



# CROSSROADS ACADEMY

## Parent and Student Handbook

### 2024-2025

*Crossroads Academy's ("Crossroads Academy" or the "Academy") Parent and Student Handbook (the "Handbook") is published and distributed to members of the Crossroads Academy community for the purpose of providing information on aspects of student and campus life to help students gain as much as possible from their experience at the Academy. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the Academy may take actions that it determines to be in the best interests of the Academy, its faculty, and its students. This Handbook does not limit the authority of the Academy to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the Academy and any parent, guardian, or student affiliated with or attending the Academy. The Academy may, in its sole discretion, add, revise, and/or delete Academy policies before, during, and after the school year.*

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# **ABOUT THE SCHOOL**

## **CROSSROADS ACADEMY MISSION**

Crossroads Academy is an independent, coeducational day school committed to academic excellence and moral integrity. We inspire our students to love learning, act honorably, and contribute actively to intellectual, cultural, and civic life.

This handbook outlines Crossroads Academy's policies and practices as set by the Board of Trustees, the administration, and the faculty. Enrollment presupposes agreement by parents and students to support the policies and practices outlined in this handbook. Likewise, approval of the Academy's approach to education, outlined in various school documents, is presumed upon enrollment.

## **CORE KNOWLEDGE**

As defined by E.D. Hirsch, Core Knowledge is a body of solid, shared, specific, and sequenced knowledge most essential for literacy in contemporary American society. Core Knowledge consists of the essential concepts and facts in history, literature, geography, mathematics, and science. At Crossroads Academy, the curriculum is enriched with music, visual and performing arts, physical education, and French and Spanish. We animate this body of knowledge with creative teaching and engaging projects, and use this to produce a curriculum in which essential skills in reading, writing, and mathematics are taught to mastery through direct instruction and a low student/teacher ratio. Our program includes academic, cultural, religious, and civics literacy and prepares our students to contribute fully to intellectual, cultural, and democratic life.

## **CORE VIRTUES**

As defined by Mary Beth Klee, *Core Virtues* are those traits of character that define human moral goodness. Centered upon the four cardinal virtues of justice, wisdom, courage, and temperance as well as the three theological virtues of faith, hope, and love, this literature-based curriculum aims to capture the hearts and minds of our students. At Crossroads Academy, we strive to foster these character traits through discussions of the virtues, through illustrations of virtues in literature and history, through intentional reflection, through community service, and through the ethos and tone of conduct in our school and playgrounds.

## **UNITY OF ACADEMIC AND MORAL VIRTUES**

We believe that virtues such as perseverance, intellectual honesty, and intellectual courage are both academic and moral virtues. This belief is reflected in the school motto

“Scientia Virtusque”- “Knowledge and Virtue.” At Crossroads Academy, the Core Virtues create an ethos of responsibility and caring that fosters a disciplined, passionate, and cooperative pursuit of our program. As students master the content and practice the virtues, they gain an appreciation of who they are and who they aspire to be.

## CONTACT INFORMATION

**Address:** Crossroads Academy  
95 Dartmouth College Highway, Lyme, NH 03768

**Telephone:** (603) 795-3111

**Fax:** (603) 795-4329

**Email:** [mail@crossroadsacademy.org](mailto:mail@crossroadsacademy.org)

**Website:** [www.crossroadsacademy.org](http://www.crossroadsacademy.org)

**Facebook:** [www.facebook.com/crossroadsacademy](http://www.facebook.com/crossroadsacademy)

**Instagram:** [www.instagram.com/crossrdsacademy](http://www.instagram.com/crossrdsacademy)

**Twitter:** [www.twitter.com/CrossrdsAcademy](http://www.twitter.com/CrossrdsAcademy)

**Office Hours:** Monday through Friday: 7:30 a.m. to 3:30 p.m.

**Summer Hours:** Monday through Thursday: 8:30 a.m. to 3:00 p.m.

**School Hours:**

7:40 a.m.	Drop off begins
8:00 a.m.	School day begins
3:00 p.m.	Monday, Tuesday, Thursday, Friday Dismissal
2:00 p.m.	Wednesday Dismissal

## HISTORY OF CROSSROADS ACADEMY

Founded in 1991 by Mary Beth Klee, Crossroads Academy is an Upper Valley K–8 school that has distinguished itself for educational excellence with its emphasis on content and character. Crossroads started small in 1991 in the basement of St. Denis Church in Hanover, New Hampshire by offering a kindergarten extension program. The following year Crossroads opened as a kindergarten through third grade day school. Working closely with the Core Knowledge Foundation, faculty and staff defined specific and sequenced content goals for each subject, while teaching and recruiting new students. Character education at Crossroads began with the Core Virtues Program. This program, designated by the U.S. Department of Education as an exemplary program for character education, was created on our campus by Mary Beth Klee and is currently being used in hundreds of English-speaking schools worldwide. With its enrollment for the 1994–1995 school year tripling and with the help of generous donors, Crossroads moved into a new building on Dartmouth College Highway in Lyme, New Hampshire. From that point on, the school added a grade per year, graduating its first eighth grade class in June 2000.

Crossroads Academy recently completed a three-phase campus expansion. The first phase concluded with the purchase of 135 acres of land. The second phase concluded in the fall of 2006 with the completion of the Bancroft Campus Center that houses our gymnasium/ auditorium, art and music rooms, and a spacious library. The third phase was completed in July 2021 with the addition of our new Fanger Center Middle School complete with a meeting space, new classrooms and a new lab to be shared with NHAS.

## **CURRICULUM**

### **COURSE OF STUDY**

The course of study at Crossroads is traditional, academically challenging, and enriching. High achievement in mathematics, language arts, history, science, French and Spanish, music, and fine arts is emphasized. These areas are further supplemented and enriched with physical education, information skills, technology, and health. Character education, including service, is an integral part of the Academy's program. Our Middle School students are offered extensive STEM coursework, enabling them to receive high school credits in biology or physical science. These courses are offered through our after school programs sponsored by the New Hampshire Academy of Science.

## **ACCREDITATION, INCORPORATION, AND MEMBERSHIPS**

### **ACCREDITATION**

Crossroads Academy was accredited by the New England Association of Schools and Colleges (NEASC) in 2004 and re-accredited by NEASC in 2015 on a ten-year accreditation cycle.

### **INCORPORATION AND GOVERNANCE**

Crossroads Academy is incorporated in the State of New Hampshire as a 501(c)3 nonprofit corporation and is governed by a Board of Trustees. The Board is comprised of volunteers from the Academy's and local community. Board members generally serve three-year terms and may be members of the following committees: Executive, Finance, Buildings and Site, Development, etc. For more information about participating on the Board, please contact a trustee.

## **MEMBERSHIPS**

Crossroads Academy is a member of the Association of Independent Schools in New England (AISNE) and the New England Association of Schools and Colleges (NEASC). As well, it is recognized by the State of New Hampshire as an accredited Independent Day School.

## **ADMISSIONS AND ENROLLMENT**

Crossroads Academy admits students of any race, religion, color, sexual orientation, ancestry, sex, creed, gender identity or expression, mental or physical disability, national or ethnic origin, or any other status protected by applicable law to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of any of these protected statuses in administration of its educational policies, admissions policies, financial aid, and other school-administered programs. Crossroads Academy is committed to its families. We give preference to qualified siblings of currently enrolled Crossroads students during the admissions process

## **ENROLLMENT CONTRACTS**

Upon acceptance for admission, the Academy issues an enrollment contract to each student. Students who have satisfactory academic and citizenship records and whose families have a positive and constructive relationship with the Academy, support the Academy's mission, and have met their financial obligations are invited to return to Crossroads Academy for another year. Online enrollment contracts for returning students are generally offered after the close of quarter 2 and due back in February. Under rare circumstances, when there are student/parent concerns with the Academy or vice versa, the Academy may withhold a student's contract until the end of the year to allow for improvement or may decline to offer renewal of an enrollment contract.

## **FINANCIAL AID**

In order to make a Crossroads Academy education attainable and affordable, we offer financial aid to eligible applicants. Approximately twenty percent of our students receive financial aid. Families seeking financial aid are required to complete an application. Families currently receiving financial aid will receive a reminder notice to apply for the following academic year. Families not currently receiving aid, but interested in applying for the following year, should contact the Assistant Head for External Affairs.



## TUITION PAYMENTS

Tuition is paid either annually or in monthly installments processed by FACTS Tuition Management. Since the Academy is dependent on timely tuition payments to meet its financial obligations, failure to make these payments impacts the Academy's financial health and stability. Failure to make tuition payments may result in denying student admission to classes, the After Care Program, and/or field trips, and it may withhold grades, transcripts, and references to the extent allowed by law until an outstanding balance has been paid in full. Renewal of an enrollment contract will be withheld until the balance due is paid or a payment plan is established and honored. For an eighth grade student, graduation privileges may be withheld until a family's accounts are paid in full.

*\*A \$25 fee will be charged for each insufficient funds check presented to the Academy.*

## LEAVE OF ABSENCE

Should a student's extended absence from school be necessary or desired, a leave of absence may be appropriate. A leave for medical reasons will be handled in accordance with the Academy's Medical Leave policy in this Handbook. The Academy may recommend or grant a request for a voluntary leave of absence for other compelling reasons. The initial request for a voluntary leave of absence should be made to the **Head of School**. The Academy requires sufficient supporting documentation prior to the approval of any leave. The sufficiency of any supporting documentation will be determined by the Academy in its sole discretion.

The Academy makes the final determination as to whether to grant a leave of absence, as well as the duration of the leave and the conditions necessary for a student's return (including, but not limited to, whether the student must reapply for admission). Whether the period of leave is counted towards academic requirements for promotion and graduation will be determined by the Academy in its sole discretion.

Leaves of absence may be noted in the student's educational record, including on the student's transcript. A leave of absence will not be used in lieu of disciplinary action to address violations of the Academy's code of conduct, rules, or policies. Additionally, a student granted a leave of absence while on academic and/or disciplinary status may return on that same status.

Families remain financially responsible for tuition and other fees while the student is on a leave of absence.

## **ACCOMMODATIONS**

The Academy does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The Academy will discuss with families whether the Academy will be able to offer their child the appropriate accommodations to assist academic success.

The Academy is committed to ensuring that students with disabilities are provided with equal access to the Academy's programs and services, in accordance with applicable laws. For students who seek additional support or curricular adjustments, the Academy may require documentation indicating that the student's disability substantially limits a major life activity. Students who present the Academy with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student's family, the Head of School, and the Assistant Head of School for Academic Affairs. No waivers of academic graduation requirements will be granted.

Even after supportive services and accommodations have been put in place, a student may still not be able to satisfactorily fulfill the Academy's academic requirements. In such instances, the student's homeroom teacher, advisor, the Head of School, the Assistant Head of School for Academic Affairs, and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at the Academy. At that time, the Head of School and/or the Assistant Head of School for Academic Affairs will decide whether it is appropriate for the student to remain at the Academy. Although the Academy endeavors to provide the finest academic programs and assistance to students in helping them to achieve their academic goals and advancement, no particular student success is, or can be, guaranteed. These are primarily the result of the individual student's effort, ability, and attitude.

## **DAILY LIFE**

### **AFTER CARE and AFTER-SCHOOL PROGRAMS**

Crossroads Academy offers an After Care program for students in kindergarten through eighth grade. More information, including how to register for our After Care program and other After-School programs and clubs is done within the Programs & Clubs section of our school website. In addition, the New Hampshire Academy of

Science (NHAS) offers an after-school research program for middle and high school students from 3:00 to 5:30 p.m. at its STEM Center on our campus. Registration for this program can be made on its website [nhacadsci.org](http://nhacadsci.org), and NHAS fees may apply.

### **ANNOUNCEMENTS & INFORMATION**

All announcements and notifications will be made through email, including notifications regarding financial aid. The Academy may also utilize the weekly newsletter to convey important information. Students and families are expected to read all correspondence from the Academy, including the weekly newsletter.

### **ASSEMBLIES AND WEEKLY MEETINGS**

Our weekly assemblies are a vital part of our program. During assemblies, we celebrate our unique Core Knowledge and Core Virtues Programs through song, poetry, recitation, drama, and community service project presentations. Every Thursday there is a Lower School assembly and every Friday, a Middle School meeting. There are several all-school assemblies each year. In addition, our community comes together for regularly scheduled performance assemblies that highlight our Core Knowledge and Core Virtues programs. Performance assemblies give the students an opportunity to show their peers and parents what they have been learning in class, recite poetry, grow in self-confidence, develop public speaking abilities, and have fun. Performance assemblies are announced in the [calendar section](#) of our website.

### **COMMUNICATION WITH THE ACADEMY**

Crossroads seeks to create a partnership between faculty and parents for the benefit of our students. Parents are encouraged to keep in close contact with their children's teachers and advisors through conferences, phone contact, and email. For your convenience, faculty and staff email addresses are listed in our [online directory](#). Faculty check email and voicemail daily, but may not be able to respond to a message until after 3:00 p.m. due to teaching responsibilities. Lower School teachers and Middle School advisors will notify parents of any specific concerns.

Full-time teachers offer regular times throughout the week to meet by appointment. Faculty may contact parents or parents may contact faculty to request that a student attend office hours for extra help.

Should a concern arise, parents should contact their child's teacher (Lower School) or advisor (Middle School) directly. Middle School families are also welcome to contact Middle School teachers directly for questions about progress in individual courses. If parents have a concern that is not resolved by sending a brief email or by making a

phone call, an appointment should be made to meet in person. Thoughtful, respectful, direct communication in person is the best way to communicate and often results in the best collaboration between parents and teachers in support of students. Should direct communication with a teacher fail to resolve an issue, parents are welcome to contact the appropriate administrator. Using this communication flow allows those with the most information about your child's progress to be the first line of communication. Weekly plans are communicated by your child's teachers through email or Google Classroom. Notices are generally sent electronically.

## **FAMILY COMPORTMENT AND SUPPORT FOR SCHOOL POLICIES**

At Crossroads Academy, we believe that a positive relationship between the Academy and a student's parents, guardians, and other family members is essential to the fulfillment of the Academy's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The Academy understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Crossroads Academy, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student fails to comply with this or any other policy or procedure of the Academy, engages in conduct either on or off the Academy's property that could undermine the authority of the Academy's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the Academy community. The Academy may refuse re-enrollment of a student if the Academy believes the actions of a parent, guardian, or other individual associated with a student, on or off the Academy's property, seriously undermine a positive, constructive relationship, or otherwise may interfere with the Academy's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the Academy expects that parents will observe the following guidelines:

### **Share in the Academy's vision.**

- Support the mission of the Academy.
- Understand and support the Academy's philosophy, policies, and procedures.
- Support the Academy's disciplinary process, and understand that the Academy's authority in such matters is final.
- Be supportive of the Academy's commitment to a diverse and inclusive

community.

- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the Academy.
- Support the Academy's emphasis on sustainable practices.

**Provide a home environment that supports the intellectual, physical, and emotional growth of the student.**

- Create a schedule and structure that supports a student's study and completion of homework requirements.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at school and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

**Participate in the establishment of a home/Academy and Academy community relationship built on communication, collaboration, and mutual respect.**

- Provide a home environment that supports positive attitudes toward the Academy.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive school environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.
- Respect the Academy's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor/counselor, Head of School, in that order).
- Acknowledge the value of the educational experience at school by making regular and timely Academy attendance a priority and scheduling non-emergency appointments outside the classroom day.

- Support the Academy through volunteerism and attendance at Academy events.
- Financially support the Academy to the best of one's ability.
- Share with the Academy any religious, cultural, medical, or personal information that the Academy may need to best serve students and the Academy community.
- Understand and support the Academy's technology policies.

## **MULTIPLE HOUSEHOLDS**

In order for the Academy to communicate most effectively with parents and support each student, teachers and administrators need to be aware of students who spend time in multiple households. Additionally, information regarding who the primary caregiver is should be communicated to the Academy, in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips, or other issues, the Academy should be informed.

The Academy expects separated or divorced parents to cooperate and partner with the Academy with respect to their child's education. For this reason, the Academy will not get involved in parental disputes or custody issues.

These situations can be stressful for parents and confusing for students, and assistance in minimizing the Academy's phone calls for clarification is very important. The Crossroads noncustodial parent policy is that all communications generated by the Academy will be distributed to the custodial parent, stepparent(s), and the noncustodial parent alike. Unless otherwise specified, each parent for whom the Academy has current contact information and an executed enrollment contract will receive a copy of the student's report card, as well as other informational mailings and electronic communications during the year. Similarly, both parents (as well as stepparents) will be granted permission to visit the student on Academy grounds or during school-sponsored events. Given the unique legal situation of each family, however, the Academy may make exceptions to the policy. The Academy follows the directives of court-ordered documents as they pertain to noncustodial parents.

## **FIELD TRIPS**

To enhance and enrich ongoing areas of study, Crossroads sponsors select field trips during the school year. Specific information about each trip is sent home in advance. At the start of the school year, parent/guardians will sign a general field trip form to cover all day trips during that school year.

In the unlikely event there is disagreement between parents on granting permission for

field trip(s), permission defaults to the parent who signed the enrollment contract. Please refer to our policy regarding medications to be taken on field trips. Parents must provide all medication information and complete the medication section of the field trip waiver and permission form. Participation in field trips is limited to currently-enrolled students.

### **FOOD/LUNCH PROGRAM**

Students are asked to bring healthy snacks and lunches every day. Soft drinks and gum are prohibited and candy is discouraged on campus. The Academy also offers a paid lunch program option through [Fresh Picks](#). Fresh Picks offers nutritious lunch options that can be added weekly or daily. Because we cannot guarantee allergy-free lunches from Fresh Picks, we recommend that all snacks and lunches be provided from home for those students with food sensitivities or allergies.

### **CLASSROOM CELEBRATIONS WITH FOOD**

In the Lower School, when sending food to school for teacher-organized events and other celebrations, please include healthy items such as whole grains, cheese and crackers, vegetables, and fruits. The Bancroft Campus Center is nut-free and some classrooms are nut-free or nut-safe.

In the Middle School, students have the choice of what they would like to bring to share with their classmates for their birthdays. However, students are encouraged to bring in healthy treats to share, or to bring in mini-cupcakes or muffins. These celebrations will generally take place in a Middle School classroom during morning break or lunch.

### **FORGOTTEN HOMEWORK, SUPPLIES, ETC.**

At Crossroads we seek to reinforce the virtues we teach. As such, we encourage our students to take responsibility for their belongings. We do not expect parents to bring forgotten items to school.

### **LIBRARY**

The Lora Robins Library in the Bancroft Campus Center offers over 10,000 carefully selected books and reference materials. Many of these books support our Core Knowledge and Core Virtues programs. We also have an excellent selection of literature for Lower and Middle School recreational reading. As children read at many different levels, students may check out books from any section of the library and from any reading level. Parents are encouraged to monitor their child's recreational reading for level and for content. New books are added each year through acquisition and individual donations.

The school librarian actively teaches classes, reads to students, and maintains the library collection. Parents and grandparents play key roles as library volunteers. If you are interested in volunteering, please contact our Assistant Head of School for Academic Affairs.

### **LOST AND FOUND**

Items can be claimed from the Lost and Found areas in the Klee Building, Fanger Center, and in the Bancroft Campus Center. In order to facilitate the return of lost articles, be sure to mark **all** items with your child's name. Unclaimed articles will be donated to the LISTEN Center or another charity during school vacations. Valuable items should not be brought to school.

### **NEW HAMPSHIRE ACADEMY OF SCIENCE (NHAS)**

NHAS offers an after-school research program for middle and high school students from 3:00 to 5:30 p.m. at its STEM Center on our campus. Registration for this program can be made on its website [nhacadsci.org](http://nhacadsci.org). NHAS fees may apply.

- **STEM Certificate:** NHAS and Crossroads offer students the opportunity to earn a STEM Certificate by the end of eighth grade. This certificate can be earned through successful completion of Crossroads and NHAS courses/activities.

### **PARENT ASSOCIATION**

Community is a critical part of our Academy. As such, every parent is a member of the Crossroads Academy Parent Association (CAPA). The success of Crossroads is due, in large measure, to the volunteer contributions of CAPA. To volunteer for a position, please contact the President of the Parent Association. Parents will find CAPA volunteers assisting in the library, volunteering at school-wide events, coordinating fundraisers, and in almost every other area vital to the success of Crossroads. CAPA holds several meetings per year and the entire parent community is encouraged to attend.

### **PARKING/SAFETY IN THE DRIVEWAY AND PARKING LOT**

Parking in the Klee and Fanger Center lots is limited. We welcome you to take any available space when needed. We ask parents to follow our one-way traffic flow and to park away from our drop-off and pick-up line.

Safety is our primary concern during carpool times; therefore, it is critical that we work together to ensure a safe and smooth drop off and pick up. Drop-off and pick-up location information will be communicated in the summer. Please adhere to the safety



rules as explained by the area supervisor. Faculty and staff will assist in loading and unloading cars for students. Students are allowed to walk through the parking lot during carpool hours only when accompanied by an adult.

If possible, we prefer that car seats be on the passenger side of the car for safe and easy loading and unloading. We also prefer that students **not** load backpacks and materials into the trunks of cars. We are concerned about students positioning themselves between cars, even for a moment.

When you are at a complete stop, for safety, please put your car in “park.” If you need a little extra time to secure your child in a car seat, kindly pull forward to the front of the line. Once the students arrive and dismissal begins, we ask that you refrain from using technology.

### **STUDENT CUBBIES, LOCKERS, STORAGE AREAS, AND VALUABLES**

Students are provided with individual areas to store items. These areas are the property of the Academy and are subject to search and inspection. Personal materials are to be stored in these areas. All books and notebooks should be properly identified with the labels provided. A student should never go into another student’s area. Decorations must be in the spirit of good taste and judgment (at the discretion of the Academy) and need to be taken down within two weeks of the end of the academic year. Storage areas should be kept neat and organized. The area around storage areas is students’ responsibility and should be kept clean. With the exception of bottled water, food may not be kept in lockers.

### **PHOTO RELEASE POLICY**

The Academy uses photos and/or videos of students in Academy publications to share information about the Academy. Academy publications include, but are not limited to, our website, social media, viewbooks, advertisements, and other materials. The Academy and/or its representative has permission to take still photos, videos, or otherwise electronically capture student images while they are on Academy property or attending an Academy event, activity, or function. Such photos and/or videos may be used unless the Academy receives written notice to the contrary. Photos that are published will not include student names unless the Academy has written permission to do so.

Occasionally other organizations request permission to take and/or use photos of our students to include in their publications; student names will not appear. If you have any

questions or concerns about the use of student photos in these instances, please contact the Director of Communications and Marketing.

## **ROOM PARENTS**

Each class has one or two parent representatives. Their job is to meet with the teachers at the beginning of each year to determine what assistance will be needed. Once that schedule is compiled, room parents encourage and organize fellow parents to volunteer with class activities.

Crossroads encourages all parents to consider taking on this fun and rewarding role.

## **SCHOOL CANCELLATION/DELAY**

The safety of our families is a primary concern. As a result, Crossroads may cancel school or delay the start of school in the event of hazardous driving conditions or loss of power. A decision is typically made by 6:00 am. Crossroads uses Bright Arrow to communicate with parents. Parents will receive a phone call, a text, and an email in case of school cancellation, delay, or in the event of an emergency. In non-emergency situations, the Bright Arrow service will call home phones and primary cell phones. In the case of two-household families, non-emergency calls will go to each household's home phone.

School cancellation information is also available on WCAX (channel 3), WPTZ (channel 5), WMUR (channel 9), and WVNY (channel 22).

## **STUDENT TRANSPORTATION**

Generally, the Academy provides bus transportation for field trips. However, transportation for some Academy-sponsored field trips and for activities scheduled after regular school hours, on weekends, and during community service afternoons, may be provided by parents or other individuals using their own vehicles. In the unlikely case of an accident resulting in bodily injury or property damage to others, the parent's/vehicle owner's insurance is "primary" (i.e., it responds first) and Crossroads Academy's auto liability policy will be "excess". Damage to the parent's/vehicle owner's vehicle is the sole responsibility of the parent/vehicle owner. The Academy is not responsible for reimbursing the cost of any damages sustained or for reimbursing any insurance deductible.

## **SUMMER PROGRAMS**

Crossroads Academy offers a selection of one-week summer programs for ages three through thirteen. Programs are staffed by experienced Crossroads Academy educators

who specialize in the subject areas featured in each program. Information and registration are available on our website. In addition, the New Hampshire Academy of Science offers research programs for middle and high school students at its STEM Center on our campus. All summer programs are open to Crossroads students and others in the area. Please visit [crossroadsacademy.org/summerprogram](http://crossroadsacademy.org/summerprogram) for more information.

## **WEBSITE AND SOCIAL MEDIA**

The Crossroads website can be found at [www.crossroadsacademy.org](http://www.crossroadsacademy.org). Please visit the Crossroads website for the most up-to-date information on events at our school. Crossroads also uses social media to stay in touch with the Crossroads community. Parents can "like" our Facebook page: [facebook.com/CrossroadsAcademy](https://facebook.com/CrossroadsAcademy) and follow the school on Instagram: [www.instagram.com/crossrdsacademy](https://www.instagram.com/crossrdsacademy), Twitter: [www.twitter.com/crossrdsacademy](https://www.twitter.com/crossrdsacademy), and LinkedIn: [www.linkedin.com/crossroadsacademy](https://www.linkedin.com/crossroadsacademy). Please also check out the school's SmugMug photo galleries ([www.crossroads.smugmug.com](http://www.crossroads.smugmug.com)) that are updated regularly, to get a glimpse inside the classrooms and of special events.

## **Annual Events and Calendar**

Crossroads offers a robust offering of annual events; please see the [school's calendar](#) for dates and times.

## **RULES AND PROCEDURES**

### **ABSENCES**

Parents are asked to call the office before 8:30 a.m. to let the Academy know if their child will be absent for illness, family emergency, hazardous driving, or religious holidays.

### **PLANNED ABSENCES**

Regular attendance is vital to the Crossroads experience. While we do all that we can to support students during a period of absence, nothing can replace the combination of instructional excellence, interactions with supportive peers, and classroom discussions and activities that are at the heart of a Crossroads education.

Our Academy calendar provides a generous vacation schedule. We strongly encourage families to plan trips during those vacations. We understand, however, that sometimes families have opportunities, extenuating circumstances, or needs (including secondary

school visits) that do not dovetail with our scheduled vacation periods. For this reason, we offer planned absences.

In order to stay current with classwork and homework during a planned absence, a Planned Absence Form must be completed, signed by the parent, and given to the Office Manager. Forms are available in the front lobby and online on [our website](#). We request two-weeks notice in order to inform teachers and gather necessary classwork. Parents are responsible for assisting with make-up work. For late notifications, work will be assigned to students upon their return.

### **ABSENCES FOR RELIGIOUS OBSERVANCE**

Should Crossroads be in session on a religious holiday that your family observes, your child's absence from school on that day will be considered excused. Please let our Office Manager know in advance that your child will be absent.

### **UNEXCUSED ABSENCES**

Absences that are not covered above or planned are considered unexcused absences. As an accredited, non-public school, we are asked to comply with New Hampshire's truancy law. See our truancy policy below.

### **HOMEWORK DURING ABSENCES**

To receive homework for Lower School students, please make arrangements with your child's teacher by email. Homework for students in grades 4-5 and Middle School students will be available on Google Classroom or through contacting their teachers. Crossroads teachers seek to support their students during unavoidable absences. Teachers will work with families to help students to stay abreast of missed class work.

### **PARENT ABSENCES**

In keeping with our desire to create a supportive community, the Academy asks that parents please inform the Academy if they plan to be away. Sometimes students need a little extra adult attention when their parents are away, and this allows our faculty to be sensitive to this possibility.

Parents are asked to provide the office or homeroom teacher with the name and phone numbers of the guardian in charge of their children during this period.

### **APPOINTMENTS DURING THE SCHOOL DAY**

The Academy's hope is that students are on the campus at all times during the school day. If a student needs to leave campus for any reason, the parent should send a note or

email to the child's teacher ahead of time or early on the day of the appointment. This information will be conveyed to the office and all appropriate faculty members.

Eighth graders visiting secondary schools should try to schedule appointments on weekends whenever possible. The Columbus Day weekend is an excellent time to schedule this activity. Please coordinate all school visits occurring during school days with the appropriate administrator.

### **ATTENDANCE POLICIES**

The Crossroads Academy curriculum is a demanding one, and we view class attendance as crucial to a student's success and to the success of the class as a whole. Students who miss a large percentage of a semester or school year may be required to participate in supplemental tutoring or repeat a year. As well, in rare instances, the Academy reserves the right to terminate a student's enrollment contract if the Academy reasonably concludes that the student's excessive absences interfere with the accomplishment of the Academy's mission.

### **TARDINESS**

We believe in the importance of Crossroads education. As such, we are eager to begin our days promptly at 8:00 a.m. Not only do prompt arrivals maximize instructional time, but as well, our morning routines set the stage for the day, help our students to connect with their friends, encourage the formation of a classroom community, reinforce the virtue of responsibility, give students time to turn in their homework, and allow our students the opportunity to organize their daily materials. Middle School students should arrive no later than 7:50 a.m. for their homeroom class that begins promptly at 8:00 a.m.

Should repeated tardiness become an issue, the Academy administrators will contact you to find a solution. To this end, we offer the following as support for an on-time arrival. There is playground supervision for Lower School students starting at 7:40 a.m. Any student who arrives after 8:00 a.m. should report to the office. No student riding the bus will be marked tardy, and no student will be marked tardy on days when driving conditions are poor. We appreciate parental assistance as we seek to reinforce the virtue of responsibility.

### **TRUANCY**

Crossroads complies with New Hampshire's truancy law regarding unexcused absences. Ten four-hour days of unexcused absence, or the equivalent number of full days during a school year, shall constitute habitual truancy.

In support of parents and students, Crossroads will:

- Meet with the parents of the truant child after five unexcused absences to work out a plan to support regular attendance. Meetings may include the homeroom teacher, advisor, Assistant Head of School for Academic Affairs and/or Head of School.
- If the student(s) continue(s) to miss school due to unexcused absences and reaches the number of unexcused absences indicated above, and if the parents and the Academy cannot agree upon and follow a plan supporting regular school attendance, the Head of School will engage the assistance of truant officers to enforce the laws and regulations relating to students who are not attending school or who are not participating in alternative learning plans.
- A truant officer or Academy official shall not file a petition alleging that the child is in need of services until all steps in the Academy's intervention process above have been followed.

### **ARRIVAL/DISMISSAL**

Drop off begins at 7:40 a.m. for all students; please do not drop off students prior to this time as there is no supervision. Classes begin at 8:00 a.m. Students arriving after 8:00 a.m. should go to the school office to sign in and then report to class.

If a student needs to leave early, we ask that parents send a note or email to the student's homeroom teacher and the Office Manager on that day. When it is time for the student to leave, an authorized adult should come to the office to pick up the student and to sign the student out.

Dismissal time is at 3:00 p.m. on Monday, Tuesday, Thursday, and Friday and 2:00 p.m. on Wednesday. Supervision is provided during the fifteen minutes following dismissal. In the unlikely event that a parent is unable to arrive on time for pick up, Crossroads offers the services of our After Care Program. Parents who anticipate a late arrival are asked to call the office before 2:50 p.m. (1:50 p.m. on Wednesdays) so that we can communicate this to your child. Due to safety and liability concerns and because no student can be left unattended outside, a student who has not been picked up within the fifteen minutes following dismissal will be included in the After-Care Program. Parents are responsible for the session fee regardless of the time spent in the program.

### **VISITORS TO CAMPUS**

For the safety of our campus community, parents, family members, alumni, and all other visitors are required to check in with the Main Office upon arrival to obtain a

Visitor's Pass. Exceptions to this requirement may include events held outside of the school day, athletic competitions, or large school gatherings.

## **PETS ON CAMPUS**

The Academy recognizes some individuals are susceptible to various allergens or may have other medical complications while in the vicinity of animals. Pets can behave unpredictably when placed in excited and/or crowded environments, leading to accidents. As a result, the Academy requires that family pets remain off campus unless they are kept within the confines of the family car (as weather and safety permits) or prior permission has been granted from a school administrator to have the animal visit school. The Academy understands that some individuals with disabilities may be accompanied by a service animal, as permitted by applicable law. Such "service animals" must accompany the individuals at all times, be properly trained and controlled, and be able to perform specific tasks related to an individual's disability. By contrast, "comfort" or "emotional support animals" are generally not permitted on campus without prior permission from the Academy.

The Academy also permits pets to access the trails on campus. Dogs are required to be leashed at all times and in full control of their owners while accessing trails. Additionally, owners are required to pick-up after their dogs.

## **HEALTH AND SAFETY**

### **SAFE SCHOOL ZONE**

The Crossroads Academy campus and property, as well as all areas used for transportation or school sponsored events, are considered Safe School Zones under the Federal Gun Free School Zones Act and under the New Hampshire Safe Schools law, RSA 193-D. School policy strictly prohibits firearms on campus. Any other weapons, such as knives, that may be used with the intent to harm are also prohibited. Safe School Zones include areas within one thousand feet of our campus as well as in all areas defined in the Safe School Zones Act, except when carried by law enforcement officers or if expressly authorized by the Head of School.

### **EMERGENCIES**

Planning for the safety of students and ensuring that the faculty, staff, and maintenance personnel are fully informed and able to assume responsibilities in an emergency are priorities at Crossroads. Emergency planning, CPR, Stop the Bleed, and first-aid skills are a part of many of our staff members' training.

Please submit an updated [School Health Information Form](#) at the beginning of each school year. It is imperative that all telephone numbers be kept current with the school office. Please notify the office immediately if your home, work, or emergency contact numbers change. Parents' work numbers are for office or emergency use only and are not given out on request.

Crossroads has a school nurse on campus. In the absence of the school nurse, a substitute nurse or designee will tend to the immediate health needs of the students.

The Crossroads Academy Emergency Plan will be implemented in the rare event of a school, local, or national emergency. The plan includes on-site and off-site evacuation plans, along with procedures and responses to various emergencies. In case of an emergency, we will use our Bright Arrow system to call and email all parent contacts including home and work numbers as well as those listed as emergency contacts. Off-site evacuation locations include the Lyme Elementary School, DHMC Lyme, and Richmond Middle School. In the event of an emergency, students will be released only to parents, emergency contacts, or regular carpool drivers.

## **HEALTH EMERGENCIES**

The School Nurse will attempt to contact parents regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when the Academy is unable to reach the parents/guardians, designated emergency contacts, or the student's physician, the School Nurse will be consulted to determine appropriate management. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately. Emergency situations arising on campus will generally be referred to Dartmouth Health which is just a few miles from the Academy. The Academy neither diagnoses nor treats injuries that occur on non-school time, but does offer temporary first aid for problems that arise during school. If a student complains of a persistent ear ache, sore throat, rashes, or joint pain, such complaints warrant a call to the student's pediatrician.

Parents are expected to keep Emergency Forms up-to-date. Please remember, it is most important that the Academy have current home, work, and cell phone numbers for parents/guardians, day care providers, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student's parent(s) cannot be reached. Parents will be notified of an illness or injury that may require follow-up medical care.



## HEALTH AND IMMUNIZATION

In accordance with New Hampshire law, the Academy requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be recorded on an immunization record from your medical provider. A student with a qualified religious and/or medical exemption must provide the Academy with a New Hampshire Childcare/School Immunization Religious Exemption Form, pursuant to state law. A Medical Immunization Exemption Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. The provider must list the reason the immunization is detrimental to health and must give a specific time frame for the exemption. An exemption for one disease does not affect other required immunizations. [A Religious Immunization Exemption Certification](#) must be signed by the student's parent or guardian, attesting that immunization conflicts with their sincerely held religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the Academy or participate in any Academy activities.

If there is a risk of a vaccine-preventable disease impacting campus or the Academy community, the Academy may, in its sole discretion, exclude non-immunized students, including those with valid religious or medical exemptions, from school and all Academy activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the Academy may consult with appropriate medical professionals and/or the New Hampshire Department of Public Health.

## ILLNESS

If your child has a fever, excessive nasal congestion, a bad cough, vomiting, or diarrhea, please keep him/her at home for the day. Your child should be fever-free and symptom free for twenty-four hours before returning to school. Please contact [healthoffice@crossroadsacademy.org](mailto:healthoffice@crossroadsacademy.org) with any questions you may have. Illness guidelines apply to the school day as well as extracurricular activities, such as evening events at school and field trips. If your child misses school due to illness, he/she should refrain from participating in all school events for that day.

In case of illness or an accident during school, students will receive immediate attention in the school health office. Symptoms and treatment are recorded on your child's health record. Temperatures may be taken, acetaminophen or ibuprofen offered, or other

minimal treatment given in keeping with parents' wishes as stipulated on the School Health Information and medication permission forms. If a student has a fever or feels too sick after resting in the office, a parent will be notified for pick-up.

Communicable diseases such as chicken pox and strep throat must be reported to the school office upon diagnosis. Notification of any cases of head lice should be immediately forthcoming, whether discovered at Academy or at home. Serious injuries or injuries limiting a child's participation should also be reported to the school nurse and homeroom teacher.

If your child has a health condition such as diabetes, asthma, food allergy, immunodeficiency or other concerns please contact the school nurse prior to the school year to coordinate an Individual Health Plan for your child. The nurse and parents will work together to provide all staff with a clear plan to be followed if acute illness does occur at school. Emergency Action Plans will be developed and renewed annually for any student with a health condition that could become very serious at school with little warning. Emergency Action Plans must be signed by both the physician and parents and submitted along with emergency medications by the first day of school. If your child has a food allergy, please see the Crossroads Academy protocol for food allergy management in school. If parents are interested in having their child with special health care needs attend the After Care Program, they must contact the school nurse.

### **COMMUNICABLE ILLNESSES**

The Academy has experienced a variety of communicable illnesses over the years, including a pandemic. It is important that parents understand that the Academy may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the Academy determines that such exclusion is appropriate for the welfare of the student or the Academy community. The Academy may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a health risk to the community. The Academy's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, the Academy will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the Academy may provide families with

information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

## **HEAD LICE**

Crossroads Academy follows the CDC, and NASN recommendations regarding head lice. The management of head lice will be done in a way so as to not disrupt the educational process. This may include exclusion of whole classroom screenings and no exclusion from school for the presence of nits. When a case of live head lice is found in school, the parent/caregiver will be notified and requested to come pick up the student for treatment. Once the student has been treated they may return to school. The student should check in with the school nurse upon their return to school. As long as no live lice are present, the student may return to class. Parents/Caregivers who find head lice at home should notify the school nurse. The child may return to school after treatment and must check in with the nurse upon return to school for a head check. As long as no live lice are present, the student may return to class.

Treatment of head lice should be done following manufacturer recommendations. If treatment is ineffective, parents should contact their medical provider for further recommendations. Selective screening may be done for siblings and close contacts of the student at the request of the teacher with parental consent. It is the responsibility of the parent to notify any parents of carpools, sleepovers, and anyone with which their child may have had close contact.

The American Academy of Pediatrics (AAP) and the CDC advocate for the following practices to be discontinued:

- whole classroom screening,
- exclusion for nits or live lice,
- notification to others except for parents/guardians of students with head lice infestations

Based on these recommendations classroom letters and notifications will not be sent to Crossroads families or employees who are not directly involved in the matter. The school will work closely with parents to provide accurate information and support. We will do our best to minimize any embarrassment or isolation of children with active infestations in school, and will maintain confidentiality as best we can.

## MEDICATIONS

Students needing occasional medication, such as antibiotics, are to take medications at home if possible. If medication is needed in school, the school nurse will administer all medication when he/she is on campus. In the absence of the school nurse, medications will be administered by the substitute school nurse, or by an adult designated by the school nurse who is trained in medication administration.

All medications, both prescription and over-the-counter, must be brought to school by a parent or other responsible adult. Medications should not be carried in your student's backpacks or pockets. Medication needs to be properly labeled with the child's name, and it must be in the original pharmacy or manufacturer labeled container. Students with potentially life threatening allergies may possess and self-administer an epinephrine auto-injector if a Food Allergy Action Plan is completed and signed by the physician and a parent, and in place at school; the physician and parent sign that the child has knowledge and skills to safely possess and use an epinephrine auto-injector in school). A spare epinephrine auto-injector must be stored in the Health Office for any student carrying his or her own medication.

Students may also possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms, if an Asthma Action Plan or equivalent instructions are completed and signed by the physician and a parent; the physician and parent sign that the child has knowledge and skills to safely possess and use an inhaler in school. A spare inhaler may be stored in the Health Office for any student carrying his or her own inhaler.

If your child requires any over-the-counter medication at school, please obtain a medication permission form from the office or write a note that contains the following information:

- Name of student
- Name of medication
- Dosage to be given
- Time or under what circumstances it is to be given
- Why the medication is being given
- Parent signature

For prescription drugs, including Epinephrine auto-injectors and asthma inhalers, in addition to written parent authorization, the Academy will also need written orders from a physician that include the following information:

- Name of student
- Name of medication
- Dosage to be given

- Time or under what circumstances it is to be given
- Why the medication is being given
- Physician's signature

A new physician's order is required for any changes in dosage or administration. Physician's orders shall be renewed for each new academic school year.

This policy is also in effect for all field trips; pharmacy and/ or manufacturer labeled medication containers must contain only the amount of medication needed for that particular field trip. When students engaging in field trips are to receive a scheduled medication, the school nurse or a trained designee will assist the student in taking the prescribed medication.

Many students are on daily medications at home. For the safety of your child, it would be helpful to have this information on record at Academy. In the event of a health emergency, a student's health and medication history may provide valuable and necessary information. Efforts will be made by faculty to maintain confidentiality for all students requiring medications or who have special health needs while in school or on Academy sponsored field trips. Confidential information is shared on a need to know basis, or with your permission, and is documented in your child's confidential health file.

### **PLAYGROUND SAFETY RULES**

Faculty and staff members carefully monitor the playgrounds at Crossroads, and students learn the rules of fair play, safety, and the proper use of equipment. All signs and posted placards should be followed at all times.

### **SAFETY AND SECURITY INSPECTIONS**

The Academy conducts various safety and security inspections on a regular basis including that of our playground equipment, climbing wall, elevator, AEDs, boiler, fire alarms, fire extinguishers, smoke detectors, emergency lighting, heating systems, sprinkler alarms and drains, and well water.

The Academy has a technical inspection report and required management plan for asbestos containing material. Comprehensive inspection of accessible areas within the school including representative bulk sample collection and bulk sample analysis by Polarized Light Microscopy (PLM) has determined that there are no asbestos containing materials within the Klee Building. For the Bancroft Campus Center, the Fanger Center, and Barn, signed statements from building engineers are available stating that no

asbestos containing building material (ACBM) was used as a building material in these buildings. The Academy's asbestos AHERA management plan is available for public review.

### **STUDENT HEALTH INSURANCE COVERAGE**

All students must confirm proof of health insurance coverage through the parent portal in order to attend the school.

### **VOLUNTEERS AND TUTORS**

The Academy requires all volunteers and tutors who interact with one or more of our students in an unsupervised setting to complete a background check. The Academy pays the fees for volunteers to do so. Tutors are responsible for paying their own fees.

Volunteers and tutors are expected to treat the classrooms and other spaces they use with respect and supervise students under their care to do the same. This includes using available supplies/equipment only with prior permission and leaving the areas they use in the same or better condition than when they arrived.

## **CONDUCT**

Crossroads must be a safe place physically, emotionally, and intellectually for everyone. To that end, our touchstone states "Strong Minds, Kind Hearts."

### **CODE OF CONDUCT AND BEHAVIORAL EXPECTATIONS**

Our behavioral expectations are based on our touchstone:

- Academic integrity is expected at all times.
- Personal and school property are to be respected.
- Respect for others is expected.
- Possession of alcohol, tobacco, and other drugs and substances normally forbidden to minors is prohibited.

We expect all students to abide by the Academy' rules, as described in this Handbook. It is expected that students will seek to work within the framework of our touchstone for it is in keeping with our mission and based on the tenets of the Core Virtues Program. Expectations for student behavior are clear, consistent, and appropriate to the age of the student. In the event of a disciplinary concern, parents will be notified. Faculty and, when necessary, administration will work with parents and students to assure that disciplinary actions are thoughtfully handled with a focus on student learning, logical consequences, and making amends. We expect that parents will

support the Academy in its commitment to mission-driven behavioral expectations. Suspension, probation, in-house suspension, or expulsion from the Academy will be done at the sole discretion of the Head of School in conjunction with the division heads.

The Academy reserves the right to raise at any school meeting, or in any student or parent communication, any issue of discipline regarding a student or students for the purpose of furthering the educational and learning experience of students and furthering the overall well-being of our students and greater Academy community.

## **SPEECH AND RESPECT FOR COMMUNITY MEMBERS**

The Academy seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, religious affiliation, ability, and other aspects of people's identity. We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets.

The Academy invites sincere discussion and questions, and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another's speech, whether in person or online, should contact their homeroom teacher, advisor, or an administrator so that the School can respond appropriately.

## **DISCIPLINE GUIDELINES**

### **GENERAL**

These Guidelines are based on the Academy's philosophy and principles regarding good character, and reflect the Academy's commitment to providing a safe and healthy environment for students. The Academy strives to promote effective and caring communication among faculty, students, and parents that supports students in their personal growth and provides room for a young person to make mistakes and learn from them. The guidelines in this section apply to all conduct by students, whether on or off campus, as long as they are enrolled at the Academy.

As an Academy, we want to work with families in changing behaviors in students that

interfere with the learning climate of a classroom or pose problems of safety for students. Occasionally, students need to be reminded about expectations and consequences of behavior. Both expectations and consequences are age and developmentally appropriate.

Students are expected to show respect for each member of the Academy community. The faculty and administrators seek to help students learn how to manage their behavior more effectively and deal with difficult situations constructively. If a student is involved in a problem, the student is encouraged to express the student's opinion about the cause of the problem, and to explain the student's reasons for choosing to respond as the student did. The student is then encouraged to examine the consequences of the student's actions, and to discuss alternative actions the student could have chosen. If a student fails to deal with the problem in an acceptable manner, the teacher may suggest that the student take an opportunity to "pull one's self back together," or take such other actions as the teacher may deem to be warranted. If the teacher asks the Assistant Head or the Head of School to assist in resolving a problem, the Assistant Head or Head of School may first attempt to help the student find an acceptable resolution. If the Assistant Head or Head of School determines, in their sole discretion, that parental involvement would be appropriate, then the Assistant Head and/or the Head of School will contact the parents to discuss the situation. The goal is to help each student understand what type of behavior is expected, and learn to assume responsibility for the student's actions.

Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action.

Consequences of misconduct (and/or attempting misconduct) applicable to all students are detailed below. These examples are intended to provide students and their families with a general understanding of the Academy's disciplinary approach; however, the Academy will respond to each situation with a response that the Academy determines, in its sole discretion, is appropriate.

#### **DETENTION**

A student who has engaged in inappropriate conduct, may be assigned to lunch duty or may receive an alternative consequence designed to rectify the harm done (*e.g.*, recesses spent cleaning the locker banks), as determined by the Academy in its sole discretion.



## **SUSPENSION AND DISMISSAL**

Students who have engaged in a serious act of misconduct (as determined in the sole discretion of the Head of School or the Head's designee) may be suspended from Academy, prohibited from attending all Academy-related activities, or dismissed from Academy. Such serious acts of misconduct may include, but are not limited to, the following:

- Possession or use of alcohol, tobacco, or illegal drugs;
- Improper sexual conduct;
- Sexual or other harassment;
- Threat or use of physical violence;
- Possession or use of matches, lighters, fireworks, explosives, weapons, or other dangerous materials;
- Reprehensible conduct tending to reflect serious discredit to the Academy;
- Willful destruction of property;
- Stealing;
- Dishonesty;
- Bullying or malicious gossip;
- Repeated acts of unkindness or misconduct;
- Repeated classroom behavior that impedes other students' learning; and
- Refusal to cooperate with an ongoing investigation by the Academy.

Students who receive a suspension from Academy for any period of time are considered unexcused for the days they miss. However, they may be allowed to make up some portion of the work missed, at their individual teachers' sole discretion. It is the student's responsibility to discuss the particular circumstances with the student's teachers. The Academy recommends that any student serving an at-home suspension be given a particular task, possibly community service-related, to be performed while out of school. Students who are dismissed from school will be prohibited from being on Academy grounds and will not receive academic credit for the time after which they are dismissed.

## **BEHAVIORAL EXPECTATIONS BOTH ON AND OFF CAMPUS**

Students should be aware that they represent the Academy community at all times, both on and off campus. While it is not the Academy's intention to monitor students in all of their off-campus activities, the Academy may take disciplinary action, including suspension or dismissal, in response to conduct inconsistent with the expectations and policies established by the Academy and occurring outside of campus.

Academy policies and standards apply at all times a student is enrolled in the Academy, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a Academy-sponsored event on or off campus; any time a student is officially representing the Academy; any time a student is traveling on behalf of the Academy; and in the evenings, on weekends, and during school breaks, including summer break. Students are encouraged to discuss with their fellow students, teachers, or administration any issues or infractions of Academy standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the Academy community.

### **PARENTAL INVOLVEMENT WITH DISCIPLINARY MATTERS**

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. The Academy may contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process.

If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a Academy administrator. Please speak to the appropriate Academy administrator for guidance with respect to any questions about contacting another student or parent about a Academy-related matter.

### **DISCLOSURE TO COMMUNITY**

Most often, disciplinary cases will be handled with discretion to uphold the dignity of all persons involved and to provide the greatest opportunity for personal growth. It is also the Academy's practice to only discuss each student's situation with his or her family, and not to discuss the handling of one student's case with another family. On rare occasions, for purposes of providing an opportunity for the student body to learn and grow, information about disciplinary consequences or other corrective action may be shared with the Academy community as deemed appropriate by the Head of School or the Head's designee. Such announcement may be made in person, by electronic communication, or otherwise.

### **DISCLOSURE TO NEXT SCHOOLS**

The Academy works closely with students and families to support the honest reporting of disciplinary matters to next schools and other academic institutions. When a student applies to a next school, it is the obligation of the student and the student's parents to notify such school or institution about whether the student has ever been suspended or

dismissed from, or experienced any significant change in status at, Crossroads Academy. If a student's disciplinary status changes after applying to or being accepted to a next school or institution, Crossroads Academy similarly expects the student and student's family to notify such school of the student's discipline. The Academy may also communicate with any secondary or next school, or any other educational institution, details regarding the student's disciplinary record. The Academy may, upon request from academic institutions and/or at its sole discretion, disclose the circumstances surrounding the student's departure. If it comes to the Academy's attention that the student or the student's family has provided misleading or inaccurate information to a next school, Crossroads Academy may, at its sole discretion, clarify the circumstances surrounding the student's disciplinary consequences or departure.

### **CONFIDENTIALITY**

Members of the Academy community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within the Academy environment; or when legal requirements demand that confidential information be revealed.

### **RESTRAINT AND SECLUSION POLICY**

There are no circumstances under which restraint and seclusion would be used at Crossroads Academy.

### **ACADEMIC HONESTY POLICY**

The expectation at Crossroads is that each individual will work with integrity. Please see the Academic Honesty Policy in the appendix.

### **DEFINITIONS AND EXAMPLES**

#### **CHEATING**

No form of cheating, *e.g.*, copying a friend's homework or obtaining online translations, is acceptable. Cheating undermines the integrity of the School's mission toward providing an academically rich environment, and deprives students of the opportunity to demonstrate genuine mastery of the curriculum.

## **PLAGIARISM**

The School is dedicated to educating students in various ways about ethical and moral behavior. Plagiarism is perhaps one of the most important issues facing educators and their students today, for academic honesty is the currency of what we do together at School. Though the School's philosophy emphasizes collaboration, the School also strives to teach students the importance of taking responsibility for their own work, and acknowledging when any work submitted is the result of collaboration. Plagiarism includes copying text word-for-word or using another's ideas as your own *without acknowledgment*. Use of artificial intelligence chatbots to complete any academic assignment without permission by the student's teacher and without proper attribution is a form of plagiarism.

### **Examples of cheating include the following:**

- Copying from another's work on homework, classwork, during test-taking, or when writing an essay.
- Allowing someone to copy your work including copying data or calculations.
- Collaborating on work that you are expected to do on your own.
- Using resources not allowed by the teacher.

It is each community member's responsibility to report academic dishonesty. Students will review this policy at the start of each school year in their English class.

## **CONSEQUENCES FOR PLAGIARISM AND CHEATING**

### **First Offense**

- If technology was involved, the privilege of using technology in school is revoked for a designated time period.
- The offense is recorded in PowerSchool
- The student will receive a 20% lower score on their assignment grade.

### **The student will be asked to complete the following consequences:**

- Restate the definition of plagiarism and what constitutes other forms of academic dishonesty.
- Reread all documents related to the subject.
- Receive a yellow slip which includes detention and a reflection.
- Complete the assignment again.

## **Second Offense**

- If technology was involved, the privilege of using technology in school is revoked for a designated time period.
- Parents are asked to come to school to meet with the teacher and advisor.

## **BULLYING, HAZING, AND HARASSMENT**

Crossroads Academy will not tolerate any form of illegal discrimination, bullying, hazing, or harassment. Violations of this policy, whether intended or not, will not be permitted and will be dealt with immediately. Any student who has been a victim, or any staff member who has witnessed or has reliable information that a student has been subjected to bullying, any form of hazing, harassment, or sexual harassment, will promptly report this behavior to the division.

### **ABUSE REPORTING (RSA 169-C)**

“All school employees are required under New Hampshire law - RSA 169-C:29-31 - to report any case of suspected child abuse or neglect to the Department of Health and Human Services.” Employees are required under New Hampshire law to report any case of suspected abuse or neglect to the Department of Health and Human Services. Any employee with any knowledge whatsoever of suspected abuse or neglect should report it immediately to the Head of School and/or any other assigned administrator so that appropriate reporting and necessary responsive actions can be taken.

### **HAZING (RSA 631:7)**

Hazing will not be tolerated at the Academy. Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to participate in or submit to any act, when:

- such act is likely or would be perceived by a reasonable person to be likely to cause physical or psychological injury to any person; and,
- such act is a condition of initiation into, admission into, continued membership in, or association with any organization.

Hazing, knowing submission to hazing, and the failure to report hazing to law enforcement or Academy authorities are violations of New Hampshire law. Every member of the Academy community must report hazing to Academy authorities so that appropriate action and necessary police reporting can be made. Students and staff should report hazing to the Head of School.

## **BULLYING**

The Academy will not tolerate any bullying, whether verbal, electronic, written, or physical in nature, which is likely to intimidate or provoke a violent or disorderly response.

Bullying among students is commonly defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more student against another. These negative acts are not intentionally provoked by the victims.

“Bullying” means a single significant incident or a pattern of incidents committed alone or in combination and directed at another student (victim) involving a physical act or gesture such as punching, poking, biting, hair pulling, touching a person in an unwanted way; verbal bullying or electronic communication/cyber-bullying such as hurtful name-calling, teasing, gossip, intent to hurt or humiliate, commenting on personal characteristics such as race or ethnicity, personal beliefs, disability, perceived sexual orientation, or ostracizing a person in any way; emotional bullying such as rejecting, extorting, defaming, humiliating, isolating, excluding, or manipulating of friendships; sexual bullying such as exhibitionism, sexual propositioning or harassment, unwanted physical contact of a sexual nature, or sexual assault that:

- Causes physical or emotional harm to the victim or damage to the victim’s property
- Causes emotional distress to the victim
- Interferes with the victim’s educational opportunities
- Creates a hostile environment at the Academy for the victim
- Substantially disrupts the education process or the orderly operation of the Academy.

“Cyber-bullying” is bullying through the use of technology or electronic communication, including but not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying also includes, but is not limited to: (a) the creation of a web page, blog, or social media account in which the creator assumes the identity of another person (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above; (c) creation of a cheapfake; and (d) and the creation of any content, including videos, images, audio or text, whether created by artificial

intelligence or by any similar computer program or means, that purports to be real but is fabricated and is inappropriate, harassing, or disrespectful (also known as a “deepfake”). Cyber-bullying also includes, but is not limited to, the distribution by electronic means of a communication to more than one person, or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. Cyber-bullying includes any electronic communication that occurs during or after school hours, on or off campus, and causes any of the above.

Please note that conduct need not meet the legal definition of bullying to violate the Academy’s expectations for appropriate behavior. Conduct that violates other policies or is inconsistent with the Academy’s mission or educational purpose will also result in disciplinary action.

Any student who has been a victim of bullying, or any staff member who has witnessed or has reliable information that a student has been subjected to bullying should promptly report this behavior to the Head of School by following the procedure stated in 1.5.

Note: Although New Hampshire’s bullying law, RSA 193, applies only to public schools, the Academy believes that the prevention of bullying at our school will benefit the school community and hereby adopts this policy even though it is not mandated by law to do so.

## **HARASSMENT POLICY**

It is the responsibility of adults charged with any aspect of the care of students to ensure that interactions among all members of the community are safe, healthy, and positive. Adults associated with the Academy must ensure that they model attitudes and behaviors that reflect their awareness of this obligation, and create an environment in which the best interests of students are the highest priority.

The Academy will not tolerate harassment of any kind, whether it is of a general nature or consistent with any of the specific examples described below. Where inappropriate conduct is found, the Academy will act promptly to eliminate the harassing conduct and take other appropriate disciplinary action. This harassment policy applies to all students and staff of the Academy.

Any form of harassment, including written or verbal harassment in the form of voicemail, electronic messaging systems, electronic mail, or use of the Academy’s Internet or intranet sites, will not be tolerated. Harassment may include easily identifiable acts of verbal, written, or physical abuse. It may also include more subtle, but equally damaging forms of harassment such as graffiti, epithets, and remarks or

“humor” that stereotype individuals. No matter what form it takes, harassment of any member of this community is strictly prohibited.

### **ETHNIC OR RELIGIOUS HARASSMENT**

Any personally offensive or threatening conduct or behavior directed against an individual or group on the basis of a person’s ethnic origin or religion.

### **STATEMENT ON GENDER EXPRESSION**

The Core Virtues inform everything we do at Crossroads Academy. The inclusion and safety of all community members, including those who are or may be transgender and gender diverse (TGD) are an embodiment of those Virtues. Community members who express gender identities that may be different from the gender they have been assigned at birth will be supported by the Crossroads faculty and staff and are protected by our anti-harassment and anti-bullying policies.

### **GENDER OR SEXUAL ORIENTATION HARASSMENT**

Any personally offensive or threatening conduct or behavior directed against an individual or group on the basis of gender or a person’s sexual orientation.

### **HARASSMENT OF NEWCOMERS TO THE COMMUNITY (SEE HAZING)**

Any abuse, mistreatment, or disrespect directed against new students or new members of the faculty and the staff.

### **SEXUAL HARASSMENT**

Sexual harassment means includes sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of obtaining an education or of employment decisions; *or*
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s school or work performance by creating an intimidating, hostile, humiliating or sexually offensive school or work environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a school environment that is hostile, offensive, intimidating, or humiliating to students or staff may also constitute sexual harassment.



While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome or nonconsensual, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances or pressure for sexual activity - whether they involve physical touching or not;

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding
- one's sex life; comment on an individual's body, comments, inquiries or discussion about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, intentional brushing against the body, unwelcome touching, sexual gestures, suggestive or insulting comments;
- Sexual violence, dating violence, or stalking;
- Recording images or audio of sexual activity or body parts without consent or distributing recordings without consent;
- Harassment based on gender identity or failure to conform to stereotypical masculinity or femininity;

Harassment can come from students, parents, superiors, staff, visitors or vendors. Males as well as females can be victims of sexual or other harassment.

## **PROCEDURE FOR RESPONDING TO INCIDENCES OF BULLYING, HAZING, HARASSMENT OR SEXUAL HARASSMENT**

Crossroads Academy must be a safe place physically, emotionally, and intellectually for everyone. To that end, our touchstone states "Strong Minds, Kind Hearts." Our behavioral expectations are based on our touchstone, which includes an expectation of respect for others. We understand, however, that our students are on a continuum in the process of learning to be consistently respectful members of the community. The ultimate goal of educating the individual is equally as important as fostering a safe, learning environment.

### **REPORTING**

All students, faculty and staff who suspect or witness incidences of bullying, hazing, harassment, or sexual harassment should report it immediately to the Head of School and/or any other assigned administrator. All students, faculty, and staff who witness or are subjected to sexual harassment should report it immediately to the Head of School. If any student or staff person believes that he/she has been subjected to any form of bullying, hazing, or harassment, that person is encouraged but not required to tell the

offender directly that the student or staff person finds his/her conduct to be offensive and would like the behavior to stop (Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct). If the student or staff person feels uncomfortable confronting the offender, or the offensive behavior continues, the student, the student's parent, or the staff person should report the incident promptly to a teacher, the Head of School, and/or any other assigned administrator. Any incident reported by a student, staff member, or parent, must be investigated.

### **SCREENING/INVESTIGATING**

Upon receiving a complaint or report, the assigned administrator along with a second designated staff person will promptly investigate the situation by individually interviewing all parties involved, including the victim, the person who was accused, as well as any witnesses. The investigation may also include the review of any relevant emails, text messages, photographs, or social media activity. The School cooperates with external agencies and may therefore postpone its own investigation into misconduct as the School deems appropriate, including, but not limited, as a specific request of any external agencies. The purpose of the investigation is to determine whether the offending behavior falls within the definition of bullying, hazing, harassment or sexual harassment and whether disciplinary action is warranted. All students, staff and other members of the school community are expected to cooperate fully with any investigation of a bullying report. Information provided during an investigation will be treated as confidential. This means that such information will be shared with others on a need to know basis only or as necessary in light of the school's obligation to take appropriate responsive action to a complaint. Those interviewed or asked to cooperate will be cautioned against reprisals or recrimination or any attempted intimidation or coercion of the complainant or witness. In instances where individuals are interviewed and it is determined that the accused has not committed an act of bullying, hazing, or harassment, it will be considered an opportunity to educate all parties involved.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the Academy may take action, including proceeding without a statement from the student or requiring the student to withdraw from school. Since honesty is expected in all dealings, giving inaccurate, misleading, or incomplete information about the facts in an investigation will likely compound both a student's culpability and the severity of the Academy's response.

## **RESPONDING**

If the incidence of bullying, hazing, or harassment is confirmed, parents of the perpetrator and the victim will be notified within 48 hours. Law enforcement authorities or the Department of Social Services will be contacted if indicated, as required by law. For example, should an incident of sexual harassment be considered sexual abuse under state law, it must be reported to the mandated state agency. In these cases, the investigation becomes the responsibility of the state agency; however, the Academy has the right to implement appropriate disciplinary action.

## **FOLLOW-UP/RESOLUTION**

For confirmed cases of bullying, hazing or harassment, consequences, disciplinary actions, and follow up education regarding the incident will be determined on an individual basis. Lower level infractions are those that can be resolved with an immediate positive outcome. This means that there is an honest reporting by both parties, there is an understanding of the harm caused by actions, and sincere amends are made. Higher level infractions are those that involve an imbalance of power, have occurred more than once, that causes physical or emotional harm/distress or damage to a victim's property, that interferes with the victims educational opportunities, that creates a hostile environment at the Academy for the victim, that substantially disrupts the education process or the orderly operation of the Academy, and that cannot be resolved with an immediate, positive outcome that allows the bullied child to feel safe.

## **INVESTIGATION AND REMEDIATION OF REPORTS OF SEXUAL HARASSMENT**

Upon receiving a complaint or report, the Head of School will meet with the complainant to conduct an intake meeting to determine if the incident violates one or more of Crossroad Academy's sexual harassment policies. If that determination is made, the respondent will be notified in writing of the complaint. Parents of minor complainants and/or respondents will be notified of any and all investigations.

If necessary, law enforcement authorities or the Department of Social Services will be contacted, as required by law for mandatory reporting. Crossroads Academy reserves the right to investigate or continue the investigation if an incident causes substantial disruption to the school community.

Both parties will be provided supportive measures, as necessary. Supportive measures include but are not limited to: changes in academic schedule; academic support; no-contact orders; escort to and from classes/buildings; counseling and emergency removal (at the discretion of the Head of School).

The report will be given to a designated investigator who will interview the complainant, respondent, and any witnesses. Parents and/or guardians will be allowed to attend any investigation meetings with their child. Crossroads Academy will also offer a support person (Academy employee) to accompany all parties and witnesses during investigative meetings and disciplinary hearings. All parties are also entitled to an advisor of choice (ie: parent, lawyer, or teacher). Advisors cannot participate, object, obstruct, or answer on behalf of the student during the investigative process.

The designated investigator will provide a written draft report upon conclusion of the investigation to a designated decision maker, the complainant, and the respondent. Each party will be allowed an opportunity to respond before a final report is submitted. Once the report is finalized, the decision maker will notify all parties and their parents/guardians of the findings, outcomes, remediation and/or disciplinary actions.

Either party can appeal the outcome on the grounds of the following: new evidence; procedural unfairness; or if the disciplinary action is inconsistent with the findings.

### **DISCIPLINARY ACTIONS**

Disciplinary actions for violations of these policies may include, but are not limited to the following: written warning; parent conferences; limited or denying a person's access to an area of the campus, an activity or another individual; exclusion from participation in Academy- sponsored functions and/or extracurricular activities; an apology to the victim(s); required participation in diversity, anti-bullying or anti-harassment programs; mandatory counseling; short-term or long-term suspension from school or employment; in-house suspension; expulsion from school; termination of employment; or any action authorized by and consistent with the Academy's disciplinary policies. The Academy will assess the need for protection, counseling or other support services, and will make efforts to restore a sense of safety for the parties involved. The Academy will take action, if necessary, to protect victims and other individuals from retaliation.

### **RETALIATION**

Retaliation against an individual who has complained about bullying, hazing, harassment or sexual harassment, and retaliation against individuals for cooperating with an investigation of a complaint is unlawful and will not be tolerated by the Academy. Reports of bullying and retaliation may be made anonymously, but no disciplinary action can be taken against a perpetrator solely on the basis of an anonymous report. Any person who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

It cannot be stressed enough that Crossroads Academy will not tolerate any form of illegal discrimination, bullying, cyber-bullying, hazing, harassment, or sexual harassment. Violations of this policy, whether intended or not, will be taken seriously by the Academy. We are committed to creating a safe learning environment for all members of our community.

### **FALSE COMPLAINTS AND WITHHOLDING INFORMATION**

All persons involved in a complaint or investigation should understand that false or exaggerated accusations, or the withholding of information, can be extremely damaging to innocent persons; therefore, the Academy expects and requires the honest and full disclosure of facts by all community members when making a complaint or participating in an investigation, including by not making knowingly false or exaggerated accusations of interpersonal misconduct or retaliation.

### **INCIDENT PROCESS GUIDE**

If an incident is reported by another student or by a parent, the head teacher in LS or the teacher, advisor, or assigned administrator determines what has happened. This determination includes having the supervising teacher investigate the incident and interview the students involved.

If the accusation is unsubstantiated the following occurs:

- The reported incident may be handed to an assigned administrator to further investigate
- If further investigation is warranted, the assigned administrator and the head teacher or advisor interview each student (those involved along with bystanders) to determine exactly what did or did not happen
- The facts of the reported incident are documented by the assigned administrator and placed in the discipline folder
- The supervising teachers are asked by the assigned administrator to keep a closer
- watch on the involved individuals

If the accusation is substantiated and is a lower level infraction, the following occurs:

- The incident is documented by the teacher/advisor and placed in the discipline folder, located in a locked cabinet in the office of the HOS
- The offending student is given a consequence commensurate with the level of infraction
- The offending student writes/makes a sincere apology to the victim
- The victim accepts the apology

- Parents of the offending student and the victim are contacted by the teacher or advisor

If an incident is witnessed by any staff member and is a lower level infraction, the following occurs:

- The staff member intervenes and processes the individual students through the conflict
- The incident is recorded by the witnessing staff member and placed in the discipline folder, located in a locked cabinet in the office of the HOS
- The head teacher, assigned administrator, and advisor are informed
- Parents of all involved parties are contacted by the homeroom teacher, advisor, or administrator

If the accusation is substantiated and is a higher level infraction, the following occurs:

- The Head of School is contacted and a response team made up of the Head of School, the assigned administrator, the homeroom teacher or advisor is convened
- The policy is reviewed
- The students are interviewed by the assigned administrator and the teacher or advisor
- The facts, as reported, are documented by the assigned administrator
- The offending student and parents are informed about the reported incident and that the consequence will be forthcoming
- A copy of the bullying policy/procedure is sent home
- A safety plan for the victim is designed and shared with the victim and his/her parents
- The police, school attorney, and Board Chair are contacted by the Head of School, if warranted
- Other faculty members are consulted, if warranted
- A decision about the appropriate consequence is reached by taking into account previous infractions by that student, previous decisions for consistency (if we have comparisons), weighing the ramifications of the decision, and ensuring the decision is consistent with the Crossroads mission
- The offending student and parents are informed about the consequence
- The victim's parents are reassured that the Academy has taken appropriate disciplinary action
- The Head of School reports the outcome to the Board Chair

If an incident is witnessed by a staff member and is a higher level infraction, the following occurs:

- The Head of School is contacted by the staff member and a response team made up of the Head of School, the assigned administrator, and the homeroom teacher or advisor is convened
- The policy is reviewed
- The facts as reported by the staff member are reviewed and the staff member is interviewed and documented by the assigned administrator
- All involved parties are interviewed and the facts are documented
- The offending student and parents are informed about the reported incident and that the consequence will be forthcoming
- A copy of the policy/procedure is sent home
- A safety plan for the victim is designed and shared with the victim and his/her parents
- The police, school attorney, and Board Chair are contacted by the Head of School, if warranted
- Other faculty members are consulted, if warranted
- A decision about the appropriate consequence is reached by taking into account previous infractions by that student, previous decisions for consistency (if we have comparisons), weighing the ramifications of the decision, and ensuring the decision is consistent with the Crossroads mission
- The offending student and parents are informed about the consequence
- The victim's parents are reassured that the Academy has taken appropriate disciplinary action
- The Head of School reports the outcome to the Board Chair

## **CONFISCATION AND SEARCH POLICY FOR STUDENTS**

The Academy may take possession and retain custody and control of any item, property, equipment, electronic device (including personal electronic device) or thing (referred to below as aforementioned items) within a student's possession on campus, including bags, backpacks, coats, gear, and other items. The Academy may access, search, review, and copy any of the afore-mentioned items if the Academy has reason to believe that any of the afore-mentioned items may contain evidence of or may have been used in a violation of any aspect of this policy, or if the Academy has any other legitimate reason or need to access, search, review, or copy any or all of the afore-mentioned item(s). A student's possession of any of the afore-mentioned item(s) on campus will be deemed authorization and consent for the Academy to take possession, retain custody, access, search, review, and copy any of the afore-mentioned item(s). Lockers/cubbies and storage areas are the property of the Academy. Students exercise

control over their lockers from other students, but not from the Academy and its officials. As a result, the Head of Academy and the Head's designee, as well as law enforcement officials, may search lockers as the Academy determines may be appropriate, which may include random searches.

## **DRESS CODE**

The [dress code](#) at Crossroads Academy is a natural extension of the Academy's academic standards and goals. While dress does not determine behavior, there is ample evidence to suggest that it affects attitude and school spirit. In dress, tone, and deed, the attitude we wish to foster is that school is a special place and that learning is a distinctive and important enterprise. We expect parents/guardians to support the Crossroads community by helping their children to adhere to the school dress code policy.

## **NO EXPECTATION OF OWNERSHIP OR PRIVACY**

All items, equipment, electronic devices and things owned, leased or operated by the Academy are the property of the Academy and belong to the Academy. All data created, received, maintained or stored on a Academy owned electronic device is the property of the Academy and belongs to the Academy. Students have no right, title or interest in or to any data created, received, maintained or stored on a Academy-owned electronic device. The Academy can and does monitor, review, inspect, use and disclose data created, received, maintained and stored on Academy owned electronic devices. A student's use of any item, property, equipment, electronic device, or thing owned by the Academy will be deemed authorization and consent for the Academy to take possession, retain custody, access, search, review, and copy any such item, property, equipment, electronic device (including data on an electronic device), or thing. Thus, students cannot and should not have any expectation of privacy with respect to items, equipment, electronic devices (including data on electronic devices), and things owned, leased or operated by the Academy, including data created, received, maintained or stored on an Academy owned electronic device. In addition, as discussed above, the Academy has the right to take possession, retain custody, access, search, review, and copy any personal item, property, equipment, electronic device, or thing within a student's possession on campus. Thus, students cannot and should not have any expectation of privacy with respect to any such personal items, equipment, electronic devices (including data on such devices), and things that students possess on campus.



# GRADING AND TESTING PROCEDURES

## LOWER SCHOOL Grading System for Academics and Citizenship

<b>Kindergarten and First Grade</b>	<b>Grades Two through Three</b>
IC = Independent and Consistent	E= Excellent
ME = Meeting Expectations	G= Good
BD = Beginning to Develop	S = Satisfactory
NY = Not Yet Demonstrating	HD = Having Difficulty
NA = Not Assessed	NA = Not Assessed

<b>Work Habits and Social Responsibility</b>
E = Excellent
G = Good
S = Satisfactory
HD = Having Difficulty

**Grades Three and four use a combination of the grading systems outlined previously as well as below:**

## MIDDLE SCHOOL Grading System for Academics and Citizenship

Academic Progress	Citizenship	Classroom Standards
A = 90–100%	1 = Exemplary	E = Always Performs Above Standard
B = 80–89%	2 = Proficient	G = Usually Performs at Standard
C = 70–79%	3 = Needs Improvement	S = Sometimes Performs at Standard
D = 60–69%	4 = Unsatisfactory	HD = Rarely Performs at Standard

### HOMEWORK EXPECTATIONS BY GRADE LEVEL

- **Kindergarten** Read with an adult for a minimum of 15 minutes every night
- **Grade 1:** 20 to 30 minutes, Monday through Thursday \*
- **Grade 2:** 30 to 45 minutes, Monday through Thursday \*
- **Grade 3:** 30 to 45 minutes, Monday through Thursday \*
- **Grade 4:** 45 to 60 minutes, Monday through Thursday
- **Grade 5:** 60 to 90 minutes, Monday through Thursday
- **Grades 6–8:** 60 to 180 minutes, Monday through Thursday

(occasional weekends) \* Includes required reading time

### REPORT CARDS

Students at Crossroads Academy are evaluated in a variety of ways and on a daily basis. Faculty bases their evaluations on objective and subjective measures. Crossroads expects every student to work to the best of his or her ability. Report cards are released each quarter via the Parent Portal. Interim reports are sent at the conclusion of the first and third quarters; semester grades are sent at the end of the first and second semesters. These reports indicate a student's progress but are not intended to assign a definitive grade-point average for any given course.

### TESTING

The Academy uses the Education Records Bureau (ERB) Comprehensive Testing Program (CTP) IV for its standardized testing in grades two through eight. Scores are sent to parents.

## **SUMMER ASSIGNMENTS**

Teachers have selected books for students to read over the summer. Some teachers assign specific selections in addition to choices from the reading list. Summer reading assignments are available on the Crossroads website.

## **STUDENT RECORDS AND TRANSCRIPTS**

A student's official school record includes the student's transcript, academic records, and advisor reports created and maintained by the Academy. A student's record does not include email communications to or about the student, records of disciplinary actions, investigation records of any kind (such as disciplinary, harassment, hazing, bullying etc. except for any record placed in the student file such as a letter home to parent, etc.), recommendations provided to the Academy regarding the student's admission, medical records, or any other record deemed by the Academy to be a confidential record of the Academy.

# APPENDIX

## ACCEPTABLE USE POLICY FOR STUDENTS

Technology is used to support learning and to enhance instruction. It is a general policy that all technology located throughout Crossroads Academy is to be used in a responsible, efficient, ethical, and legal manner. Students are expected to remember that any exchange of information within this community must be made in line with the Academy's general standards of conduct. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled in the Academy, whether linked to the Academy's network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus, students are expected to comply with this Responsible Use Policy For Students and any applicable policies and procedures as long as they are enrolled in the Academy, as set forth in this Handbook and as further described below.

### Personal Electronic Devices

Personal computers, laptops, tablets, smartphones, cell phones, external hard drives, other storage devices, and other electronic devices may be brought to Academy and may (in approved instances) be used for educational purposes with the permission of the classroom teacher and under his/her direct guidance. When not being used for educational purposes, such electronic devices must be powered off and stowed in a cubby during the school day. Students may not use cell phones for non-educational purposes until they are off campus. The use of all personal electronic devices both while on campus and while off-campus for educational purposes is subject to the terms of this policy, including the Acceptable Use Policy for Students. For questions, please contact your child's advisor or homeroom teacher.

In addition, the Academy prohibits students, parents, and Academy community members from using cell phones or other electronic devices to record (video, audio, or otherwise) the Academy environment without express permission from the Academy. This policy generally does not apply to recordings at Academy performances and events.

The Academy has explicit guidelines for using computers and other electronic devices, both on and off campus, using the Academy's network, and accessing the Internet, to which the Academy expects students and parents to adhere. The examples below are just examples and 'are not an all-inclusive list of requirements and possibilities.

## EXPECTATIONS OF USE:

- It is a privilege to use technology at school. All equipment must be treated with care and respect.
- Computers and other equipment must be checked out according to our procedures and checked in properly at the end of the assigned time.
- Use of Chromenooks and access to the Internet (e.g., websites, email, instant messaging, social networking sites) is only allowed with the permission of the classroom teacher and under his/her direct guidance (see Digital Media Policies below).
- Students are not allowed to play electronic games, except instructional games with the permission of the classroom teacher, and under his/her guidance.
- All copyright laws and conventions regarding citing of another's work apply in using Internet sources.
- Earbuds, Airpods, cell phones, Apple watches, Echo/Meta items, ipads are not allowed at school.
- Downloading of programs or installation of programs, viruses or worms or any other detrimental technology-related activity is prohibited.
- Students should have no expectation that, email, voicemail, or other information created or maintained on the Academy's network, Academy-issued devices, or Academy-administered services (even those marked "personal" or "confidential") will be private, confidential or secure. The Academy has the right to access and monitor both student-owned and Academy-owned computers and communication devices connected to the Academy's network. Each student consents to the Academy's right to view and/or monitor the Academy's network and all of its associated accounts.
- Students will be held accountable for unattended accounts, and for use of their device, if equipment is left unattended and/or used by another individual.

If the Acceptable Use Policy is violated, disciplinary measures may include tech strikes, detentions, confiscation of any personal electronic devices and/or loss of technology privileges, suspension, and/or expulsion.

### *Students may:*

- use technology for school work or class projects and assignments, at the teacher's discretion;
- access the Internet with teacher permission to enrich learning related to school work; and
- use technology in ways directed by the teacher.

*Students may not:*

- post personal contact information about themselves or other people;
- access or attempt to access network resources not intended for them;
- share their passwords or other's passwords with anyone, with the exception of parents/guardians and teachers;
- alter electronic communications to hide their identity or impersonate another person;
- communicate with or make plans to meet a stranger in person;
- use inappropriate language or images in email, web pages, videos, or social networking sites;
- be disrespectful by talking or posting derogatory material (images, video, etc.) via email, social networking sites, live chat, web page, or any other method;
- engage in cyber-bullying, harassment, or sexting, in violation of the Academy's policies prohibiting bullying, harassment, hazing, and discrimination and related policies as stated in the Handbook;
- access or attempt to access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or sites with sexually explicit or graphic, pornographic, or obscene material;
- plagiarize printed or electronic information—students must follow all copyright, trademark, patent, and other laws governing intellectual property;
- use artificial intelligence chatbots to complete any academic assignment or work on the student's behalf, subject to guidance included further below;
- use artificial intelligence or other similar programs or software to create videos, images, audio or text depicting any person, including students, staff, parents and community members, or text that is inappropriate, harassing, or disrespectful;
- install or download software on to Academy computers from the Internet, home, or by any other means;
- create or use a mobile hotspot on the Academy campus;
- remove any Academy-owned computer equipment (including, but not limited to, network cables and keyboards) from the Academy without express permission;
- store personal files on the network, except in their own network user account—any information that a student leaves on an Academy-owned device may be deleted at any time, with or without notice;
- use cell phones or other personal electronic communication devices during classroom time, without the express permission of the teacher;

- disclose confidential or proprietary information related to the Academy or recklessly disregard or distort the truth of the matters commented on;
- access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission;
- use the network for illegal or commercial activities;
- vandalize, steal, or cause harm to the Academy's equipment, network, or services (including, but not limited to, uploading or creating viruses, attempting to gain unauthorized access, changing hardware or software settings, or changing online materials without permission);
- deliberately disrupt or attempt to disrupt the software or hardware of the Academy network; or
- be "friends" with, or otherwise directly connect to via online networks and services, any Academy employee on any social networking site that is not used primarily for educational purposes [(e.g., **X is often used by both faculty and the Administration for educational and informational purposes**)]. If a student is contacted by an Academy employee via non-Academy channels for non-educational purposes, the student should immediately notify [**insert appropriate individual (e.g., the student's advisor)**].
- create or establish a web page, blog, or social media account in which the creator assumes the identity of another person.
- create, publish, share, or disseminate any document, information, image, audio, or video which purports or is suggested to be from an individual or entity, which is actually fabricated, and is inappropriate, harassing, or disrespectful.
- Create, manipulate, Photoshop, crop, or otherwise alter a video, image, audio, or video, to suggest it is from an individual or entity, or suggested that it is accurate and true, which is actually fabricated or otherwise manipulated, and is false, inappropriate harassing, or disrespectful. (also known as a "cheapfake")

*Parents/guardians should understand that:*

- it is the responsibility of all parents/guardians to read this policy and discuss it with the student;
- teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity; and
- if a student damages the hardware or software of any Academy-owned technology, the parent/guardian may be responsible for paying for the repair or replacement of that technology.

*The Academy may:*

- access, view, monitor, and track any information or communication stored on or transmitted over the Academy's network, on or over equipment that has been

used to access the Academy's network, Academy-issued devices, or Academy-administered accounts and services, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring, or misdelivery; and

- restrict the material accessed and not permit computers to be used for anything other than educational purposes.

### *Use of Artificial Intelligence ("AI") and Large Language Models (ChatGPT, Bard, LLaMa, etc.)*

At Crossroads Academy we expect students to complete their own work. In certain situations, and at the discretion of faculty or staff, students may be permitted to use AI tools. However, unless such permission has been granted, students should not submit work created by an AI system, including chatbots such as ChatGPT or Bard. The Academy realizes that the AI revolution will bring big changes to schools and businesses in the near future, and we are evaluating our practices and policies accordingly as a result. At this time, we remain committed to teaching our students how to write effectively and think critically using proven educational methods. AI might evolve into a helpful tool we can utilize effectively in teaching the craft of writing, but it should only be used under the guidance of a teacher while this technology is in its infancy and we assess how it evolves.

### **SECURITY**

Security on any computer network is a high priority, especially when the system involves many users. Students must notify a system administrator if they identify a security problem. Students should not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Academy's network.

### **REPORTING VIOLATIONS**

If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another Academy community member's use of technology, the student should immediately report the student's suspicions, feelings, and observations to a **trusted adult, ie: homeroom teacher, advisor, counselor or head of school.**

Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the fullest extent of the law.



## **SEXTING AND SEXUALLY EXPLICIT MATERIAL**

The Academy prohibits students from creating, requesting, sending, or possessing any written message, image, or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity, including, but not limited to, content created through artificial intelligence or similar programs or software. New Hampshire law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the Academy may contact law enforcement should any student violate this policy.

## **DIGITAL MEDIA POLICIES**

As a small, independent school community, we at Crossroads have a unique opportunity to commit collectively to best practices around the use of electronic devices at home and at school. Sharing basic understandings around how to maximize positive uses of these ever-evolving, powerful devices for our students while minimizing the dangerous impacts—many of which are just becoming understood—will help us all raise wise, kind, and caring global citizens.

As a community, therefore, we commit to the following principles:

- We will listen to experts and take into account individual circumstances, but we believe that holding shared standards will ultimately benefit our students' ability to be successful at school.
- We understand that exceptions may be necessary for special situations, but will have a more positive and lasting impact on our students if we work together.
- Our policies will be stronger if they are built with input from everyone in our community—students, parents, faculty, staff, and trustees.
- Our goal is to teach our students the value of self-regulation and benefit of face-to-face interactions. Strictly-enforced rules and punishment for breaking them will not alone serve to teach wise use of these powerful tools, but education, modelling, and family commitment will have better results over time.
- Not only will the devices students have access to change in the coming years, but also our understanding of best practices will adapt as well. We commit to reviewing and revising our policies as circumstances evolve, so that we are staying relevant and paying attention to new issues that will inevitably arise.

For these reasons, we have drafted policies that will help the Crossroads community navigate the unique challenges and benefits of today's technological innovations. We welcome your thoughts and suggestions as we draft and implement the guidelines that we believe will strengthen the commitment to "inspire our students to love learning, act honorably, and contribute actively to intellectual, cultural, and civic life."

## **CROSSROADS ACADEMY DIGITAL MEDIA POLICIES:**

### **Academy Protocols**

- Personal smartphones brought to the Crossroads campus must be powered off completely and stored in a locker during the school day.
- Students who need to make a call home should do so by using the landline that is available in each Crossroads building.
- Parents wishing to relay a message to their child during the school day are asked to contact the main office at (603) 795-3111.
- No digital communication among students is allowed on campus without explicit faculty permission. This includes email, messaging, and “chatting” apps.
- Technology is used to enhance teaching and learning at Crossroads. Teachers model the appropriate usage of technology to support responsible digital citizenship.

### **HOME RECOMMENDATIONS**

We hope our students will build healthy social relationships and develop the skills to self-regulate their online experiences. Adults in our community can serve as mentors by modeling mindful and conscientious technology use both at home and at school. If families make commitments to healthy technology use at home, our students and our community will benefit.

The following summarizes key research findings and suggests ways to manage technology use at home. We hope you will consider adopting them in an effort to create a shared experience for our students.

### **COGNITIVE DEVELOPMENT**

Screen time exposure may be changing children’s brains in ways that we are just beginning to understand. Online interactions foster fast-paced scanning and multi-tasking behavior rather than focused attentiveness, thoughtful reflection, and delayed gratification.

- Delay obtaining a cell phone for your child until he or she is at least in the eighth grade. Research suggests the longer parents wait to provide kids a cell phone, the more emotionally healthy kids will be. If it is necessary for your child to obtain a phone earlier:
- Choose a phone plan that allows texting only a few select family members/caregivers.
- Disable Internet access on smartphones and avoid adding apps.
- Keep phones, tablets, computers, and TVs out of children’s bedrooms; store and

use them in communal spaces.

- Be aware of media usage and create goals and rules that are in line with your family's values. The resources listed below can help parents create and maintain a personalized Family Media Plan.
- Model focused, personal interactions that are not interrupted by a connected device.

### **Social Interactions**

The displacement of in-person social interaction by screen interaction reduces the development of social skills, emotional cognition, and empathy. When social media use is unregulated, students' "fear of missing out" (FOMO) can lead to an overwhelming desire to be constantly connected through devices. Social media use is directly linked to feelings of loneliness, anxiety, and depression as well as sleep difficulties among adolescents.

- Support and encourage face-to-face social interaction with peers outside of school.
- Encourage phone calls over texts or emails.
- Social media should not be introduced before Middle School.

### **For Middle School students:**

- Turn off Internet-based social activities (Instagram, Facebook, Vine, Tumblr, Snapchat, etc.) and texting by designated times for each grade in order to facilitate adequate nighttime rest and minimize FOMO "fear of missing out":
- sixth grade–8:00 p.m.
- seventh grade–8:30 p.m.
- eighth grade–9:00 p.m.

Limit social media use to no more than:

- 30 minutes per day on weeknights (Sun-Thurs)
- 60 minutes per day on weekends (Fri and Sat)

### **Other Suggestions:**

- Mentor healthy online interaction etiquette that is aligned with Crossroads Core Virtues of respect, responsibility, self-discipline, stewardship, honesty, and moral courage.
- Have regular, open, and direct conversations about the importance of staying safe while online (see resources below).
- Charge devices outside of the bedroom.

## **HOMEWORK**

Time spent on digital devices is negatively correlated with rates of homework completion, memory, learning, and school performance.

Email-based communication between teachers and students is not introduced to Crossroads students until sixth grade. Middle School teachers expect students to spend no more than ninety minutes a day on a computer or tablet to complete homework.

Online chat groups are discouraged for homework discussion.

- Power down and store smartphones during homework time.
- Keep screens in a public place at home while students are working on homework.
- At the start of computer or tablet-based homework:
- Turn off notifications and alerts.
- Select “full screen” mode when word processing to reduce multitasking and distractions.
- Consider the use of an app that disables Wi-Fi during academic computer use such as Freedom (<https://freedom.to/>) when homework does not require Internet access.

The use of any personal electronic devices is prohibited on the bus.