head Administrator hiring process.

After an interview process of qualified candidates and an affirmative vote of at least 75% by the Board members, the Board shall appoint the Head Administrator.

SECTION III GENERAL POLICIES

Policy 3.01 Alcohol, Drug, Marijuana, Tobacco and E-Cigarette Use

It is Crosspoint Christian School's policy to maintain a school community that is free from the effects of drugs and alcohol. Board members, employees, students, and volunteers are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on school premises. In addition, Crosspoint Christian School prohibits the off-premises illegal use or abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, as these affect our reputation in the communities we serve. Board members, employees, students, and volunteers may be removed from their position if in violation of this policy.

The use, distribution or sale of any tobacco, marijuana, or vaporizing product is not permitted by any person on any property or buildings, or vehicles that are owned, leased, rented, or chartered by Crosspoint Christian School. This includes personal vehicles parked on CCS property.

Policy 3.02 Athletics

Participation in athletics is a privilege that requires additional responsibilities in representing the school and student body in positive ways. The following procedures and guidelines must be understood and adhered to by all students, parents, and coaches participating in athletics at Crosspoint Christian School.

Programs

Crosspoint Christian School has authorized athletic programs for male and female students in both junior high (6th-8th grades) and senior high (9th-12th grades). If there are sufficient participants for a given sport, a junior varsity program may be offered if connected with the respective varsity program.

Any sport that has four or fewer participants, or less than the number established by the Oregon School Activities Association (OSAA) for state competition will be allowed with the understanding that a coach's stipend will not be paid.

Participation Rules

Prior to a student joining a team or participating in any practice session, participation fees must be paid, and all required forms must be completed and submitted to the Athletic Office using Family ID:

1. Crosspoint Christian School Athletic Participation Form.
2. School Sport Pre-Participation Examination Form (doctor's physical every 2 years)
3. Emergency Treatment Form
4. Concussion – Private School Informed Consent

Fees

Fees are established annually by the Crosspoint Christian School Board. If a coach makes the case that a sport does not need funding or only needs minimal funding, then fees can be reduced accordingly and subsequently approved by the school board. Additionally, participation fees will be set at the minimal level by the School Board, and expenses above and beyond the revenue of sports participation fees will need to be covered by parents or fundraising.

If an athlete quits or is dismissed from the sport after the first contest the participation fee is forfeited.

It is understood that Crosspoint Christian School is not liable for any medical, dental, or hospital bills occurring because of athletic injuries incurred by a student while participating in a supervised sport; this is the responsibility of the student's parents or guardians.

Equipment

School issued athletic equipment is to be properly maintained by the athlete during use and returned as specified. No athlete shall be allowed to letter or participate in a sport until all previously issued athletic equipment has been returned or proper restitution has been made.

Eligibility

Athletes must meet all eligibility requirements set forth by the OSAA and Crosspoint Christian School as defined in this Athletic Policy. Coaches will be required to prepare a list of student athletes as well as student support (i.e., statisticians, managers, etc.) to the AD at the beginning of the season.

Coaches will ensure that all participation rules have been met. Coaches will coordinate with the Athletic Director (AD) and office staff to ensure that participation rules, fees, forms, and other requirements have been met.

Lettering Activities

Crosspoint Christian School recognizes the following as Letter activities:

1. Sports
2. Academics
3. Music
4. Student Council
5. Key Club

Lettering Eligibility

Students can earn their letter by exhibiting outstanding performance and effort in their field or fields of interest at the varsity level. As jackets and letters have been a High School tradition, Crosspoint Christian School maintains that only High School students are eligible for this program. The award is at the discretion of the coach, faculty member if involved, and the administration. To receive a letter, students must maintain the acceptable level of academics outlined in academic policy, and consistently maintain a Christ-like attitude.

Crosspoint Christian School will be responsible for purchasing the pins. Representative organizations may be asked to assist in the purchasing of letters and pins. Purchase of jacket is the student's responsibility. Awards and letters will be given either at the end of each semester, the end of the year, or at a special school function.

The Crosspoint Christian School Athletic Activity Student Code of Conduct

1. A student must meet all requirements of Policy 6.18, Extracurricular Participation.
2. A student must be in regular attendance, enrolled and maintaining their grades in all classes.
3. A student will not be permitted to participate in any athletic contest if he or she has missed 2 or more practices preceding a contest unless prior approval has been authorized by the AD.
4. A student will not be permitted to participate in any athletic contest or practice if he or she has an unexcused absence from school during any part of the day of a contest.
5. OSAA eligibility is determined from the prior semester's grades. High school students must have been enrolled in and be passing five (5) classes.

6. A student will not be allowed to work out with or become a member of any team until his or her athletic equipment from a previous season is checked, paid for, or cleared by the AD.

Locker Room Conduct

1. Only Crosspoint Christian School athletes of the given sport, coaches, and school staff will be allowed to be present in the locker room.
2. Coaches will instruct athletes on behavior expectations while in the locker room.
3. No one will enter locker rooms unless there is an emergency or if they are the coach or trainer for that team.
4. Coaches will make every effort possible to enter locker rooms with another adult and avoid one-on-one situations. Refer to "Rule of Three".
5. Coaches are not to leave athletes unattended in the locker room for an extended period. Frequent "drop ins" are suggested.

Discipline

Athletes will conduct themselves in accordance with the Crosspoint Christian School Policies and will be under the Crosspoint Christian School discipline policy while participating in athletic activities.

1. Respect for coaches is a must. Athletes may not exhibit a negative spirit toward their coach. Such action may result in suspension or dismissal from practice or the team.
2. Any type of hazing, intimidation (physical and/or verbal), rite of passage, or otherwise negative behavior from an individual/group of athletes towards another individual/group of athletes is considered a Major Offense and will be handled according to CCS Discipline Policy. The coach will report any such incident to the AD.
3. Athletes may be dismissed from a team by coaches with the advice and consent of the AD for sports discipline issues.
4. Athletes may be dismissed from a team by the school Head Administrator for a school discipline offense.
5. Athletes who are dismissed from a sport due to disciplinary action may not be allowed to participate in any other sport for the remainder of the season.

Drugs/Alcohol and Tobacco Policy

Any student involved in a competitive athletic program shall not possess, use, transmit, or be under the influence of alcohol, drugs, marijuana, tobacco, vaping, e-cigarettes, or controlled substances of any kind nor shall the participant have in his/her possession any paraphernalia associated with the above.

First Offense:

1. Suspension from the next two athletic contest dates.
2. The student may be required to comply with additional recommendations from the Athletic Director before being permitted to rejoin the athletic/activity program.
3. The student-athlete will not be able to practice during the suspension.

Second Offense:

The student will be suspended from interscholastic competition according to the following formula:

1. 45 calendar days from discovery date

2. Suspension may carry from one activity season into the next.
3. The student athlete will not be able to practice during the suspension.
4. The student may be required to comply with additional recommendations from administration before being permitted to rejoin the athletic/activity program.

Third Offense:

The student will become ineligible for athletic competition, practice, or squad memberships indefinitely. Future eligibility to be reviewed by the Athletic Director and Head Administrator.

Personal Presence During Illegal Activities

Student/athletes shall not be present at any site where illegal activities such as the presence of illegal drugs or alcohol by minors is occurring.

Participants may be found in violation of this policy if they are not personally using but remain in the presence of individuals who are violating these policies. Participants who find themselves in jeopardy because of a substance abuse problem should receive professional assistance.

Transportation and Travel

Athletes are expected to ride with the team to and from an event. Any requests for alternate transportation must be provided in writing no later than one (1) day prior to the event.

If parents/guardians provide transportation to, or allow another adult or their son/daughter to provide transportation to scheduled interscholastic athletic events, including practices, they must be aware that the following policies are in effect:

1. Where a parent/guardian provides transportation to their son/daughter to or from a scheduled event, including practices, the parent/guardian shall assume all resulting liability, and the school shall assume no liability.
2. Where a parent/guardian, or another adult designated by a parent/guardian transports a student other than their own to or from a scheduled event, including practices, the parent/guardian or designated adult transporting the students shall assume all resulting liability, and the school shall assume no liability.
3. Where a student transports himself/herself to or from a scheduled event, including practices, the parents/guardians of that student shall assume all resulting liability, and the school shall assume no liability.
4. Where a student transports other students to or from a scheduled event, including practices, the parents/guardians of the transporting student shall assume all resulting liability, and the school shall assume no liability.

Parents

Parenting and coaching can be both rewarding and challenging. We want to work in partnership with parents to provide the most rewarding experience possible for the athlete. When your child becomes involved our programs, you have a right to understand what expectations are placed on your child and what we expect from parents.

Communication

1. It is the coach's responsibility to communicate their expectations to your child.
2. Express concerns directly to the coach, not to other parents, or athletes.
3. Notify the coach as soon as possible of family conflicts.
4. Issues that are not appropriate to discuss with the coach are:
 - a. Playing time
 - b. Team strategy
 - c. Play calling
 - d. Other student athletes

Complaints

Any complaint or issue by a parent/guardian of student-athlete must first be brought to the coach for resolution. If not resolved the complaint or issue may be presented to the AD for resolution. The steps for resolving issues should be followed according to the Problem Resolution Policy (3.08).

Appeals

The parent/guardian of a student-athlete may appeal any decision that is made because of a complaint or issue to the AD in writing within five school days after the date of the decision.

Decisions of the AD may be appealed in writing within five days to the school Head Administrator and further to the School Board. Decisions by the School Board on appeals are final.

The Parent/Spectator

1. Respects the officials and the other players.
2. Appreciates a good play, no matter who makes it.
3. Understands that their conduct reflects the school and more importantly, Jesus Christ.
4. Recognizes the value of good sportsmanship.

Policy 3.03 Emergency Preparation

An emergency action plan that includes preparation for fire, earthquake and outside threats will be made available to all teachers and staff. This plan will be followed as outlined in the staff handbook.

Policy 3.04 Harassment and Bullying (This policy revised and updated 1.10.22)

Crosspoint Christian School is committed to providing a safe learning environment in which every person is recognized and treated as an image bearer of God; an environment which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment and teen dating violence and that all individuals treat each other with dignity and respect. Therefore, the CCS Board and Administration will not tolerate bullying, harassment, or intimidation of any person on school property or at school-sponsored functions or by using electronic technology that impacts CCS students.

This policy applies to Crosspoint Christian School employees, students, and volunteers.

Definitions:

Harassment is unwelcome conduct (implied, verbal, written, or physical) that is directed toward a person.

Bullying is any action that habitually harasses another physically, emotionally, or spiritually in an intimidating, overbearing manner regarding their race, creed, color, physical make-up, or gender during any school sponsored activity.

Cyber bullying is bullying using a technology tool such as social media to send or post inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures, or web postings to harass, tease, intimidate, threaten, or terrorize another student or staff member.

A bully is a person who purposely tries to hurt others by:

1. Making them feel uncomfortable.
2. Hurting them by kicking, hitting, pushing, tripping, etc.
3. Name-calling.
4. Spreading nasty rumors.

Sexual harassment:

Submission to or rejection of sexual demands is the basis of an academic or other school-related decision affecting the employee, student, or volunteer and includes:

1. A demand or request for sexual favors in exchange for benefits.
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's, employee's, or volunteer's performance or creates an intimidating, hostile or offensive environment.
3. Assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threat.

Teen dating violence means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Domestic violence means abuse as defined by ORS 107.705 between family and household members.

Staff and Student Education:

CCS Administration will develop and provide age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7-12 and school employees. Posters with information on domestic violence will be visibly located in the school office.

Consequences:

If an act of bullying, harassment or intimidation is observed by, or reported to, the Administration, it will be appropriately investigated and addressed in a timely manner. If it is determined that such an act has occurred, in keeping with our discipline policies, the individuals committing the act or persons engaged in reprisal or retaliation will be disciplined according to the severity of the offense. This may include a No-Contact Order. The discipline may also involve a referral to law enforcement agencies.

Reporting Acts of Bullying, Harassment, Intimidation or Violence:

1. The person being harassed should first attempt to tell the individual offender that his/her conduct is offensive, and it must stop. If the objectionable behavior does not cease immediately, the person being harassed should report the incident to any staff member. The staff member should immediately report this to an administrator who should investigate immediately and document the report.
2. If a person witnesses an act of bullying, harassment, intimidation, or violence he/she should report it immediately to a teacher or staff member. The teacher or staff member should quickly report this to an administrator who should investigate immediately and document the report.

3. There shall be no retaliatory or adverse effect (ex. educational assignments, terms or conditions of employment) taken against a person who initiates a complaint in good faith or participates in the investigation in good faith.
4. Neither the victim nor witnesses will be promised confidentiality at the onset of an investigation. What will be discovered cannot be predicted nor the outcome of the investigation. Victims and witnesses will be informed that any information discussed and recorded will be confined to a “need to know” status.
5. The victim, (and parents if applicable) ~~and~~ alleged perpetrator and the person who initiated the complaint will be notified that an investigation is being conducted and informed of the nature of the investigation.
6. The victim (and parents if applicable) will be provided written information that explains their rights, the internal complaint process, civil and criminal remedies, available counseling or nursing services on or off campus, privacy rights, and drug and alcohol privacy violations as outlined in Oregon SB 197. This written notification will be made available at the school office.
7. The offender will be informed that retaliation against a victim or bystander or the person who initiated the complaint is strictly prohibited and that progressive consequences will occur if the activity continues.
8. At the conclusion of the investigation, all parties will be informed as to whether a violation of policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.
9. Separate conferences with the victim and offender may occur after the investigation to determine if the bullying, harassment, or intimidation has continued and whether additional consequences need to be implemented. Additional conferences will be held, as necessary.
10. If an act of bullying, harassment or intimidation is also a delinquent act, it will be promptly reported to the responsible law enforcement agency.
11. If an act of violence occurs, it will be promptly reported to the responsible law enforcement agency.

Policy 3.05 Non-Discrimination

Crosspoint Christian School admits students of any race, color, national or ethnic origin. All have rights, privileges, access to programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic and other school administered programs.

Policy 3.06 Pets

All animals on campus, whether brief visitors or class pets must have prior written approval by school administration. Animals on the premise without appropriate approval must be removed immediately.

Policy 3.07 Political Activity Policy

Crosspoint Christian School will not engage or use funds in political campaigns on behalf or in opposition to candidates for public office. This includes publishing or distributing statements or other printed material on behalf or against any candidate for public office.

CCS understands that as an organization exempt under Statue 501(c) (3) we are prohibited from participating in political campaigns for or against candidates for public office and may be censured by the IRS in the following ways:

1. The IRS may require Crosspoint Christian School and officers to pay excise taxes on political expenditures, and/or
2. The IRS may obtain a court order against an employee barring his/her political expenditures, and/or
3. The IRS may revoke Crosspoint Christian School’s 501(c)(3) exempt status.

Policy 3.08 Problem Resolution

Complaints are handled and resolved as close to their origin as possible. Although no person will be denied the right to petition the Board for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern board actions or board operations. Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

Chain of Command

The Board advises the student, parent, or community patron that the proper channeling of complaints involving instruction, discipline or learning materials is as follows in this order:

1. Teacher
2. Administrator
3. Head Administrator
4. Board Chair
5. Crosspoint Christian School Board

If the Head Administrator or board members are approached with a complaint first, they should direct the complainant back through the proper channel.

Complaint Procedure

When a student, parent or patron of the community has a complaint concerning the operation and administration of the school, school personnel, learning materials or a related program, the procedure will be as follows:

1. The teacher will hold a meeting with the complainant after receiving a written complaint and shall try to resolve the problem as quickly as possible.
2. If satisfaction is not reached, the complaint will immediately be sent to the vice Head Administrator. The vice Head Administrator will hold a meeting with the complainant and the teacher and will render a decision at the end of the meeting if possible.
3. If the complaint has not been resolved, the vice Head Administrator, teacher, and complainant will meet with the Head Administrator to resolve the problem.
4. If the complaint is still not resolved, the complainant will meet with the Head Administrator and the Board president to resolve the problem.
5. If the complaint still has not been resolved, the matter will be placed on the next board agenda for board review. The Board will listen to both sides of the issue and will render a decision at the next regularly scheduled board meeting.

If a teacher has a complaint concerning the operation and administration of the school, school personnel, learning materials or a related program, the teacher will arrange for a meeting with the teacher or administrator most closely involved. If the complaint is not resolved at that level, the teacher will meet with the next highest level of administration according to the 'Chain of Command'. If the Head Administrator or board members are approached with a complaint that has not gone through the 'chain of command', they should direct the complainant back through the proper channel.

Policy 3.09 Technology and Electronic Media

Crosspoint Christian School has made computers and other technology, including the internet, available to CCS students and staff because it is a valuable educational resource. The school internet connection will be used to help students meet the goals and objectives of the standards related to classroom curriculum and instructions.

Each student and staff member will be provided with an individual computer account and password that can be used on any computer within the building. The user is responsible for all activity that occurs on his/her account. Students and staff may not use the account of another student or staff member. The user must not share his/her password with other users. It is the user's responsibility to remember his/her password.

Students and staff should be aware that all activity on Crosspoint computers will be logged. No one should assume that electronic communications are private and/or confidential.

Students will be granted a limited amount of disk storage space for saving personal work and data. Any member of the faculty can view these files and data at any time without the student's permission or awareness. The amount of storage space granted to students will vary based on academic needs. Large files and files without academic purpose may be deleted without warning for system maintenance.

Students and staff have full rights to use the computers for academic purposes and to use the software installed on the machines. Students and staff also have free access to the internet except for websites that have been blocked by the network administrator. Though computer software is in place to block access to inappropriate sites, it is by no means fool proof and it is the responsibility of the student and staff to utilize safe techniques, common sense, and good judgment when accessing the Internet.

Crosspoint Christian School makes no warranties of any kind, either expressed or implied, for the provided computer access. The staff, administration, and Crosspoint are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, or the loss of data stored on Crosspoint resources, or for personal property used to access Crosspoint resources; for the accuracy, nature, or quality of information stored on Crosspoint resources or gathered through Crosspoint-provided access; for unauthorized financial obligations incurred through Crosspoint provided access. Further, even though Crosspoint may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statute.

Violation of this policy could result in the loss of access to electronic resources. The administration may determine additional disciplinary action. When appropriate, law enforcement agencies may become involved.

User Responsibilities

1. Use of computers and electronic media provided by the CCS is a privilege. To maintain this privilege, users agree to learn and comply with all the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Crosspoint Christian School.

2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, Crosspoint Christian School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. **Unsupervised Use:** Using computer equipment when a faculty member is not present to supervise.
2. **Non-Academic Use:** Using computer resources, including printers, which are not academic in nature without the express permission of the faculty member in control of the classroom or lab.
3. **Gaming:** Downloading of games, gaming material, or gaming data; accessing gaming websites without explicit teacher consent; playing games without explicit teacher consent.
4. **Personal Email:** Accessing any type of off-site messaging system during school hours without express permission of the faculty member in control of the classroom or lab. This includes Web-based email such as hotmail.com and yahoo.com and instant messaging systems such as MSN Messenger and AOL Instant Messenger.
5. **Pornography:** Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive, or sexually explicit language.
6. **Revealing your or another's Identity:** Supplying one's name, address, telephone number, email address, social security number, credit card number, PIN number, or other personal information to any person or website via Crosspoint computers.
7. **Plagiarism:** Violating copyright or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work, or files.
8. **Program Installation:** Installing, loading, downloading, upgrading, or modifying software on Crosspoint computers, including games, utilities, and system patches.
9. **Hacking:** Accessing or attempting to access data that you are not authorized to access. This includes other peoples' personal data, teacher grade books, CCS administrative and financial files, computer network administration data, as well as data outside the domain of CCS. In addition: disabling, altering, defeating, or circumventing security systems intended to prevent access to such data.
10. **Maliciousness:** Damaging computers, computer systems or computer networks; vandalizing, damaging, or disabling the property of another person or organization; debilitating or disabling computers,

systems, or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

11. **Illegal Activity:** Violating local, state, or federal statute. Intentional use of any school resources, including IT, for any illegal activity is grounds for immediate expulsion, and Crosspoint Christian School will cooperate with any legitimate law enforcement activity in that regard.
12. **Software Distribution:** Students may not use CCS computers, servers, network, e-mail account or other IT sources to knowingly download or distribute pirated software or data.
13. **Offensive Communication:** Electronic media may not be used for knowingly transmitting, retrieving, or storing any communications that are of a discriminatory or harassing nature, or are derogatory to any individual or group, or are of a defamatory or threatening nature, or are for "chain letters," or are for any other purpose that is illegal or against school policy. Postings that are characterized by any of the following are not acceptable: Deceitful or deceptive; sensitive or confidential; profane or obscene; harmful; abusive; defamatory; libelous; slanderous; invasive of another's privacy; fabricated; misleading; insulting or embarrassing to groups or individuals; threatening in any way; containing photographs of other's without permission; unlawful; pornographic; harmful to minors in any way; discriminatory; derogatory of students, faculty, or Crosspoint; misrepresentative of your affiliation with Crosspoint Christian School.

Policy 3.10 Visitors

For safety purposes, all parents and visitors are **REQUIRED TO CHECK IN** at the school office and receive a visitor pass. Student and alumni visitors are NOT allowed without prior approval from administration. This approval will require a clearly stated purpose for the visit.

SECTION IV FINANCIAL POLICIES

The Crosspoint Christian School Board is to maintain fiscal stability by:

1. Developing and approving the annual budget
2. Establishing tuition and fee policies
3. Authorizing promotional activities designed to increase donated support
4. Establishing a system of expenditure controls.

Policy 4.01 Annual Operating Budget

The Crosspoint Christian School Board recommends the operating budget for each year (July 1-June 30) following consultation with pertinent staff and/or faculty members.

A budget committee should be appointed in December of each year to establish the operating budget. This operating budget should be completed no later than January 31st of each year for the succeeding school year.

The Crosspoint Christian School Board will approve the recommended budget thereafter.

Accounting for these funds will be reported monthly to the Crosspoint Christian School Board.

Policy 4.02 Tuition and Fees

Annual Tuition and Fee Schedule Review

In February of each year, the Crosspoint Christian School Board shall review and approve the new schedules for tuition and fees for the upcoming school year. The new schedule will be made available no later than March 1st of each year.

Tuition and Fees

A schedule of tuition and fees are published on the Crosspoint Christian School website.

Tuition Schedule

The published tuition schedule includes step-downs in tuition for multiple children in one family.

Annual Tuition

To assist our families in paying for a private education for their students, the Crosspoint Christian School Board has approved the following options for payment of annual tuition:

- Annual tuition paid in full by check or cash (2.5% tuition reduction)
- Annual tuition paid in full by debit or credit card (no tuition reduction) + an additional 3% fee
- Tuition paid in 12 monthly installments by auto draft from savings or checking
- Tuition paid in 12 monthly installments by debit/credit card + 3% fee
- Tuition paid in 12 monthly installments by payroll deduction (CCS Staff only)

After a student's third week of class, there is no refund of tuition or forgiveness of the remaining annual balance of tuition for the academic year without School Board approval. For all intents and purposes, a "seat" has been purchased for the entire academic year.

Tuition Installment Arrangements

Participation in any of the installment payment arrangements should in no way be construed as a "charge" account; it is simply a means to making private education more feasible. Installment arrangements from debit, credit, checking or savings accounts can be authorized for processing on either the 5th or the 15th of the month. If the 5th or the 15th falls on a weekend, the transaction will be processed on the next business day. For families electing to participate in these arrangements, an Automatic Installment Payment Election and Authorization Form must be signed by the financially responsible party at the time of enrollment. These forms

are kept in a secure location. Once enrolled in an installment arrangement, if the debit, credit, checking, savings account, or payroll deduction authorization is revoked and not immediately replaced by another account authorization, the remaining annual tuition will be immediately due and payable. Similarly, if a debit, credit, checking, or savings account transaction is returned to Crosspoint Christian School unpaid, a \$35 fee will be charged. Additionally, upon the third credit card declination or item returned for non-sufficient funds in the school year, the family will be required to pay the remaining tuition in full within 20 days to remain enrolled.

Past Due Accounts

If participating in an installment arrangement, tuition payments are due by the 15th day of each month. On the 26th day of each month, a report will be run from the Accounts Receivable system. If any family has a balance due, a courtesy payment reminder will be sent to the contact address on record. The family will be considered in default of their agreement and the following actions will be taken:

1. If an account is 30+ days past due, a phone call will be made, and a notice will be sent to the contact address on record via email to notify the family of the delinquency. Finance charges in the amount of \$35 per month will be applied to the account and will continue to accrue until the entire outstanding balance is paid in full.
2. If an account is 60+ days past due, the family will be contacted, and a certified letter will be mailed via the postal system to the family's current address on file to notify the family of the delinquency and that their student will not be allowed to attend school until the monthly balance of the tuition has been paid. Finance charges in the amount of \$35 per month will continue to accrue until the entire outstanding balance is paid in full.
3. Once a student withdraws from school, the remainder of the annual tuition will become immediately due and payable including any finance charges that have accrued.
4. If for any reason an account has no payment activity for six months, the account will be referred to a collection agency.

Families in an unexpected situation or hardship, should notify the Crosspoint Christian School Board, in writing, through the financial management officer.

Re-enrollment

To re-enroll for the upcoming school year, the family must be current on all account balances for the previous school year including any amounts that have been forfeited by the school to a collection agency unless prior arrangements have been agreed upon and the Board has approved.

Policy 4.03 Tuition Discounts

In February of each year, the Crosspoint Christian School Board shall review and approve the new schedules for tuition discounts for the upcoming school year. The new schedule will be made available no later than March 1st of each year.

Multiple discounts are not given and the maximum discount in any instance shall not exceed 60%.

To be eligible for a tuition discount, students and families must follow all the standards contained in the "Tuition Agreement" of Crosspoint Christian School. Continuing adherence to this policy is a condition for continued receipt of the student tuition discount.

The following categories of discounts are available:

Employee Tuition Discounts

An employee is defined as an employee of Crosspoint Christian School.

1. Full-time employees shall receive a discount for any children enrolled at Crosspoint Christian School
2. Part-time employees will receive a tuition discount that is proportional to hours worked. However, if an employee's hours are reduced by the employer, the employee's original discount will continue to be honored if the employee remains employed.

The student must be the employee's child, a child who lives with the employee full time, a foreign exchange student, or the employee's grandchild*. Teachers at Crosspoint Christian School shall have all their school age children enrolled at CCS during their employment. To be eligible for tuition discount the eligible student must be committed to a full year of school.

* Tuition discounts for grandparents are limited to a maximum of 4 students or \$10,000.

Pastoral Tuition Discounts

A pastor shall be defined as someone engaged in full-time Christian ministry with responsibilities in the Klamath Basin or surrounding areas.

Military

One or both parents currently serving or who have honorably retired in any branch of the military.

Alumni

Any graduate of Hosanna Christian School, Triad School or Crosspoint Christian School.

Policy 4.04 Tuition Assistance

The Crosspoint Christian School Board will use the Facts Grant & Assessment Program to assess need-based tuition assistance. The amount of tuition assistance funds will be granted based upon available donated funds.

The Board will use the following guidelines to award tuition assistance funds:

1. After receiving the *Family Need Report of Facts* for a family, the Administration will make recommendations to the Board based on reviewing *Facts Calculated Need* and *Applicant Reported Ability to Pay*.
2. The Board will not award more than the *Facts Calculated Need* recommends.
3. There is a minimum monthly tuition fee of \$100.00 per student regardless of *Facts Calculated Need*.

The following Oregon School Activities Association (OSAA) rules apply to who may pay tuition on behalf of a student:

1. OSAA Rule 3.1.7 -No financial assistance will be provided on the basis of a student's potential or participation in OSAA-sanctioned activities. Need-based financial assistance will be based on an evaluation of information provided from an outside agency.
2. OSAA Rule 3.1.8. - Verify that if tuition is charged, it must be paid by the student's parent or other family member. If the student's parent or other family member secures a loan for payment of the student's tuition, it must remain an obligation of the student's parent or other family member to repay Crosspoint Christian School in full.

Definition of Parent and Family Member. For the purposes of this article, "parent" means the student's custodial parent, non-custodial parent, foster parent, or parent-in-law. For purposes of this article, "family member" means spouse, brothers and sisters, aunts and uncles, or grandparents.

Policy 4.05 Fees

Before and After Care

Before-care and After-care programs are available. Before-care begins at 7:30 and students must be picked up by 5:30 p.m. A late fee of \$15 will be added for any student left after 5:30 p.m. The fee will increase to the rate of \$1 per minute for children left in the facility later than 5:45 p.m.

Extracurricular Activity Fees

Activities outside the regular curriculum including athletics, drama, music, clubs, and other activities require a participation fee. These fees cover items such as sports uniforms, coaching salaries, entry fees, and transportation. These fees are non-refundable.

Ignitia - Online Curriculum

If Ignitia is requested or required for a student, there will be an additional one-time setup fee of \$100 and a charge of \$100 per class per semester to cover the additional expenses to the school. Students with special needs may be granted a fee waiver.

Registration Fee

The registration fee is non-refundable and due at the time of enrollment or re-enrollment for the following year.

DONATED SUPPORT

Policy 4.06 Fundraising

Approval, Supervision and Coordination

All fundraising activity for Crosspoint Christian School is supervised, coordinated, and directed by the Director of Development with approval by the School Head Administrator. The Crosspoint Christian School Board annually reviews the fundraising plan during the budget review period in February. This fundraising plan shall include:

1. Type of fundraiser.
2. Date of fundraiser.
3. Purpose of fundraiser.
4. Coordinator of the fundraiser.
5. Location of fundraiser.

Any major fundraising projects that are proposed in addition to those included in the annual plan must be submitted to the School Head Administrator in advance of the project with sufficient time to be approved by the Crosspoint Christian School Board.

The Director of Development shall review and approve fundraising and solicitation materials, and sponsorships prior to publication according to the following:

1. All solicitation and fundraising materials and other communications to donors and the public shall clearly identify Crosspoint Christian School. Statements and photographs should be accurate and truthful.

2. Athletic sponsorships should not be approved if the business sponsor's mission conflicts with Crosspoint Christian School's mission and/or statement of faith.

Minor Fundraising Projects

Fundraising activities limited in scope, such as mission or classroom projects (generally less than \$250), will require authorization only from the Director of Development who will keep the Board informed as to the nature and duration of these activities.

Criteria for minor fundraising projects are that the project:

1. Does not interfere with the regular giving to the school for general funds or capital funds.
2. Has a particular purpose which will be of benefit to the educational or extracurricular program of the school.
3. Funds will be used for areas not covered by the general fund.
4. Will be of benefit to and assist in the unity and cohesiveness of the Crosspoint Christian School community.
5. Be spaced out on the calendar so various events are not in competition with each other.

General Principles

1. Crosspoint Christian School shall provide appropriate training and supervision of the people soliciting funds on its behalf. This includes employees and/ or third-party representatives. Training should include techniques that are befitting Crosspoint Christian School's code of conduct and avoid use of techniques that are coercive, intimidating or intended to harass potential donors.
2. Crosspoint Christian School shall pay NO compensation for fundraisers.
3. Third parties not directly affiliated with Crosspoint Christian School must have written permission from the School Head Administrator prior to any solicitation on behalf of Crosspoint Christian School. Third party fundraisers engaged by Crosspoint Christian School must be registered with appropriate state and local authorities, and their representation of Crosspoint Christian School must be evidenced by a written agreement approved by Crosspoint Christian School.
4. Crosspoint Christian School respects the privacy of donors. Crosspoint Christian School shall not sell or otherwise make available the names and contact information of its donors without their express permission.
5. Crosspoint Christian School shall not send mailings on behalf of other organizations.

Board Report

The Director of Development should provide a report of fundraising and marketing activities to the Board every other month.

Support Committee

The Crosspoint Friends Coalition is recognized as the approved support committee for Crosspoint Christian School and will operate according to the charter included in the Appendix. The charter shall be reviewed, updated, and approved at the beginning of each fiscal year.

Policy 4.07 Grants

Grant Writers

All grant writers and grant writing on behalf of Crosspoint Christian School must be approved in advance by the Crosspoint Christian School Board. The acceptance of any grant awards must be approved by the Crosspoint Christian School Board. A grant administrator will be appointed by the Head Administrator for each grant award. Accounting for the funds will be reported in the monthly financial reports.

Policy 4.08 Donations

This policy addresses both current and planned gifts as well as cash and non-cash gifts.

Authority to Accept Gifts

An outright, unrestricted cash gift of any amount may be accepted by the front office personnel, School Head Administrator, or any member of the School Board unless there is a question as to whether the donor has sufficient title to the assets or is competent to legally transfer the funds as a gift to Crosspoint Christian School. All checks must be made payable to Crosspoint Christian School and shall in no event be made payable to an employee, agent, or volunteer for the credit of Crosspoint Christian School.

Non-cash gifts (including, but not limited to, real property, stock, or a planned gift vehicle) may be accepted by the School Head Administrator and presented to the School Board for approval. A receipt will be provided to the donor prior to the person leaving the building.

Publicly Traded Securities

Securities which are traded on nationally recognized stock exchanges or other readily marketable securities shall be accepted by and either held or sold in accordance with Crosspoint Christian School's investment policy. In no event shall an employee or volunteer commit to a donor that a particular security will be held without prior written authorization to do so by the Crosspoint Christian School Board.

Closely Held Securities

Non-publicly traded securities may only be accepted after approval of the School Board. Such securities may be subsequently disposed of only with the approval of the school Board. No commitments shall be made for disposition of such securities prior to completion of the gift.

Real Property

No gift of real estate shall be accepted without prior written approval of the School Board. No gift of real estate shall be accepted without first being appraised by an independent party acceptable to Crosspoint Christian School who shall have no business or other relationship with the donor or Crosspoint Christian School. If appropriate to the property, a Level I Environmental Site Assessment would be performed by a qualified geologist, engineer, or site assessment firm.

A follow-up Level II Site Assessment may be required dependent on the initial study. Clean up of contamination would be completed prior to the acceptance of the gift property, except in rare cases and determined by the School Board.

Crosspoint Christian School will not accept real estate encumbered by a mortgage, unless special circumstances exist and with written authorization of the school Board.

Tangible Personal Property

No personal property shall be accepted unless there is reason to believe the property can be quickly disposed of or has a direct use in either the school or would replace an item normally contained in the annual operation budget. No personal property shall be accepted that obligates Crosspoint Christian School to ownership in perpetuity. No perishable property or property which will require special facilities or security to properly safeguard will be accepted without prior School Board approval. Crosspoint Christian School does not determine the value of donated personal property.

Planned Gift Arrangements

Crosspoint Christian School may accept gifts that include bequests, life insurance, irrevocable or revocable trusts, life estates, charitable remainder annuity and unitrusts, charitable lead trusts and gift annuities in which Crosspoint Christian School is the charitable beneficiary. All planned gift vehicles will be reviewed by the School Board and Crosspoint Christian School legal counsel.

Gift types can be funded with cash, marketable securities, closely held stock, real estate, notes, mortgages and contracts and miscellaneous tangible personal property. The funding source for any planned gift will be reviewed according to the previous stated policy for outright gifts.

Charitable Remainder Trusts

Trusts may be established, and the parameters of the trust will be reviewed on an individual basis by the Crosspoint Christian School Board.

In-Kind Donations

In-kind donations of goods and services are accepted from competent professionals wishing to assist Crosspoint Christian School with capital or operating expenses.

Legal Documents

Crosspoint Christian School will not draft legal documents for any donor or planned gift except to provide model documents for example purposes only. In most cases, all fees associated with planned gift legal documents, appraisals or assessments will be paid by the donor before the gift is accepted. All documents submitted by the donor's advisors will be reviewed by Crosspoint Christian School board.

Policy 4.09 Conditional Gifts

Regardless of the source or size of a gift, no conditions may be attached to the donor or assurances given by the recipient without the prior approval of the School Board. Any conditional gift must be unanimously approved by the entire School Board before it may be accepted on behalf of Crosspoint Christian School.

Policy 4.10 Donor Acknowledgment

Crosspoint Christian School will maintain records of clearly identified donations. Annual statements will be sent to all donors of record. The statement will include the amount of the contribution and the date(s) received.

1. Receipts will not be issued for any gifts given to an individual that are of a purely personal in nature, nor will such personal gifts be recorded on the annual statements.
2. Receipts will not be issued for volunteer services.

3. Crosspoint Christian School may accept non-monetary gifts such as food, books, etc. Upon acceptance of such gifts Crosspoint Christian School will provide a statement receipt acknowledging what the gift was but shall not state or establish the value of such gift.

Crosspoint Christian School shall not disclose the names of donors unless the donor expressly requests the name to be publicized.

Policy 4.11 Investment of Funds

As needed, the School Board will periodically review the investment strategy of Crosspoint Christian School with outside investment counsel. The primary objective in investing any available and any excess operating funds of Crosspoint Christian School is preservation of capital. Maximizing the return from the investments is an important secondary consideration. Permissible investments are to be determined by the School Board.

Policy 4.12 Facility Use Policy

The Facility Use Agreement form must be completed prior to use of the facility. The Head Administrator must authorize use of the facility.

Policy 4.13 Financial Controls

General Practices

Policies and procedures are designed to minimize the following risks:

Practice	Risk
Use of Corporate Property	Corporate property could be used without authorization or for personal purposes. Usage reduces the life of property and eventually is an expense that Crosspoint Christian School assumes. It also betrays the trust of our donors who expect that Crosspoint Christian School will use its resources only for purposes that help us achieve our mission.
Receipt of funds	Funds may be stolen or lost or someone may be falsely accused of stealing funds.
Bank reconciliation and online monitoring	Bank accounts can be compromised and are at risk of online theft.
Borrowing and lines of credit	Borrowing puts Crosspoint Christian School at risk of debt it cannot repay.
Purchasing and Procurement	Unauthorized purchases can deplete Crosspoint Christian School's resources; therefore, purchases must have Board approval.
Disbursement of funds	Funds could be spent on unauthorized items; funds could be stolen by taking blank checks or by writing checks to payees who are not Crosspoint Christian vendors. Payments we make could be improperly recorded.
Petty Cash	Payments by cash may not be completely documented and are not as easily monitored as payments by other means and thus subject Crosspoint Christian School to greater likelihood of errors and fraud.
Expense Reimbursement	When a person pays for an item with personal funds and seeks reimbursement Crosspoint Christian School may not have the opportunity to determine whether the good or service purchased might have been obtained at a lower price elsewhere, whether there is a personal benefit to the person seeking reimbursement and how the expenditure fits in with the rest of Crosspoint Christian School's budget.
Credit and debit card	Corporate credit or debit cards can be misused when people charge personal expenses on them, fail to obtain documentation showing that a purchase was for Crosspoint Christian School or put expenses on the corporate card for purchases that are embarrassing to Crosspoint Christian School.

The Crosspoint Christian School Board will review these policies as necessary to consider whether the risks have changed.

Segregation and Definition of Fiscal Roles:

1. Custodial: person who has authority to sign checks
2. Authorization: person who approves payment of a bill; the Board when approving the budget
3. Execution: person who is executing an action that has been authorized by the Board through the annual budget or by the individual responsible for approving payment of the bill
4. Monitoring: person who reconciles the bank statement; the Board also acts in a monitoring role when it reviews the monthly financial reports

Procedures and Processes

As much as possible, the Board seeks to separate the responsibilities for fiscal roles so that at least (2) two and preferably more individuals fulfill these roles. It is particularly important that the same person does not authorize, execute, and monitor any transaction.

All procedures and processes that are developed shall follow this segregation of roles. All procedures and processes must comply with policy. Procedures and processes will be reviewed, as necessary.

Policy 4.14 Corporate Property

Property and equipment owned by Crosspoint Christian School may only be used for corporate activities or activities approved by Crosspoint Christian School. They may not be used for personal purposes. If a board member, officer, employee, or volunteer wants to use corporate property or equipment for any purpose other than a corporate purpose, that individual must obtain permission from the Crosspoint Christian School Board.

Policy 4.15 Receipt of Funds

All funds, whether cash or check, which Crosspoint Christian School receives will be deposited intact into the bank account, with no monies removed to make payments or for other purposes. All cash receipts should be deposited into the bank in a timely manner.

Policy 4.16 Bank Reconciliation

Crosspoint Christian School bank accounts will be reconciled monthly. The Financial Management Officer will monitor Crosspoint Christian School's accounts regularly and will prepare a written reconciliation of all bank or investment accounts.

Policy 4.17 Borrowing and Lines of Credit

The Crosspoint Christian School Board must approve application for and acceptance of any lines of credit.

Policy 4.18 Purchasing

All purchases made on behalf of Crosspoint Christian School must be made pursuant to the Board-approved budget. The School Head Administrator will approve all expenditures after the Financial Management Officer has verified that funds are available and have been budgeted.

Policy 4.19 Disbursement of Funds

Disbursements from Crosspoint Christian School's funds may be made by check, credit card, gift card or Scrip.

Policy 4.20 Petty Cash

The Petty Cash Fund should only be used when payment by check is impractical.

Policy 4.21 Expense Reimbursement

In proper circumstances, board members, employees and volunteers are entitled to be reimbursed for expenses related to Crosspoint Christian School that they incurred on behalf of Crosspoint Christian School. To receive reimbursement, the following requirements must be met:

1. The expense must have been authorized in advance by the financial management officer and approved by the School Head Administrator.
2. The expense must have been incurred for goods or services purchased for Crosspoint Christian School.
3. If the expense is for travel, the travel must be for work related to Crosspoint Christian School. Reimbursement will be for no more than the standard mileage rate for business use of a car as established by the IRS. Crosspoint Christian School will reimburse meal expenses incurred in direct connection with Crosspoint Christian School's business, or at the per diem rate established by the IRS.
4. Receipts must accompany the reimbursement request form.

Policy 4.22 Credit and Debit Cards

Crosspoint Christian School will not authorize the use of debit cards for any purposes. The Board will determine whether there is a compelling need for Crosspoint Christian School to obtain one or more credit cards. If the Board determines that credit cards are needed, the Board will authorize specific individuals to utilize a corporate credit card. A corporate cardholder may use the credit card only for official purposes directly related to the needs of Crosspoint Christian School. The cardholder may not use a corporate credit card for personal purposes, even if he or she plans to reimburse Crosspoint Christian School. Personal use, while prohibited, will require reimbursement at a minimum.

The following list includes, but is not limited to the types of purchases that are not allowed on the corporate credit card:

1. Personal purchases
2. Cash advances or loans
3. Payroll advances
4. Purchases for other organizations
5. Alcohol
6. Personal entertainment
7. Fuel for personal vehicles unless previously authorized
8. Purchases from a business the individual owns or operates unless pre-approved by the Board.

Policy 4.23 Procurement

All procurements made by Crosspoint Christian School involving the expenditure of funds will be made in accordance with the following procurement standards.

Procurement transactions, regardless of method or dollar value, will maximize open and free competition. Crosspoint Christian School shall not engage in procurement practices which may be considered arbitrary or restrictive.

Purchases will be reviewed by the Head Administrator, School Board or designee to avoid unnecessary purchases, prevent duplication and to ensure that costs are reasonable.

1. Routine Purchases

- a. **Micro purchases:** Purchases which cost between \$1,000 and \$10,000 will require three over-the-telephone or website quotations of rate, price, etc. A log will be maintained setting forth the date calls were made, parties contacted, and prices obtained. For purchases of less than \$1,000, efforts will be made to get the lowest and best price, but written records of such efforts are not necessary.
- b. **Small Purchases:** Purchases of supplies, equipment and services which cost between \$10,000 and \$150,000 will require written estimates but no legal advertisement is required. Crosspoint Christian School will solicit written responses from at least three vendors, and if no such responses are available, a statement explaining the procurement will be prepared and filed.

2. Competitive Sealed Bids

Bidding will be employed when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost. When the cost of a contract, lease or other agreement for materials, supplies, equipment, or contractual services, other than those personal or professional, exceeds \$150,000, an Invitation for Bids (IFB) notice will generally be prepared.

The IFB will include a complete, accurate and realistic specification and description of the goods or services to be procured, the bid deposit, payment bond and bond performance required (if applicable), the location where bid forms and specifications may be secured, the time and place for opening bids, and whether the bid award will be made based on the lowest price or the lowest evaluated price. If the lowest evaluated price is used, the measurable criteria to be used must be stated in the IFB.

In addition, the Head Administrator or his designee shall determine that all firms are responsive and responsible. The Crosspoint Christian School Board will make the decision as to whom the contract shall be awarded. After the bid award is made by Crosspoint Christian School, a contract will be prepared for execution by the successful bidder. After the contract is signed, all bid deposits will be returned to all unsuccessful bidders.

Crosspoint Christian School may cancel an Invitation for Bid or reject all bids if it is determined that such is in the best interests of Crosspoint Christian School. Bidders will be notified in writing

of such cancellation or rejection. Crosspoint Christian School may allow a vendor to withdraw a bid if requested at any time prior to the bid opening. Bids received after the time set for bid opening shall be returned to the vendor unopened.

3. Competitive Negotiations

Crosspoint Christian School will use competitive negotiations, regardless of contract amount, upon a written determination that:

- a. Specifications cannot be made specific enough to permit the award of a bid based on either the lowest bid or the lowest evaluated bid price (in other words, bidding is not feasible).
- b. The services to be procured are professional in nature.

Except for certain professional services, competitive negotiations will proceed as follows:

- a. Proposals will be solicited through qualified vendors. The Request for Proposal (RFP) will describe services needed and identify the factors to be considered in the evaluation of proposals and the relative weights assigned to each selection factor. The RFP will also state where further details regarding the RFP may be obtained. The RFP will call attention to the same regulations discussed in the bidding process. Requests for proposals will always include cost as a selection factor.
- b. Award must be made to the offeror whose proposal is determined in writing by Crosspoint Christian School to be the most advantageous to Crosspoint Christian School. Evaluations must be based on the factors set forth in the Request for Proposal and a written evaluation of each response prepared. The Crosspoint Christian School Board will review and award contracts. Crosspoint Christian School may contact the firms regarding their proposals for the purpose of clarification and record in writing the nature of the clarification. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected. New proposals may be solicited on the same or revised terms, or the procurement may be abandoned.

For the procurement of certain professional services, an alternative to RFPs may be used. Crosspoint Christian School may use a Request for Qualifications (RFQ). RFQ's are handled in a similar method to RFP's with the exception that cost is not a factor in the initial evaluation. The Head Administrator or his designee will evaluate the responses and rank them by comparative qualifications. The highest scoring person or firm will be contacted, and cost will then be negotiated. If the Head Administrator is unable to negotiate a satisfactory cost arrangement, the second highest scoring person or firm will be invited to negotiate. The Head Administrator will maintain a written record of all such negotiations.

4. Non-competitive Negotiations

Non-competitive negotiations may be used for procurements in excess of \$150,000 when bidding or competitive negotiations are not feasible. Crosspoint Christian School may purchase goods and services through non-competitive negotiations when it is determined in writing by the Head Administrator or his designee that competitive negotiation or bidding is not feasible and that:

- a. An emergency exists which will cause public harm as a result of the delay caused by following competitive purchasing procedures, or
- b. The product or service can be obtained only from one source, or
- c. The contract is for the purchase of perishable items purchased on a weekly or more frequent basis, or
- d. Only one satisfactory proposal is received through RFP or RFQ.

Procurement by non-competitive negotiation requires the strictest attention to the observation of impartiality toward all suppliers. Crosspoint Christian School must approve all procurements by non-competitive negotiation when only one supplier is involved or only one bid or response to an RFP/RFQ is received.

Bids will be accepted only from those contractors who have a proven record of ability to successfully complete the scope of work being bid. References will be requested along with the contractor's bid proposal. Any contractors submitting a bid must produce (along with his/her bid documents) written proof of liability insurance and worker's compensation coverage.

Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources in awarding contracts.

5. Contracts

All contracts will contain language which allows Crosspoint Christian School the opportunity to cancel any contract for cause. Said cause shall include (but not be limited to) demonstrated lack of ability to perform the work specified, unwillingness to complete the work in a timely fashion, cancellation of liability insurance or worker's compensation, failure to pay suppliers or workers, unsafe working conditions caused by the contractor, failure to keep accurate and timely records of the job, or failure to make those records available to Crosspoint Christian School (on request) or any other documented matter which could cause a hardship for Crosspoint Christian School if a claim should arise or the work not be completed on schedule at the specified cost.

Requests for proposals will be structured to utilize value-engineering for any construction project exceeding \$100,000. Value engineering will allow the total job to be broken down and bid in sections, to produce the lowest overall cost of the project to Crosspoint Christian School. A project will request proposals for heating as one element, electrical as one element, etc. In some cases, this will make for a more cost-effective project. However, this does not preclude a bidder from making a lump-sum bid. Total cost will be calculated when value-engineering produces different bids for different scopes of work. Those segmented bids will then be added together to give a final project cost.

6. Documentation

All source documents supporting any given transaction (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. Where feasible, source documents pertinent to each individual procurement shall be separately filed and maintained. Where it is not feasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner (examples include

chronologically, by vendor, by type of procurement, etc.). Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

7. Locally Owned, Minority-Owned, Female-Owned and Small Businesses

All necessary affirmative steps will be taken and documented to solicit participation of locally Christian owned, minority-owned, female-owned and small businesses. Crosspoint Christian School will solicit proposals from minority or women-owned businesses that provide the goods or services that are being sought. Where possible and feasible, delivery schedules will be established, and work will be subdivided to maximize participation by small businesses or minority or women-owned businesses. Subdivided components will be bid as a separate contract. Where feasible, evaluation criteria will include a factor with an appropriate weight for these firms. Crosspoint Christian School will use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce. The successful bidder will be required to use these same criteria in selection of suppliers and subcontractors whenever possible.

8. Code of Conduct/Conflict of Interest

No Crosspoint Christian School Board member, employee, consultant, appointed official or designated agent of Crosspoint Christian School will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, employee or designated agent of Crosspoint Christian School, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms.

No Crosspoint Christian School Board member, employee or designated agent of Crosspoint Christian School may acquire a financial interest in or benefit in any way from any activity which uses any portion of Crosspoint Christian School funding, nor shall they have any interest in any contract, subcontract or agreement for themselves or any family members.

Any unknown conflict in interest may result in the penalties listed below. All known conflict of interests shall be documented, and a signed agreement will be procured and filed with each job where a conflict of interest may arise.

NOTE: These rules apply to all named parties and shall be effective for the period of service and for one year after leaving said position.

9. Acceptance of Gratuities

No designated agent of Crosspoint Christian School shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, subcontractors, or potential subcontractors.

10. Penalties

Any Crosspoint Christian School Board member, employee or designated agent of Crosspoint Christian School who knowingly and deliberately violates the provisions of this code will be open to civil suit by Crosspoint Christian School without the legal protection of Crosspoint Christian School.

Furthermore, such a violation of these procurement standards is grounds for dismissal by Crosspoint Christian School (if an employee) or such sanctions as available under Crosspoint Christian School Policy. Any contractor or potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with Crosspoint Christian School.

SECTION V PERSONNEL POLICIES

Policy 5.01 Qualifications for Employment

1. All employees at Crosspoint Christian School (CCS) shall have personal testimony of Jesus Christ as Savior and Lord of their lives. All employees shall be active in a home church.
2. Employees understand and agree with the CCS Statement of Faith.
3. Employees view their employment at CCS as a ministry position and seek to be an ambassador for Christ.
4. Teachers shall have a minimum of a Bachelor of Arts or Bachelor of Science degree from a recognized accredited college or university. This requirement may be waived by recommendation of the School Board in cases of part-time teachers.
5. All employees shall give evidence of adequate physical and mental condition to meet the requirements of the job. The school may require a physical examination as a condition of employment which will be paid for by the school.

Policy 5.02 Background Checks

Background inquiries and reference checks will be made on all school employees prior to their hire. Crosspoint Christian School will use a third-party agency to conduct the background checks. The type of information that can be collected by this agency includes, but is not limited to, that pertaining to an individual's criminal history, past employment, education, character, finances, reputation, etc. This process is conducted to verify the accuracy of the information provided by the applicant.

All information obtained from the reference and background check process shall only be used as part of the employment process and kept strictly confidential. Executive staff will maintain a log that will include the position applied for, the applicant's name, and the date of the background check.

Policy 5.03 Compensation

The salaries and benefits for all personnel, individually or by schedule, shall be proposed annually by the Head Administrator; reviewed by the Business Administrator, and approved by the Crosspoint Christian School Board. Salaries for teachers should follow the salary schedule established by the School Board.

1. Prior teaching experience may be considered when establishing initial salaries.
2. Contracts for salaried employees will be reviewed and approved by the School Board.
3. The Head Administrator shall be responsible for communicating the salary schedule to all personnel.

Policy 5.04 Head Administrator Contract

A contract for the Head Administrator will be issued by the School Board. The contract shall be reviewed annually in conjunction with the Head Administrator Performance Evaluation.

Policy 5.05 Emergency Head Administrator Succession

To protect the Board from disruption in normal activities due to temporary absence or sudden loss of the Head Administrator's services, the Head Administrator shall not fail to ensure adequate administrative back up.

Accordingly, the Head Administrator shall not fail to:

1. Ensure that at least one other administrative staff member is sufficiently trained regarding Board and Head Administrator issues and procedures that he/she can serve as Acting Head Administrator should the Board deem this necessary during a prolonged absence or departure of the Head Administrator.
2. Ensure that appropriate arrangements are made to handle normal operations during short-term absences of the Head Administrator.
3. Communicate annually, or whenever a change is made, with the Board who the Acting Head Administrator would be in his/her absence.

Policy 5.06 Salaried Employees

Salaried employee classifications are as follows:

Administrative Staff

- Full-time
- Part-time

Teaching Staff

- Full-time
- Part-time
- Temporary/Substitute
- Adjunct

Policy 5.07 Hourly Employees (Revised 1.22.22)

Hourly employees are considered non-exempt personnel. Examples may be:

1. Nurse
2. Office Assistant
3. Teacher’s Aide
4. Cafeteria Coordinator
5. Custodian/Maintenance
6. Bus Driver

All non-exempt personnel shall be probationary for the first 180 workdays of continuous service.

Non-Exempt Employee Evaluation

Probationary employees shall be evaluated by their supervisor at scheduled intervals. All Non-Exempt employees shall be evaluated by the Head Administrator annually.

The purposes of having an evaluation are to:

1. More carefully meet the mission and vision of the School.
2. Assist the employee to develop his/her potential and to have increased job satisfaction.
3. Develop an official record of employee’s performance for administrative purposes.

Suspension or Dismissal of a Non-Exempt Employee (This section revised 1.22.22)

The Head Administrator is authorized to suspend or dismiss any employee from his/her duties for any of the following reasons:

1. Failure to satisfactorily perform his/her job duties.
2. Insubordination including, but not limited to, refusal to do assigned work.
3. Dishonesty.
4. Conviction of any crime involving moral turpitude.

5. Conviction of a felony.
6. Violation of the Alcohol and Drug Policy.
7. Use of illegal narcotics.
8. Failure to report to work or an absence of three consecutive working days without approval. (Employee's abandonment of position).
9. Physical or mental condition that is dangerous to children, or other employees, staff, or parents of Crosspoint Christian School.
10. Failure to meet the Qualifications for Employment.
11. Any other reason, not specified above, deemed sufficient by the Head Administrator or School Board.

In the case of dismissal, the Board will be informed prior to any final action.

Policy 5.08 Dismissal of Salaried Employees Prior to End of the Contract Year

The School Board may terminate the employment of an administrator or teacher if the Board deems it to be in the best interest of the school. The administrator or teacher may be discharged, and salary payments terminated by the School Board during the school year for one or more of the following reasons:

1. Conviction of any felony or other crime involving moral turpitude.
2. Failure to comply with official directives or with established Crosspoint Christian School policies.
3. Physical or mental capacity preventing performance of the contract of employment.
4. Repeated and continued neglect of duties.
5. Inefficiency or incompetency in performance of duties.
6. Breach of contract.
7. Failure to comply with such reasonable requirements as the employer may prescribe for achieving professional improvement and growth.
8. Necessary reduction of personnel by the school.
9. For good cause determined by the employer; good cause being failure of the administrator or teacher to meet accepted Christian standards of conduct as stated in this policy manual.

Before the administrator or teacher shall be discharged prior to the end of the school year for any of the causes set forth in the preceding section, the employee shall be notified in writing of the proposed action. In any decision to terminate employment of an administrator or teacher no consideration shall be given to sex, race, color, national or ethnic origin of the employee.

Policy 5.09 Resignation and Abandonment of Contract

When a staff member is not able to complete their contract or able to accept one for the following year, a written letter of resignation shall be submitted to the Head Administrator.

At the time of resignation, the contract shall be dissolved. Any salary due will be paid and further compensation forfeited.

When an employee is absent from his duties for more than three days without approval, the School Board may rule the contract to have been breached and declare the position open.

Policy 5.10 Employee Records

Employees shall have the right to inspect their personnel file. Comments of a derogatory nature shall not be entered until the employee has had an opportunity to review and make comments within three working days of any written interview. The employee will be required to sign acknowledging the comments.

Policy 5.11 Layoff and Recall

Economic conditions, or other unforeseen circumstances may require adjustments in staff levels by means of a layoff or reduction in force.

Layoff is defined as situations where work is no longer available, the job is eliminated, the contract expired, the program discontinued, etc.

When the number of employees must be reduced, the Crosspoint Christian School Board, or their designee, will establish the order in which the positions are affected. Layoffs may be made according to relative qualification. Retention will be based on skills and abilities. Employees will not have bumping rights based on seniority.

Whenever possible, thirty (30) days' notice will be given to employees scheduled to be separated due to layoff.

Policy 5.12 Volunteers

Volunteers may be parents and other resource people.

Parent Volunteer

A parent volunteer is a non-professional individual who is willing to assist a teacher on a regular basis. Under the direction and supervision of the teacher he/she may:

1. Correct workbook pages or copies. (Teachers should provide necessary written and/or oral feedback to students after reviewing for errors.)
2. Make copies (in work room) or construct learning materials, games, or reinforcement materials.
3. Drill students in math, phonics, etc., as modeled by the teacher.
4. Read to students or help them find or check out library books.
5. Type materials for teachers.

Volunteers should not be given regularly assigned teacher duties (i.e., classroom supervision during class or lunchroom or playground supervision, etc.)

Resource People

Each teacher may utilize resource people to aid in classroom experiences.

Resource people should, at a minimum, meet the following requirements:

1. The recommendation of a recognized Christian source should be obtained prior to asking the resource person into the classroom.
2. The person should be sympathetic with the Christian faith and certainly not antagonistic toward it.

3. The background of the classroom material being covered should be presented to the resource person so that his/her presentation is relevant.

Approval

1. All prospective volunteers shall be approved in advance by a school administrator. They should be willing to work cooperatively with staff and under a specific teacher's supervision.
2. Background checks are required.

Teachers will provide these individuals with clear information regarding the classroom management program, curriculum, and teaching style. Teachers may need to schedule some uninterrupted time to plan with the parent volunteer.

Policy 5.13 Teacher Evaluations

The Head Administrator shall be responsible for developing, organizing, and implementing the program of evaluating the instructional process as one means to ensure quality control of instruction.

Policy 5.14 Professional Development

The Head Administrator will develop and implement a professional development program for faculty for the purpose of improving and expanding teaching skills.

Policy 5.15 CPR Training and First Aid Certificate

Any person employed as an aid, teacher, or administrator of Crosspoint Christian School is required to hold a valid first aid and CPR certificate. It is each staff person's responsibility to maintain a standard first aid and CPR certificate.

The administration shall schedule at regular intervals and at the school's expense, training for all staff members in CPR methods. If the employee does not participate in the paid training, then they must obtain training at their own expense to maintain the required first aid and CPR certificate.

Policy 5.16 Medical Insurance

All full-time and part-time faculty and staff working at least 75% full-time are currently eligible for health insurance coverage outlined below:

All eligible faculty and staff may elect to receive the health insurance benefit for themselves. This insurance does not cover other members of their immediate family; however, eligible faculty and staff may elect to personally pay to have their family covered.

Policy 5.17 Liability Insurance

Comprehensive general liability insurance which covers all employees shall be maintained by Crosspoint Christian School.

Policy 5.18 Worker's Compensation

All injuries or illness incurred while performing the duties of the job must be reported to the office within 24 hours of such injury or illness. Crosspoint Christian School must make a written report of the injury or illness within 24 hours to the school's insurance company.

Policy 5.19 Accidents, Injuries and Safety

In the event of injury on school premises, employees shall not make statements to persons other than authorized personnel of Crosspoint Christian School regarding the events leading to the injury without first consulting with the administrative staff.

Reporting

An accident report shall be completed within 24 hours. If possible, this shall be done by the injured employee but, if possible, his/her designee shall complete it.

In the event of a student injury, the employee on duty in that area at the time of the student injury shall complete the accident report.

Policy 5.20 Holidays

The following is a list of holidays that will be observed by Crosspoint Christian School:

- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- New Year's Day

Holiday Procedures:

1. A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or following Monday, as determined by the Head Administrator.
2. Full-time permanent Non-Exempt Employees will receive the day off at their regular rate of pay for each holiday.
3. Part-time and/or temporary employees will receive the day off but are not eligible to receive holiday pay.
4. Crosspoint reserves the right, when deemed appropriate, to schedule work on an observed holiday. Scheduled work on an observed holiday will be paid as a regular workday in exchange for another day off.

Teacher contracts specify workdays that occur when school is not in session during the school year, including days for required activities such as in-service. In general, teachers are not expected to work during the annual Christmas break.

Policy 5.21 Employee Leave

Jury Duty Leave

A full-time salaried employee summoned to jury duty shall be granted leave of absence while fulfilling the jury duty assignment. The leave shall be with pay, however, any stipend awarded to the juror shall be submitted to Crosspoint Christian School to help cover substitute costs. The employee shall be required to notify the Head Administrator immediately upon receiving the jury duty assignment. Hourly employees are not entitled to receive pay for any time absent from work under this policy.

Military Service Leave

1. Military Leave with Pay

Eligible employees called to active duty shall be granted leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any year. Employees shall provide advance notice of the absence except in instances involving military necessity or where giving notice is otherwise impossible or unreasonable. To receive pay, the employee must provide confirming documentation of the call-up.

2. Military Leave without Pay

A leave of absence will be granted when the employee is called into active military service. Current Oregon law that applies to private employers will be followed when determining the length of military leave and return to employment.

Bereavement Leave

All employees shall be allowed up to two weeks leave without loss of pay or personal time off when a death occurs in the immediate family. Immediate family is defined as spouse, father, mother, sister, brother, child, or any relative residing in the same household.

All employees shall be allowed three days without loss of pay or personal time off when a death is a more remote relative, grandparent, immediate in-law, grandchild, aunt, uncle, niece, nephew, cousin.

Additional time, not to exceed two days shall be granted without loss of pay or sick leave at the discretion of the Head Administrator, when it is necessary to travel in connection with the death of a relative.

Sick leave/Personal leave

All full-time employees will be granted 12 days of personal time off (PTO). There will be no differentiation between personal days and sick days. Employees will be at liberty to use these days as they see fit throughout the school year.

A request for personal leave must be submitted to the Head Administrator at least one (1) week prior to the time off.

Substitute teachers will be scheduled by the administration.

1. Employees may use time from their leave in ½ day increments.
2. Employees that take more than their allotted personal leave time will be charged the cost of their substitute.

3. Employees who miss more than three consecutive unscheduled days, may be required to present a doctor's release to the school Head Administrator that permits them to return to work.
4. An employee that is experiencing long term absence because of extenuating circumstances is eligible to receive donated leave from other employees if approved by the Head Administrator.
5. Employee donations of leave to another employee are strictly voluntary, and employees are under no obligation to donate leave. An employee may donate as much leave as they choose. An employee who donates leave will complete the donation form stating how many hours they wish to donate and have the form approved by the Head Administrator and turned into payroll.

Part-time employees

Part-time employees who have a set-schedule will earn paid time off in proportion to the number of hours worked each month.

Maternity Leave

1. A teacher may request a leave of absence for maternity purposes up to 12 consecutive weeks in length. This leave is without pay and does not count as experience on the salary schedule.
2. Covered full-time salaried employees shall be entitled to maternity leave of up to 12 weeks after the birth of a child.
3. Maternity leave is, in and of itself, voluntary and without pay.
4. Maternity leave, without the existence of medical reason for the leave, simply guarantees the employees' right to return to her position.
5. Full-time salaried employees must apply to the Head Administrator for maternity leave in a timely fashion both prior to commencement of the leave and prior to its expiration.

Leave Without Pay (LWOP)

Crosspoint Christian School recognizes that there may be extenuating circumstances when an employee may be absent beyond what other sections of this policy may cover. In such cases the employee may request LWOP in writing, describing the circumstances, to the Head Administrator. LWOP will be granted with the intent that the employee will return to full duty.

Absenteeism

An employee who has used all his or her leave and short-term disability benefits, and is still unable to return to work, may have his or her employment terminated unless excepted by the Leave Without Pay Policy (LWOP).

Any employee who misses two consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.

Policy 5.22 Public Media

The Head Administrator or a person designated by the Head Administrator (Ex. coach) are the only staff/faculty members with permission to speak to media outlets. Speaking to the media, officially or unofficially, on the record or off the record will result in official consequences up to and potentially including immediate termination.

Policy 5.23 Reporting of Suspected Child Abuse

Definition: A child that has been non-accidentally physically or mentally injured, negligently treated or maltreated, sexually abused or exploited, or who dies because of abuse or neglect is abused. Abuse in Oregon is “actual” as well as “threatened harm” to a child. According to the Reporting Law, threatened harm means substantial risk of harm to a child’s health or welfare.

1. Reports of suspected child abuse must be made when an incident of child abuse has caused or could have caused any physical injury, mental injury, illness, disability, or death to a child.
2. Any teacher suspecting child abuse needs to make an immediate oral report to the administration. The teacher must provide written documentation within 24 hours. The teacher should require a follow-up note from the Administration signifying that a report has been made.
3. Once the oral report has been presented to the administrator then the reporter must contact the DHS by phone within 24 hours and confirm that this call was made in the written report (541-883-5570).
4. According to Oregon Revised Statute 418.750, “Any public or private official having reasonable cause to believe that a child with whom the official comes in contact in an official capacity has suffered abuse, or that any person with whom the official comes in contact in an official capacity has abused a child shall report or cause a report to be made.”
5. ORS 418.755, “an oral report shall be made immediately by telephone or otherwise to the local office of the Services for Children and Families or to a law enforcement agency within the county where the person making the report is at the time of the contact.”

Policy 5.24 Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by Crosspoint Christian School employees or coaches as defined by Oregon law will not be tolerated. All employees or coaches are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal, physical, or other conduct by a school employee/coach that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile, or offensive educational environment.

Sexual conduct is separate from sexual abuse, which commonly involves inappropriate physical contact with a minor. Sexual conduct may include grooming behavior (this is behavior in which adults develop trust to break down a child’s defenses so that the adult may engage the child in sexual conduct or sexual abuse).

Examples of sexual conduct may also include (but not limited to):

1. Staff performing back rubs on a student.
2. Kissing students
3. Touching students frequently
4. Commenting on students’ bodies or appearance in a sexual manner
5. Exchanging romantic gifts or communications with a student
6. Showing obscene or suggestive photos to the student

7. Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures, and innuendos or engaging in inappropriate banter with students (e.g., discussion of student's dating behavior)
8. Sharing your own sexual exploits or marital difficulties
9. Using e-mail, text-messaging, or instant messaging to discuss sexual topics with individual students.

Any employee or coach who has reasonable cause to believe that another employee or coach has engaged in sexual conduct with a student must immediately notify the Athletic Director or Head Administrator.

Policy 5.25 Resource Material for Classroom and Library Use

Resource materials include literature, text, film, video, recordings, art, and other media. These materials for the classroom and/or the library must reinforce the mission and philosophy of Crosspoint Christian School. The language of the material should not be coarse, profane, immoral or take the Lord's name in vain.

As much as possible, Christian material should be used. Non-Christian materials should be examined to determine their potential for teaching truth.

Resource materials must be previewed by the teacher before use. If there is any question or doubt concerning the materials, they should be submitted to the administration for review and presented to the Board for approval.

Policy 5.26 Dress Code for Classroom Teachers and Staff

In accordance with our purpose to be a living testimony for Christ, we assume responsibility as individuals to be role models for our students, wearing attire that reflects a professional appearance and godly character.

All school days are considered "school attire" unless otherwise administratively designated. There may be exemptions for medical conditions. Staff and faculty are encouraged to participate in special dress days.

Gentlemen's Attire:

1. Dress shirt with or without tie, turtleneck or mock sweaters, dress sweaters, collared polo style shirt
2. Docker style pants or cargo pants in navy, black or khaki
3. Golf style or cargo style shorts in navy, black or khaki paired with a polo or other collared shirt
4. Sport jackets, vest, suits

Ladies' Attire:

1. Dresses, skirts, split skirts
2. Dress Pant Style - Dockers, slacks, cords, capris; black, tan, or dark wash denim without holes or rips; stretchy type pants under a dress
3. Skorts or dressy shorts
4. Blouses, women's shirts & tops
5. Blazers, sweaters, zip-up sweatshirt without a logo

Shoes

For safety reasons, shoes must be always worn while on campus. Slippers are not acceptable footwear.

Hair:

1. Hair must always be a natural hair color.
2. Hair must be neatly trimmed, well-groomed and kept out of the eyes.
3. Facial hair must be neatly trimmed and well-groomed.

Accessories:

1. Sunglasses are not permitted indoors without a doctor's note.
2. Make-up must not be excessive or extreme.
3. Accessories (belts, jewelry) must not be excessive or extreme.
4. Body piercings must not be visible, except for ear piercings (maximum of 2 earrings per ear) and one small nose piercing. Ear gauges are not allowed.
5. Large tattoos must be covered.

General Dress Rules

The following are garments are **NOT** allowed at school or while representing Crosspoint Christian School:

1. Any article of clothing with undergarments showing.
2. Half-shirts, spaghetti straps, halter type tops or tight-fitting tank tops. When standing normally, shirts should extend at least to the top of pants.
3. Dress, skirt, or shorts lengths that expose no more than 3 inches above the knee when sitting.
4. Skinny jeans
5. Yoga pants
6. Clothing with holes or rips, even if sold from the factory that way.
7. Garments that promote tobacco, alcohol, drugs, or lifestyles that conflict with the ideas and goals of Crosspoint Christian School.
8. Any gang-like identity such as bandannas, heavy jewelry, baggy trousers, symbols, or colors.

Casual Day (Friday)

Attire should remain professional in appearance and follow the general dress guidelines. Jeans in good condition and Crosspoint Christian School sweatshirts may be worn.

Policy 5.27 Faculty Responsibilities

The following are general expectations for teachers:

1. Fulfill the official job description for Classroom Teacher.
2. Be in the classroom 20 minutes prior to class starting and 30 minutes after school is dismissed.
3. Teachers are expected to integrate biblical concepts with each subject they teach. All topics are to be taught in a manner consistent with Scripture.

4. Teachers should avoid highly debatable topics as much as possible, especially as they relate to denominational issues. Some Bible doctrines should be avoided by the school as much as possible. This includes, but is not limited to:
 - a. Infant baptism
 - b. Eternal security
 - c. Falling from grace
 - d. Pre, Post, or Mid-Tribulation, Rapture
 - e. Predestination
 - f. Speaking in tongues
 - g. Specific gifts of the Spirit
 - h. Mode of baptism
5. The teacher's duties will involve not only the responsibilities ordinarily incumbent but also those responsibilities related to the special spiritual ministry to which he or she is called, training of the child in Christian faith and practices. In a very real sense, therefore, it is the expectation that the teacher will always strive to understand, appreciate, love and serve peoples entrusted to him or her for instruction and that he/she will to the best of his/her ability, provide for their fullest intellectual, physical, emotional, and spiritual development.
6. Teachers are to abide by the regulations and policies set forth in the Crosspoint Christian School policy manual and to cooperate in every way with the school authorities.
7. Teachers are never to discuss negative aspects of one student in front of another.
8. Teachers are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.
9. Grading and student feedback should be done in a timely manner.

Policy 5.28 Lesson Plans

An "Emergency Plan Folder" must be made available upon request. This folder should include:

1. Fully self-contained material to teach all your classes for the day.
2. A master for all handouts.
3. Class lists, seating assignments when applicable and any other necessary materials.

Lesson plans will be reviewed for the following criteria:

1. Academic expectations are grade appropriate.
2. Daily time use reflects a grade appropriate balance of work and down time.
3. Adequate details are provided in lesson plans for a substitute teacher to smoothly function when needed.
4. Homework is not excessive. Homework assignments are at the discretion of the teacher and are for the purpose of preparing students for class work; giving additional practice or application; building interest in reading and learning; expanding or enriching regular class work.
5. Resources are listed including book name, page numbers, lesson number, etc.
6. Curriculum is being utilized as intended.
7. Each subject is given the appropriate amount of time with specific attention to core subjects (reading, language arts, math, science, and Bible) being provided.

Policy 5.29 Grading Policies

Parents and students monitor academic progress through FACTS. The office generates progress reports as needed. Therefore, it is important for teachers to record and keep current the grades in the grade book.

Record Keeping and FACTS

1. All records will be kept in FACTS.
2. To substantiate the weekly progress report grades, it is required that teachers record at least two grades per subject per week.
3. All assessments and assignments must be recorded in by the morning of the first school day of the week. All grades from the previous week must be entered in FACTS by 10:00 AM of the first school day of the week.
4. All teachers will utilize the grading scale in FACTS.
5. All student files, in accordance with ORS 33.185 (2), contain transcripts, report cards, attendance, behavior, tests/evaluations and health records. These files are kept in the Teacher's Workroom and may not be taken out of that room. Requests to view a student's file should be made through the Office Manager. Student records must never leave the building.
6. Students with documented learning disabilities may have special grading programs as determined by the teacher and administration. Such programs will be documented and placed in the Student's Cumulative File.

Late Work and Extra Credit

It is at the teacher's discretion if late work or extra credit will be allowed during the final week of a grading period.

Parent Notification

1. Parents should be notified in writing when their student is in danger of failing.
2. Notification should be made in a timely fashion, so the parent has an opportunity to assist the student in developing better study habits.
3. Notification can be made by e-mail, in-person, or by phone by phone and must be documented.

Policy 5.30 Special Programs and Field Trips

All events that occur which differ from a normal school day must receive prior approval from Administration.

1. Complete and submit an Event Request Form two weeks in advance.
2. Do not advertise or promote your event prior to being notified of approval.
3. All trips should incorporate a learning experience.
4. Transportation is the teacher's responsibility. Drivers need to turn in a copy of their current insurance and license annually to the front office.
5. Teachers will be responsible to create, collect and track permission slips and money.
6. Teachers are responsible to make copies of the Emergency forms required for field trips. These forms may contain sensitive information so they must be considered confidential.

7. Medical Release Slips are not required if the destination is within walking distance, however, parent notification is required.
8. If the event requires an overnight stay, please review your travel plans, transportation method and number of adults attending with school administration prior to making any arrangements or announcements to students or school families.
9. If students return to school after a field trip and the regular after-school supervisory staff has left, the teacher is responsible to stay with the students until the last student has been picked up.

Policy 5.31 Student Discipline

Teachers, other staff, and coaches supervising students are responsible to enforce the standards of conduct consistently.

Student attendance, conduct, and discipline policies are outlined in Section VI of the policy manual and in the student handbook. Office referral will only occur for significant unacceptable behavior that requires immediate separation from the classroom environment. Corporal punishment is not authorized for any student.

SECTION VI STUDENT POLICIES

ADMISSIONS

Policy 6.01 Admission Requirements

To be considered for admission the following requirements must be submitted:

1. Crosspoint Christian School Application
2. Signed Crosspoint Christian School Parent – School Agreement
3. Copies of school records (most recent report card, standardized test results if available, and a current transcript *for high school students*) from previous schools
4. Copy of student birth certificate
5. Copy of most recent immunization record

In addition, students must meet as a family with a designated Crosspoint Christian School Administration representative. A placement exam will be administered as part of the admissions process for grades 3 and above.

Policy 6.02 Part-Time and Home-School Student Admission

Home-schooled students attending part time at Crosspoint are considered using the same admission standards used for a full-time student.

Parents may apply for enrollment to any of the academic, fine arts classes, or extra-curricular activities offered to students. Current tuition and fee schedules are available in the Crosspoint Christian School office or website.

To participate in extra-curricular activities students must meet the eligibility requirements in Rule 8.1.3 in the Oregon Schools Activities Association (OSAA) Handbook, and parents must complete the Home School Eligibility Check List in accordance with Rule 8.5.1 of the OSAA Handbook.

Policy 6.03 Recruitment

It is the policy of OSAA and Crosspoint Christian School and its personnel never to initiate contact with a potential student and/or the potential student's family for the purposes of participating as an athlete or other OSAA activity at Crosspoint Christian School.

If a coach, assistant coach, or activity director of a Crosspoint Christian School athletic or other activities program is approached first by a prospective parent or student with questions or a request for information about an athletic program or other OSAA sanctioned activity, the coach or director will refer them to the school Head Administrator. Coaches and directors will report all such contacts to the AD and school Head Administrator by the end of the next business day.

Crosspoint Christian School does not offer athletic scholarships.

Policy 6.04 School Entry Age

Pre-School: All students desiring to start pre-school must be three years old and toilet-trained prior to September 1st of the school year in which they are to be enrolled.

Kindergarten: All students desiring to start kindergarten must be five years old prior to September 1st of the school year in which they are to be enrolled.

First Grade: All students desiring to start first grade must be six years old prior to September 1st of the school year in which they are to be enrolled.

Policy 6.05 Learning Disabilities

Students with an Individualized Education Plan (IEP) may be admitted following a discussion with the Special Education representative in the student’s public school district. The decision to admit the student is dependent on Crosspoint Christian School’s ability to meet the student’s need for accommodations.

ACADEMICS

Policy 6.06 Grade Reports and Conferences

Report cards are issued each grading period. Parent-teacher conferences will be scheduled throughout the year. We encourage both parents to attend these conferences if possible.

Policy 6.07 Elementary and Middle School Retention

Retaining a student may occur if it is determined that repeating a grade will improve the student’s opportunity for success. The decision to retain a student will be based on input from the teacher, administration, and parents.

Policy 6.08 Grading Scale

In general, grading K-2nd grade is often collective. Individual grading begins to be phased in thereafter.

Letter & Percentage	Definition	GPA Points
A = 90-100 %	Work of Superior Quality	4
B = 80-89 %	Above Average Work	3
C = 70-79 %	Average	2
D = 60-69 %	Below Average Work	1
F = 0-59 %	Failing	0

Grade Point Average (GPA)

In high school, the GPA is used to determine eligibility for extra-curricular activities, student status and honors. Crosspoint does not award a weighted GPA.

Policy 6.09 Pass/No Pass

Each semester a student may be allowed to take one course as a pass/no pass option. If the letter grade for a course would have been an A, B, C, D, the student will receive credit for the course and the grade will be recorded as a “Pass” on the student’s transcript. A grade of F will result in a “no pass” and will receive no credit for the class.

This option may only be used for one course per semester, and only for courses eligible for elective credit or dual credit courses held off campus. The pass /no pass option will not affect a student’s grade

point average. Students should be aware that colleges may or may not accept this option for dual credit classes. Students choosing this option must do so prior to the end of the semester.

Policy 6.10 Incompletes

A student who has been given an incomplete for a class at the end of a grading period must complete the course within 2 weeks. After the 2-week period, missing work will be averaged into the grade as zero (0%).

Policy 6.11 Dropping a Class

Dropping a class may affect a student's ability to graduate on schedule. Students may drop a class without penalty during the first week of the quarter or semester with administrative and parental approval.

Policy 6.12 College Courses and Dual Credit

College Courses

Students desiring to take classes at the college level must have prior Crosspoint Christian School Administration approval.

1. College courses will not be added to or considered part of the high school transcript.
2. College courses may be utilized to meet OSAA participation requirements.
3. One college term is equivalent to one (1) high school credit.

Dual Credit Program

Dual credit is defined as courses that are offered both as a Crosspoint Christian School course for credit and college level credit and are taught by teachers who are certified for that course at the college level. The courses may be offered at CCS or on the college campus. When a class is offered on the CCS campus, students are required to take this option and will not be permitted to enroll in the same class off-campus.

Students wishing to have dual credit from the college and from Crosspoint Christian School will be charged for CCS tuition in addition to college tuition and fees.

Policy 6.13 Independent Study/Online High School Courses

Independent study is a preplanned personal learning experience designed and outlined for a regularly enrolled student. Independent study courses must be supervised by an approved mentor and approved by the Head Administrator and counselor.

Policy 6.14 Job Shadowing and Work Study

The Job Shadowing and Work Study Program provides Junior and Senior students an opportunity to meet academic requirements for graduation while gaining valuable insight into career pathways that interest them. Students participating in these programs will continue to attend their academic classes daily and be granted a modified schedule to participate in employment or job shadowing during school hours.

These programs will be graded on a pass/no pass basis. Students will receive one half (½) credit for each semester they are enrolled in the Work Study or Job Shadowing Program.

Students requesting to be enrolled in these programs must receive approval from the program coordinator, parents, and the Head Administrator. A contractual agreement, specifying the exact terms of the specific program must also be signed by the coordinator, employer, student, and their parents.

Policy 6.15 Academic Probation

Any middle school or high school student receiving a grade point average below 2.0 or receiving two failing grades in any reporting period will be placed on academic probation and have until the end of the next reporting period to raise their GPA to a 2.0 and/or bring up failing grades or face possible dismissal from school. The administrator and School Board will make the decision regarding the necessity of dismissal.

Policy 6.16 Physical Education (PE)

Every student is required to participate during PE unless there is a note from a physician indicating that a student is not able to participate. If such a note is received, the student will be excused from PE class until another note from the physician indicates an ability to resume participation in PE.

As an exception to the general policy, a student may be excused for up to three days at a time with a note from a parent in cases of minor injury and/or sickness from which the student is recovering. Students will wear clothing for PE class that is in accordance with the dress policy.

Policy 6.17 Math Placement

Math placement for fall will be determined in the previous spring. On occasion students may move ahead in math classes. To do so, the student must receive a positive recommendation from the teacher, Head Administrator, and parent. The decision will be based upon math exam results and student ability to function at a higher grade level socially and emotionally.

Policy 6.18 Extracurricular Participation

Any student wishing to participate in middle school or high school extra-curricular activities (sports, choir, band, drama, etc.) must:

1. meet OSAA requirements when appropriate.
2. have approval of coaches and administration.
3. maintain a cumulative GPA in all classes of 2.0 or higher.
4. not have a grade of "F" in any course and may not have more than one grade of "D" in any course.

Eligibility status will be checked weekly. If a student is not meeting the above requirements, then the following plan will take place:

1. **Week One:** Warning Week—student may continue to practice and play.
2. **Week Two:** Probationary Status—student may continue to practice but may not travel to or participate in any competitions or extracurricular activities.
3. **Week Three:** Ineligible— student may not practice or travel to, or participate in any competitions, until the grades have been brought up.

Policy 6.19 Credits

One half (1/2) credit is earned by a student who completes academic and attendance requirements for each class per semester.

Crosspoint Christian School grants PE credit for one league sport per season up to a maximum of .75 (3/4) credit per year. Students are required to fill out and submit a Petition for Physical Education Credit.

College courses are awarded one (1) high school credit per college level course.

Policy 6.20 Transfer Credits

Credits from state or regionally accredited public or private schools or institutions shall be accepted at face value based on a signed official transcript.

Credits from non-accredited public or private schools or foreign institutions may be validated by examination, standardized tests or other objective measure as deemed appropriate by the Administration.

Policy 6.21 Graduation Requirements

Students may earn either a Standard Diploma or Honors Diploma.

STANDARD DIPLOMA COURSE REQUIREMENTS

REQUIRED COURSES	CREDITS
Language Arts	4
Math	3
Science	3 (2 with lab experience)
Bible	4
College & Life Prep	1
Social Sciences	2
Government	½
Economics	½
Second Language	2
Fine Arts	1
Physical Education	1
Health	1
Electives	1
Total Credits Required for Graduation	24

HONORS DIPLOMA COURSE REQUIREMENTS

REQUIRED COURSES	CREDITS
Language Arts	4
Math	4
Science	4 (2 with lab experience)
Bible	4
College & Life Prep	1

Social Sciences	3
Government	½
Economics	½
Second Language	2
Fine Arts	2
Physical Education	1
Health	1
Electives	1
Total Credits Required for Graduation	28

1. Honors Diploma recipients must maintain a 3.5 GPA
2. Transfer students must petition for a credit waiver for Bible credits to be adjusted based on years at Crosspoint.
3. Fine Arts credits can be earned outside of scheduled classes through pre- approved activities, with the submission and acceptance of a credit petition.
4. Students will be allowed to walk in the graduation ceremony if they are within one credit of the required 24 credits required for the standard diploma.
5. Transcripts will be held until credits have been earned.

Policy 6.22 Academic Honors

Academic achievement is recognized at Crosspoint Christian School following each semester. An honor roll is published recognizing those who have achieved the following GPA:

GPA Honor

4.0 Grand Honor Roll

3.5 to 3.9 Honor Roll

Policy 6.23 Valedictorian and Salutatorian Criteria

Valedictorian and Salutatorian candidates will be determined by the administration using the following criteria:

1. **Valedictorian candidates** must comprise the highest clearly discernible grouping based on accumulative grade point average (AGPA), a minimum of at least 3.95.
2. **Salutatorian candidates** must comprise the second highest clearly discernible grouping based on AGPA, a minimum of at least 3.90.
3. Must have completed a minimum of 16 credits while attending CCS.
4. Meet the minimum subject area credit requirements to earn an honor’s diploma.
5. Have acted with respect, honesty, integrity, courage, personal responsibility, self-discipline, kindness, justice, and social responsibility throughout their high school career. The student will show appropriate behavior with no major violations of the student code of conduct.
6. If the student has signed an athletic code of conduct, there shall be no code violations during the student’s enrollment at Crosspoint Christian School.

Policy 6.24 Student Records

Crosspoint Christian School shall keep student attendance and registration records and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information, and test results.

Parents and eligible students (age 18 or older) have the right to inspect and review the student's education records maintained by the school. The school is not required to provide copies of records unless it is impossible for parents or eligible students to review the records at the office. A fee may be charged for copies.

In cases where parents are separated or divorced and one parent has legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation to assure compliance with any limiting court order. State and federal privacy laws recognize the right of a natural parent, regardless of child custody determination, to have access to the school records of their child. A non-custodial, natural parent may arrange to review the school record of his or her child in accord with school policy.

Unless they have the parents' written permission, teachers may not share any information from a student's file or other private information with anyone outside of the Crosspoint Christian School professional school community.

Parents of students enrolled in college courses (courses for collegiate credit) should be aware that under FERPA the college may not release grades to a parent.

STUDENT ATTENDANCE, CONDUCT, AND DISCIPLINE

Policy 6.25 Attendance

Daily Absences

Oregon Law requires children between the ages of 7 and 18, (with few exceptions), who have not completed the 12th grade to attend school on a regular basis. The law also states four reasons a student may be excused from school:

1. Student illness
2. Serious illness of a student's immediate family
3. Extreme emergency (approval determined by school Head Administrator)
4. School Head Administrator has pre-approved the absence when satisfactory arrangements are made in advance of the absence.

In keeping with Oregon State Law, CCS will only excuse legally defined absences.

Pre-arranged absence requires completion of the Pre-arranged Absence Form (available in school office). Students who know in advance that they will be absent from school for two (2) or more days MUST complete a Pre-Arranged Absence Form and return it to the office PRIOR to the absences. Without a completed form, the absences will be considered unexcused.

Parents need to notify the school office by 9:00 A.M. if their student will be absent. This will not remove an absence from the students' absentee total but gives the school a reason from the parent or guardian for the absence.

Crosspoint Christian School, in addition, will require medical verification of an illness-related absence exceeding three days unless prearranged. A parent/guardian may request that a school excuse their student, however, the Administration will mark absences as excused or unexcused as defined by Oregon law.

Appointments

While it is not always possible, parents are asked to make all appointments, including doctor and dentist, outside school hours. Absences because of appointments during school hours need to be excused by a phone call, or a written note from a parent/guardian who is listed on the family's approved list. No child will be released to anyone other than those authorized in writing by the parent.

Tardies

All students must report to the office if they arrive at school after 8:00 A.M. Special circumstances (i.e., car trouble, accident, etc.) that result in a tardy at the beginning of the school day may be excused by a phone call, text, or written note from the parent/guardian on the family's approved list. Administration will make the final determination whether a tardy is excused based on circumstances.

1. Excessive tardiness may require a parent conference with administration.
2. Elementary students missing more than 45 minutes of the morning or 30 minutes of the afternoon session will be considered absent for one-half day.
3. Tardies of 15 minutes or greater will be recorded as an absence for middle and high school students.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including correction slips, suspension, expulsion and/or ineligibility to participate in athletics or other activities, at the discretion of an administrator.

1. Truant students may receive a grade reduction for all work for the day.
2. For the safety of the student, the police may be called when a student leaves school without proper notification.
3. Excessive truancy will be reported to the Klamath County Youth Attendance Team and can be referred to the Klamath Circuit Court.

Policy 6.26 Closed Campus

Crosspoint Christian School is a closed campus. Students are not allowed to leave campus early unless accompanied by a parent or legal guardian, or a person previously listed on the student's release form. To leave campus for medical or other appointments during normal school hours, a signed note or phone call from a parent is required. The note must contain the date of the appointment, type of appointment, time of release, and parent or legal guardian's signature.

Students who leave campus during the normal school day must "Sign out" in the Main Office. "Sign in" is required upon return. Students are not to leave campus for lunch, except for seniors as outlined in the policy, *Senior Open Campus Lunch Privileges*.

Policy 6.27 Senior Open Campus Lunch Privileges

Senior students, in good standing, may be permitted to leave school grounds during the time designated for lunch if the Senior Open Campus Lunch Opt-in Form has been signed each month by a parent or guardian and is on file with the office.

Students are required to be back in school in time for their next class. Attendance is taken every period. The following consequences will apply to any student who fails to return to class or arrives late. The first tardy will result in a one-week loss of open campus lunch privileges.

1. A second tardy will result in a one-month loss of open campus lunch privileges.
2. A third tardy will bring about suspension of open campus lunch privileges.

In addition, open campus privileges may be revoked at any time at the discretion of the Head Administrator. Students will not be allowed to loiter in the parking lot or on any other school grounds if they choose to leave the school campus during the lunch period. Students choosing to stay on campus will only be allowed in areas designated by school administration. Students are not permitted to place orders for food to be delivered to the school during lunch time. No food deliveries to individual students will be accepted from outside vendors during this time.

All underclassmen (9th, 10th, and 11th grade students) are prohibited from leaving school grounds during the school day unless they are signed out by a parent or guardian. **Any senior who takes an underclassmen or non-privileged senior off school grounds with them will immediately and permanently lose their open campus lunch privilege.**

Policy 6.28 Student Cars and Parking

Students with driving privileges must follow all appropriate regulations while enroute to and from the campus and school events. Reckless driving or speeding on school property or in the surrounding neighborhood will result in discipline. Students are not allowed to be in their cars during normal school hours unless permission has been granted from a faculty/staff member. Violators may lose all or a portion of their privilege to drive or park on school property.

Students must obtain a CCS parking permit and are to park in reserved parking that is designated for students. Crosspoint Christian School has a closed campus policy, except for qualified seniors. Once non-qualified students park their car in the morning it must stay parked until after school. Non-qualified students will not be allowed to leave school without written permission. All students leaving the school must sign out and back in, at the school office.

Policy 6.29 Removing Students from School during School Hours

Except for authorized field trips, no students shall be taken from school during school hours by any person, with the following exceptions:

1. By a parent or guardian when properly identified.
2. By a relative or family friend, only upon written request, properly verified by the parent or guardian.
3. By properly identified representatives of law enforcement agencies:

- a. In making an arrest.
- b. Taking the student into custody.
- c. When the assistance of a child is required by the officer of the law in the detection or apprehension of a criminal.

While it is the duty of the law officer to notify parents or guardian of the person taken into custody or placed in detention, it is still the responsibility of the Head Administrator to confirm this notification with the parent or guardian of the child.

Policy 6.30 Student Discipline

GOAL OF DISCIPLINE

In partnership with the home and church, Crosspoint Christian School has a duty to teach accountability for personal behavior. As a Christian school, we must expect parental support in the student's education and discipline. The basic responsibility for discipline resides with the home. The goal of discipline at Crosspoint Christian School is to foster the development of character and spiritual maturity in all students in a positive, safe learning environment, striving for Christ-like character.

1. Specific emphasis will be placed in the following three areas: respect, responsibility, and moral behavior.
2. Students should evaluate their behavior choices considering these three areas.

The discipline policy of the school is intended to establish a classroom environment that promotes learning. Crosspoint Christian School staff has the responsibility and authority to take appropriate disciplinary action, when a student's behavior is disruptive to their own education or safety, or to the education or safety of other students/staff. This includes behavior at school, at all official school functions and during transit to and from such functions.

Reporting Process

Incidents which may lead to discipline are subject to reporting by school staff members, volunteers, parents/guardians, and students to the Administration.

Off-Campus

Misbehavior off-campus and outside of school hours or events is first and foremost a parental responsibility. While behavior may be a concern to the school, as a rule this is only for very serious issues. In these cases, the school will contact the home and discuss the concerns with the parents. The school will work with the family to bring about any needed change in behavior.

Discipline Process

Methods of discipline shall include positive elements that encourage good behavior and reduce the occurrence of bad behavior. Where misbehavior does occur, various consequences will be employed to discourage a reoccurrence of the misbehavior. The goal of all discipline shall be administered fairly and consistently in an attitude of love, not vengeance. Consequences shall logically follow the misbehavior and be appropriate in severity.

Offenses will be handled by the school personnel closest to the situation with a variety of consequences including, but not limited to:

1. Verbal reprimand
2. Communication to parents
3. Isolation from the area (i.e., changed seating, removed from the room, missing recess, etc.)
4. Restitution
5. Community service (sweeping, shoveling, cleaning, etc.) upon parental permission.
6. A meeting between the school Vice Administration or Head Administrator, parent(s), and others as is appropriate.
7. Implementation of a behavioral contract
8. Suspension (will include extracurricular activities at Crosspoint Christian School)
9. Expulsion

Forgery/Plagiarism/Cheating

Plagiarism is defined as presenting someone else's work as your own. This can range from word-for-word copying of another's work to improper citation. A determination of intentionality will be considered when determining consequences.

1. An elementary student will be dealt with using the Refocus Procedure, but the parents will be advised of the severity of the conduct. Repeat offenses may receive an office referral.
2. Any middle school or high school student caught cheating or intentionally plagiarizing on an assignment or test may receive a grade of 'zero' on the assignment and a parent conference may be requested.
3. Any repeat violation during the student's enrollment at CCS by a high school student will result in an immediate suspension and a grade of 'zero' on the assignment. In addition, a behavior contract may be required indicating that a subsequent infraction may result in a recommendation for expulsion.

Suspension

A student may be suspended from one to ten days. Very specific changes in attitudes and actions will be expected prior to re-admission. A parent and school administrator conference will be necessary for the student to return to school. School work must be completed during a suspension. Participation in extracurricular events and practices is prohibited during the suspension period.

Expulsion

Dismissal will be recommended if it becomes apparent that a student is not seriously pursuing his/her academic program. This may be either due to lack of effort or disruptive behavior. The expulsion may stem from a single event or a series of events. Recommendations for expulsion/dismissal will require the approval of the Head Administrator. Students expelled for reasons of inappropriate behavior are not permitted on the school campus and cannot attend CCS activities without permission from the administration. In rare cases, the uncooperative or argumentative behavior or attitude of a parent may result in expulsion or non-acceptance of a student. The School Board reserves the right to dismiss or deny re-admission to a student for any reason at their discretion.

Appeals Process

After an expulsion has been issued, parents and students will have up to five school days to file a written appeal with the school Head Administrator. The School Board will then convene to hear the appeal within five school days from when the appeal was filed if a quorum of board members can be obtained. In the event a quorum cannot be obtained within the prescribed time, written notification will be sent to parents. The final decision on appeals rests with the School Board.

Policy 6.31 Search and Seizure

When deemed appropriate by Administration, Crosspoint Christian School officials may search the student, his/her property (including cell phones, cameras, hand-held computers, and other types of similar electronics) and property assigned for the student's use at any time on school property or when the student is under the jurisdiction of the school. CCS officials will also search when they have reasonable information that an emergency/dangerous circumstance exists.

Items found which are evidence of a violation of policy, regulation, school rules or the Student Code of Conduct will be seized. At times, a student may be asked to empty their pockets or bags if the school believes that a search of this type is immediately necessary. A Search and Seizure Form will be completed.

Policy 6.32 Student Cell Phone/ Electronic Devices

Students shall not disrupt the classroom or interfere with any student's ability to learn. Therefore, cell phones and other electronic devices including personal listening devices, CD players and gaming systems, etc. ARE NOT to be used during school hours unless permission is granted by school staff for a specific purpose.

Devices may be confiscated when used without permission and may be turned into the administration by the teacher who collects the device.

The administration may allow for the device to be returned to the student at the end of the school day, i.e., in the case of inclement weather, safety concerns, or agreement with parents. If the device is returned to the student or parent under penalty, the phone must be surrendered into the office each day.

Parents should not attempt to contact their student's cell phone during the day. In the event of an immediate emergency, parents should call the school office.

Policy 6.33 Public Display of Affection (PDA)

Crosspoint Christian School holds to a "daylight policy" concerning male and female relations. This means students are to maintain visual space between their bodies. This policy is in affect at all school activities whether on or off campus.

Policy 6.34 Student Possession of Firearms and Weapons on CCS Owned or Controlled Premises

The possession, wearing, carrying, transporting, or use of a weapon (gun, knife, club, bomb, incendiary device, or other objects deemed dangerous) by a Crosspoint Christian School student is strictly forbidden

on CCS owned or controlled premises, including vehicles parked on such premises. Violation of this policy may result in suspension or expulsion.

Policy 6.35 Dress Code

Crosspoint Christian School is a uniform school for the following reasons:

1. Students are judged not by their clothes but by the quality of their character.
2. Students in uniform generally perform better and have fewer behavioral problems.
3. CCS strives for excellence in all areas of a student's life: academics, spiritual walk, sports, and appearance.

The following are the requirements of the Crosspoint Christian School Dress Code:

Regular School Uniform (Monday-Thursday)

1. **ALL: Polo Shirt**--Accepted colors are gray, navy, teal, or white. Polo shirts can be plain (no logo) or have the Crosspoint Christian School logo.
2. **ALL: Pants**--Docker style pants or cargo pants in black, navy, or khaki. Denim is allowed in black or tan only.
3. **ALL: Sweatshirts**: Sweatshirts of any style with a Crosspoint Christian School logo may be worn over the uniform.
4. **BOYS: Shorts**—Golf style pants or cargo style in black, navy, or khaki.
5. **GIRLS: Dresses, Capris, Twill Shorts, and Skirts** in black, navy, or khaki. Solid colored leggings or tights may be worn under dresses and skirts.

Warrior Wear Day (Friday)

The following may be worn on Warrior Wear Day:

1. Any component of the regular school uniform
2. Crosspoint Christian School spirit wear
3. Jeans
4. Leggings for girls (pre-k to 3rd grade only)

ALL APPAREL MUST FOLLOW GENERAL DRESS RULES

Free Dress Days

Free dress dates will be announced by the administration. ***Again, all apparel must follow general dress rules unless*** specifically outlined otherwise for the free dress day occasion.

General Dress Rules

General dress rules apply while the student is on campus or other settings while students are under the authority of Crosspoint Christian School staff. This includes CCS activity groups or teams representing Crosspoint (class trips, athletic events, performances, etc.)

Garments

The following are **NOT** allowed:

1. Any article of clothing with undergarments showing.
2. Half-shirts, spaghetti straps, halter type tops or tight-fitting tank tops. When standing normally, shirts should extend at least to the top of pants.

3. Dress, skirt, or shorts lengths that expose more than 3 inches above the knee when sitting.
4. Garments that promote tobacco, alcohol, drugs, or lifestyles that conflict with the ideas and goals of Crosspoint Christian School.
5. Any gang-like identity such as heavy jewelry, baggy trousers, symbols, or colors.
6. Additional clothing items that alter, accessorize, or personalize the standard CCS uniform.
7. Bikini or speedo swimsuits
8. Sweatpants
9. Yoga style pants
10. Clothing with holes or ripped pockets, even if sold from the factory that way.
11. Hats in school; however, hats and knit caps may be worn at recess.
12. Sweatshirt hoods over the head during class.

Shoes

For safety reasons, shoes must be always worn while on campus. Slippers are not acceptable footwear.

1. Elementary students may not wear open-toed shoes, flips flops or sandals.
2. Sandals are permissible at the M.S/H.S. level.
3. Wheeled shoes are not allowed.

Hair

1. Hair must always be a natural hair color.
2. Hair must be neatly trimmed, well-groomed and kept out of the eyes.
3. Boys: hair must be above the collar.
4. Boys must be clean shaven.

Accessories

1. Sunglasses are not permitted indoors without a doctor's note.
2. Make-up must not be excessive or extreme.
3. Accessories (belts, jewelry) must not be excessive or extreme.
4. Body piercings must not be visible, except for ear piercings (maximum of 2 earrings per ear) and one small stud nose piercing. Ear gauges are not allowed.
5. Tattoos must not be visible.

If it is not specifically mentioned in this policy, it is **NOT** allowed.

Athletic Team Game Days

On game days only, athletic teams may choose to dress as a team, i.e., team jersey, warm-ups, dresses, shirt, and ties, etc. Students not dressing to match a team should be in school uniform.

College Wear

Seniors may dress in college wear on Mondays.

UNIFORM VIOLATION CONSEQUENCES

Students should be in appropriate uniform whenever they enter the building on a school day (during school hours).

Administration has the authority to make decisions on questionable appearance not specifically addressed within the uniform policy or pertaining to matters where questions of “appropriateness” arise.

If a student has a question about the appropriateness of dress or seeks an exception to the dress code, they must see the administration to obtain approval.

If student is out of compliance with the dress code, the issue will be addressed at the administrative level.

Policy 6.36 Special Events

Student behavior

Crosspoint Christian School expects all students to display a chaste and respectful attitude at school dances.

Public display of affection

The Crosspoint Christian School daylight policy for public display of affection does not apply to school sponsored dances. Modest displays of affection will be allowed. These are hand holding and slow dancing. At any time, an administrator may ask a couple to leave or move if he/she feels that their behavior is inappropriate.

Dress

Casual dances--Students may wear the same type of casual clothes allowed during "free dress" days. If a student has a question about the appropriateness of a piece of clothing for a casual dance, they should contact a school administrator to gain approval at least one week prior to the event.

Formal Dances--Boys must wear formal attire, suits, or tuxedos. Girls shall wear formal gowns. The gowns must be appropriate for a young Christian woman i.e., modest (cleavage, midriff, or inappropriate exposure of other parts of the body is unacceptable.) If a student has a question about the appropriateness of their attire, they should contact an administrator for approval at least one week prior to the event.

The administrator has the right to turn away anyone at the door that is not dressed in a modest, Christian fashion.

Crosspoint Christian School Student Guest

All guests to Crosspoint Christian School dances must fill out a guest request form. The guest request forms are available in the school office. The forms must be returned at least three days prior to the event. Guests must also follow the dress code for the type of dance attended.

Student Arrival/Departure

Students must arrive during the first 45 minutes of the dance. Once students leave for any reason, they cannot return to the dance.

Policy 6.37 Communicable Diseases

Students should remain home from school if they exhibit:

1. Fever greater than 100.5°F; stay at home until fever is below 100.5° for 24 hours WITHOUT use of fever-reducing medications (Advil® [ibuprofen], Tylenol® [acetaminophen], aspirin)
2. Vomiting (at least one episode that is unexplained); stay at home until vomiting has stopped for 24 hours.
3. Stiff neck or headache with fever
4. Any rash with or without fever
5. Unusual behavior change, such as irritability or lethargy
6. Jaundice (yellow color of skin or eyes)
7. Diarrhea: Stay home until diarrhea has stopped for 24 hours
8. Skin lesions that are “weepy.”
9. Colored drainage from eyes
10. Difficulty breathing or shortness of breath; serious, sustained cough.
11. Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever.
12. A need for care that is greater than school staff can safely provide.

Policy 6.38 Medications

If a student is required to take oral medication (whether prescription or over the counter) during school hours, and the parent cannot be present to administer the medication, the office staff will administer the medication in compliance with the following:

1. Written orders from the students’ physician for prescriptions or from parents for over-the-counter medications must be on file in the school office stating:
 - a. Student’s name.
 - b. Name of drug.
 - c. Dosage and administration instructions.
 - d. Purpose of the drug.
 - e. Time of day the medication is to be given.
 - f. Anticipated number of days it needs to be given in school.
 - g. Possible side effects.
 - h. Condition requiring that student keep the medication with them (if applicable).
2. Prescription medication must be brought to the school in the original container appropriately labeled by the pharmacy or physician.
3. Over the counter medication must be in its original container.
4. An individual record will be kept of all medication administered by school personnel.
5. Medication will be stored in a clean, locked cabinet or container in the school office.
6. Students who must keep medication with them (ex. asthma inhaler) will be allowed to do so.

If the above requirements cannot be met, medications **WILL NOT** be administered at school. Elementary student parents are called when their child takes medication.

The school office **cannot**:

1. Treat skin diseases, e.g., itching, impetigo, poison oak, etc.
2. Treat pink eye.
3. Diagnose illness.

Policy 6.39 Insurance Responsibility

Should a child become injured at school or at a school function and require medical attention, the parent's health insurance is responsible as the primary insurer for the child.

Policy 6.40 Suicide Threat

1. Any threat of suicide, whether made to a staff member or a student, will be treated as if the threat is serious in nature and be dealt with as a life-threatening emergency.
2. If parents, guardians, or others listed on the student's "Emergency Release" form are unavailable, 911 will be contacted for assistance.
3. Before the student can return to class, he/she must be evaluated by a CCS approved health professional to determine the student's eligibility to return to school.

APPENDIX

1. General Board Calendar
2. Policy Review Calendar
3. Crosspoint Friends Coalition (CFC) Charter
4. Conflict of Interest Disclosure Form
5. Employment Contract Template
6. Job Descriptions
7. New Board Member Application

School Board Annual Calendar

**Crosspoint Christian School Board Calendar
2021-2022**

Status	DATE	NOTES
	September 13	Annual Meeting; Elect officers; Sign conflict-of-interest disclosure form
	October 11	
	November 8	Appoint budget committee—they start work no later than December 1
	December 13	
	January 10	Evaluation of Head Administrator; operating budget is completed no later than January 31 st ; tuition and fees are established for following year.
	February 14	Fundraising plan/calendar for following year presented and approved; Post tuition and fee schedule for following year (March 1)
	March 14	
	April 11	
	May 9	Determine who will attend graduation
	June 13	Applications for board membership due
	July 11	Review and approve CFC charter; Select new board members; approve board calendar for following year.
	August 8	Board member orientation during August

CCS Board Policy Review Calendar

**CCS Board Policy Review Calendar
3-year cycle**

2021-2022			
Status	Month	Policy #s	Comments
√	August	2.08 2.09 2.10 2.11	Reviewed at August meeting; conflict of interest disclosure forms signed and given to secretary.
√	September	2.12 2.13 2.14 2.15 2.16	
√	October	2.01 2.02 2.03 2.04 2.05 2.06 2.07 2.17	
√	November	4.01 4.02 4.03 4.04 4.05	Reviewed at December meeting; policy 4.05 revised to be included in 2022-23 policy manual.
	December	4.06 4.07 4.08 4.09 4.10 4.11	
	January	4.12 4.13 4.14	
	February		
	March	4.15 4.16 4.17	
	April	4.18 4.19 4.20 4.21	
	June	4.22 4.23	
	July	5.01 5.02 5.03	
	August	5.04; 5.06 5.05; 5.07; 5.08	

2022-2023

	September	5.09 5.10 5.11	
	October	5.12 5.13 5.14 5.15	
	November	5.16 5.17 5.18 5.19	
	December	5.20 5.21	
	January	5.22 5.23	
	February	5.24 5.25	
	March	5.26 5.27	
	April	5.28 5.29 5.30 5.31	
	June	6.01 6.02 6.03 6.04 6.05	
	July	6.06 6.07 6.08 6.09 6.10 6.11	
	August	6.12 6.13 6.14 6.15 6.16 6.17	

2023-2024

	September	6.18 6.19 6.20 6.21 6.22 6.23 6.24	
	October	6.25 6.26 6.27 6.28 6.29 6.30	
	November	6.31 6.32 6.33 6.34	
	December	6.35 6.36 6.37 6.38 6.39 6.40	
	January	3.01 3.02	
	February	3.03 3.04 3.05 3.06 3.07 3.08 3.09 3.10	Policy 3.04 revised in December 2021 and approved in January 2022 to include dating harassment as required by state law.
	March	Article I, II	
	April	Article III, IV	
	June	Article V	
	July	Article VI, VII	
	August	Article VII, IX	

Charter for the Crosspoint Friends Coalition (CFC)

The CFC functions as an Advisory Committee to the Director of Development. One school board member will be appointed as liaison to the committee. The committee will recruit members as necessary, and all committee members shall be made known to the Crosspoint Christian School Board.

Purpose:

The CFC will support the mission and vision of Crosspoint Christian School by pursuing financial and volunteer support.

Areas of focus:

1. Volunteer support and leadership for signature events (Fall festival, annual dinner auction, Shepherds' Market)
2. Volunteer support and leadership for tuition assistance projects
3. Volunteer support and leadership for capital campaigns and other facilities improvements
4. Teacher appreciation and support
5. Hospitality
6. Other specific areas as identified by the director of development.

Conflict of Interest Disclosure Form

Name: _____

Position (board member, staff, vendor): _____

By-Law, Article VI: Conflicts of Interest

Crosspoint Christian School Board member conflicts of interest, or the perception of same, shall be disclosed to the Board. When any such interest becomes a matter of board action, such member shall not vote or use personal influence on the matter and shall not be counted in the quorum for a meeting at which board action is to be taken on the interest. The member may, however, briefly state a position on the matter and answer pertinent questions of board members. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met. Each board member shall sign the CCS Conflict of Interest Disclosure Form.

Policies

Policy 2.11 Conflict of Interest

Annual Certification of Conflict of Interest

Each director, administrator, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the Conflict-of-Interest By-laws and Policy (Policy 4.23; 8 Procurement).
2. Has read and understands the policy.
3. Has agreed to comply with the policy.
4. Understands that Crosspoint Christian School is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Policy 4.23 Procurement

Code of Conduct/Conflict of Interest

No Crosspoint Christian School Board member, employee, consultant, appointed official or designated agent of Crosspoint Christian School will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, employee or designated agent of Crosspoint Christian School, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms.

No Crosspoint Christian School Board member, employee or designated agent of Crosspoint Christian School may acquire a financial interest in or benefit in any way from any activity which uses any portion of Crosspoint Christian School funding, nor shall they have any interest in any contract, subcontract or agreement for themselves or any family members.

Any unknown conflict in interest may result in the penalties listed below. All known conflict of interests shall be documented, and a signed agreement will be procured and filed with each job where a conflict of interest may arise.

NOTE: These rules apply to all named parties and shall be effective for the period of service and for one year after leaving said position.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Crosspoint Christian School and your personal interests, financial or otherwise:

1. Do you serve as an officer of an organization that has a relationship or does business with Crosspoint Christian School? Yes No

If yes, please list the organization and the nature of your relationship below.

2. Do you have a family relationship with anyone who has a noted relationship with Crosspoint Christian School? These family relationships include spouse, parent, child, grandparent, grandchild, great-grandchild, and siblings. The spouse of any child, grandchild, great-grandchild, or sibling is also considered a family relationship.

Yes No

If yes, please list the family relationships below:

3. Have you ever participated in a compensation relationship, employment agreement, investment opportunity, or other arrangement, directly or indirectly, with a third-party vendor doing business with us that could personally benefit you?

Yes No

If yes, please identify below:

4. Have you ever received any direct or indirect loans, gifts, payments, discounts, fees, or free services from any organization or person engaged in any transaction with Crosspoint Christian School?

Yes No

If yes, please identify below:

5. Do you share ownership of a business that does business with CCS? Ownership means voting power in a corporation, beneficial interest in a trust, or profits interest in a partnership.

Yes No

If yes, please identify below:

6. I have the following conflict of interest to report (please specify any other boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

A. _____

B. _____

C. _____

I understand the Crosspoint Christian School Conflict of Interest by-laws and policy

I have no conflict of interest to report.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Crosspoint Christian School by-law and policy that relates to conflict of interest. I will update this document as required when new information presents itself to me.

Signature: _____

Date: _____

Employment Contract and Benefits



EMPLOYMENT CONTRACT

This offer of appointment is approved for the following position, under the terms and conditions of employment as indicated on this contract.

Employee Name:

Position:

Period of Appointment:

Annual Salary:

Contract Agreement

1. This contract is valid for the period of appointment listed above. There is no automatic extension of this contract. Employment for any subsequent years will be engaged through a new annual contract and all changes will be subject to the school budget of the coming year.
2. The duties and responsibilities of this position are outlined in the position description on file.
3. Your employee file is subject to review by the administration or school board at any time during the contract year.
4. The Head Administrator may terminate the contract or appointment for cause at any time. Just cause includes but is not limited to:
 - a. malfeasance;
 - b. violation of Crosspoint Christian School policies;
 - c. any conduct tending to reflect discredit upon the school or upon the employee by impairing one's continued usefulness as a Christian role model for the students;
 - d. unwillingness or inability to carry out the duties of the position fully and faithfully or otherwise render effective service.
5. Crosspoint Christian School agrees to pay the annual salary listed above, payable in twenty-four (24) equal installments less deductions per approved payroll schedule. Payments will be dependent upon the employee fulfilling all requirements of employment.
6. In addition, employees are eligible to enroll in and receive benefits in accordance with those approved by the Crosspoint Christian School Board for the academic year.

My signature below indicates that I agree to follow all current CCS polices; I agree with the Crosspoint Christian School Statement of Faith; and I agree to abide by the terms and conditions of this contract.

Signed: _____ **Crosspoint Christian School Represented by:** _____

Employee _____ Crosspoint Christian School
Administrator _____

Date _____ Date _____ (Pg1)

Employee Benefits

1. **Employee Tuition Discounts:**

- a. Full-time employees shall receive a discount for any children enrolled at Crosspoint Christian School
- b. Part-time employees will receive a tuition discount that is proportional to hours worked. However, if an employee's hours are reduced by the employer, the employee's original discount will continue to be honored if the employee remains employed.

2. **Retirement:** A 401K retirement account through VALIC/AIG Retirement Services is available for all employees. You may use payroll deduction to contribute to your account. Your contributions are NOT matched by Crosspoint Christian School

3. **Medical Insurance (Policy 5.16)**

All full-time and part-time faculty and staff working at least 75% full-time are currently eligible for health insurance coverage outlined below:

All eligible faculty and staff may elect to receive the health insurance benefit for themselves.

This insurance does not cover other members of their immediate family; however, eligible faculty and staff may elect to personally pay to have their family covered.

Classroom Teacher Job Description

1. Teach subjects and classes assigned using curriculum, supplementary materials, field trips, special guests, etc., to enhance them.
2. Attend and participate in the following:
 - Morning devotions.
 - Teachers' meetings.
 - Evening programs involving his/her students.
 - Other meetings as assigned.
3. Make weekly lesson plans will be available for review by the Head Administrator that include each day's educational objectives and assignments. Adequate details should be provided in lesson plans for a substitute teacher to smoothly function when needed.
4. Supervise duties before school as assigned and after school every day.
5. Complete paperwork and electronic documentation in a timely manner:
 - Assignments and grades into FACTS
 - Records of attendance
 - Test scores
 - Reports cards (4 times per year)
 - Permanent files at the end of the year
 - Inventories of classroom equipment, supplies and books.
 - Other paperwork as assigned.
6. Maintain building and classroom:
 - Be responsible for daily and end-of-year cleaning of classroom area.
 - Assist in overall cleanliness of facility.
 - Promptly report repair needs to administration.
7. Plan parties at designated holidays.
8. Maintain proper classroom discipline, take care of minor problems personally and refer major problems to the school principal.
9. Be available to any parent or student who wishes to have conference before or after school.
10. Hold conferences with parents of each student at least once per year.
11. Supervise extra-curricular activities, organizations, outings as assigned.
12. Fulfill homeroom duties as assigned.
13. Complete the Christian philosophy of education in-service program within the first two years of teaching.
14. Participate in professional development opportunities.
15. Carry out any other duties as assigned.

Teacher Aide Job Description

Teacher aides are individuals, who, under the direction and supervision of the teacher, may perform the duties listed for volunteers and helpers. Additionally, they may:

1. Provide some instruction which is planned by the teacher.
2. Answer students' questions or help students complete seat work assignments.
3. Monitor independent activities to keep students on task.
4. Take language experience dictation and complete follow-up language experience activities.
5. Supplement direct teacher's instructions with additional controlled practice.
6. Direct learning centers: for example, teach and play assigned games.
7. Attend professional development opportunities as provided.
8. Attend staff meetings.

Librarian Job Description

1. Select from donated books, those which are to be added to the library.
2. Purchase new books and supplies for library as funds are available.
3. Maintain library including books, card catalogs, magazines, and equipment.
4. Take care of all check-out, check-in, and shelving of books.
5. Send out overdue notices and collect fines.
6. Assist teachers and students in finding books and materials in specific subject areas.
7. Teach students how to use library and technology available in the library.
8. Establish time for the use of the library by elementary classes.
9. Carry out any other specific duties as assigned by the Head Administrator.

New Board Application



NEW BOARD MEMBER APPLICATION

Instructions: Click each field in gray and type your response. You may add additional pages if necessary. Once complete, please sign and return to a Crosspoint Christian School Board member. Thank you for your interest in serving.

General Information

Name	
Date	
Address	
Email	
Primary Phone Number	
Secondary Phone Number	
Marital Status	
Names, ages, and schools of attendance of children living at home	
If your children are not attending CCS, please explain	

Testimony

1. Do you agree with the Crosspoint Christian School statement of faith?
 - Yes
 - No
 - Partially—please explain here:

2. Please provide your written Christian testimony:

3. Where do you attend church?
 - a. Church name:
 - b. Number of years:

Christian School Philosophy

Please write a paragraph expressing why you think Christian schools are necessary and what should distinguish a Christian school from a public school.

Serving on Crosspoint Christian School Board

1. Please provide your reasons for wishing to serve on the CCS Board.

2. Please describe your view of the role of a Christian school board member.

3. Please list experiences, education, and training you have had that have prepared you to serve on the CCS Board of Directors.

4. This board meets on the second Monday every month, and quarterly for visioning sessions. Are you available and willing to attend as many board meetings as possible?
 Yes No

5. Board members are expected to participate in school activities, including fund raisers. Are you willing to assist with various events as needed?
 Yes No

6. Please provide your views on alcohol, drugs, dancing, abortion, homosexuality, etc.

7. Board members serve three-year terms and may serve a maximum of two terms. Can you commit to at least one three-year term?
 Yes No

References

Please list a minimum of three references to include your pastor. Include name, address, and phone number.

1. Name:

Address:

Phone Number:

2. Name:

Address:

Phone Number:

3. Pastor Name:

Address:

Phone Number:

Additional Information

Please provide any additional information you feel would help us make an informed decision regarding your service on the Crosspoint Christian School Board of Directors.

Signature:

Date:

541-882-7732

www.crosspointchristian.org

schoolboard@crosspointchristian.org

