



Crossover Preparatory Academy
Parent & Student Handbook

Mailing Address: 940 E. 36th St. N. | Tulsa, Oklahoma 74106

www.crossoverprep.org

Phone: Main (918) 986-7499

Fax: (539) 202-2429

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Non-Discriminatory Policy

Crossover Preparatory Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, hiring of faculty or administrative staff, athletics, and other school administered program.

The People of Crossover Preparatory Academy

Administration

Executive Director: Mr. Philip Abode

Principal: Dr. John Lepine Sr.

Faculty

Department

English
Social Studies
Latin
Math
Physical Education
Science

Name

Mr. Dave Connolly
Mr. Demarco Taylor
Mr. Matthew Whiteford
Mr. James Jackson
Mr. Isaac Bennett
Mrs. Katie Long
Mrs. Kelly Stocksen

Staff

Title

Academic Coach
Academic Coach
Academic Coach
Academic Coach
Academic Coach
Athletic Director
Student Leadership Director
Food Services Manager
Office Manager
School Counselor

Name

Mr. Lamont George
Mrs. Tomika Gray
Mrs. Janet Hendricks
Mr. Jayson Jenkins
Mr. Leon Skillens III
Mr. Isaac Bennett
Mr. Chasten Hendricks
Mr. Julius Clayborn
Mr. London Malveaux
Mr. Jaron Shaw

Foundational Statements

Mission Statement

Crossover Preparatory Academy is committed to restoring our community by developing educated, godly men who love north Tulsa.

Vision Statement

Our hope and prayer is to see our students fulfill their God-given potential as men:

Intellectually: Crossover Prep students will be wise, disciplined, curious, and creative thinkers. They will be grounded in a rigorous, innovative, and enriching curriculum that will prepare them for the school of their choice.

Spiritually: Crossover Prep students will know what it looks like to trust and follow Jesus in all of life. They will learn the historical teachings of the Christian faith and be equipped with the tools necessary to cultivate a deep love for God and their neighbor.

Physically: Crossover Prep students will be good stewards of their bodies and will understand the value of physical fitness, nutrition, and self-discipline in the context of sports and life. They will learn the connection between hard work and accomplishment.

Emotionally: Crossover Prep students will understand the true source of their significance as men created in the image of God. They will learn tools to help them effectively develop self-awareness, confidence, and the ability to emotionally process the various challenges that they will face in life.

Five Character Traits that Define a Crossover Man

1. A Crossover man rejects passivity.
2. A Crossover man accepts responsibility.
3. A Crossover man loves sacrificially.
4. A Crossover man leads courageously.
5. A Crossover man glorifies God.

Philosophy of Education

At Crossover Prep, we believe that the same God who created the universe has also given us, his creatures, a hunger to know him and to understand the world he has made. This affects how we approach every subject. For example, we know God values literature because he has revealed his will through a book. We believe that science can discover reliable laws of nature because God has created the world to have order. We believe that history is important because it reveals God's plan for the world. At the same time we recognize that, as Paul said, "Knowledge puffs up, but love builds up" (1

Corinthians 8:1). Scripture tells us that if we “understand all mysteries and all knowledge” but have not love, we are nothing (1 Corinthians 13:2). Furthermore, the book of Proverbs reminds us that growing in wisdom is just as important, if not more so, than growing in knowledge: “Blessed is the person who finds wisdom.... She is more precious than jewels, and nothing you desire can compare to her” Proverbs 3:13a, 16). A Christian education, therefore, seeks to build up students’ knowledge, wisdom, and character. Students should know not only the important *facts and figures* of their subject, but also how to understand and apply that knowledge in life (critical thinking), and how to use it to bless and serve God and their community.

In our curriculum, this means that we work to ensure students have a strong foundation in the basics without being too focused on the teaching to the test or the skill and drill learning that is all too common today. Students have regular opportunities to practice higher-level skills like essay-writing, speech-giving, problem-solving, and experimentation. Teachers are encouraged to provide project-based learning activities, where students are collaborating and creating, not just sitting and listening. To facilitate this, we provide 1:1 technology access in the classroom for student use in research and beyond, and we organize students into teams for them to work and learn cooperatively with their peers.

Statement of Faith

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God’s saving work in Jesus Christ can we be rescued, reconciled, and renewed.

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel’s promised Messiah—was conceived through the Holy Spirit and born of the virgin, Mary. He lived a sinless life, was crucified under Pontius

Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service.

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service, and energetic mission.

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

History of Crossover Preparatory Academy

Crossover Preparatory started in the fall of 2017 with a heart and passion to see young man equipped educationally to become lifelong learners and to know what it looks like to trust and follow Jesus and become more like Him. The school was started with the

hope of producing future leaders who would instrumental in bringing gospel restoration to north Tulsa.

General Parent Information

Drop-Off/Pick-up Logistics

The west doors will open at 7:30am and will be open the entire school day. Breakfast is served between 8:00 and 8:20. By 8:30, all students should be in their seats in the Black Box for Convocation. All students without after-school activities may be picked up on the north side of the building after 3:40pm. Students who are not picked up by 3:50 will report to study hall. No supervision for students is provided after 4:45.

Convocation

All students will meet daily in the Black Box at the start of school for devotions and announcements. Students arriving after 8:30 will be marked tardy.

School Hours and Schedules

School Office Hours are: 7:45am - 4:00pm

Fall/Winter/Spring Term school hours are: 8:30am – 3:40pm

2018-2019 Middle School Class Period Schedule

A Term	Bell Schedule	Fall/Winter/Spring	Bell Schedule
Football	8:00-9:45am	Breakfast	8:00-8:20am
Breakfast	10:00-10:20am	Convocation	8:30-8:50am
Convocation	10:30-10:50am	1st Period	8:55-10:00am
1st Period	10:55-12:00pm	2nd Period	10:05-11:10am
Lunch/Recess	12:05-1:00pm	3rd Period	11:15am-12:20pm
2nd Period	1:05-2:10pm	Lunch/Recess	12:25-1:20pm
3rd Period	2:15-3:20pm	4th Period	1:25-2:30pm
Study Hall	3:25-3:40pm	5th Period	2:35-3:40pm
Extracurricular	N/A	Extracurricular	varies

Visitors

During school hours, all visitors to the campus, including parents, must check in at the office. A visitor's badge will be issued to approved visitors.

Visits to classrooms must be approved by the principal and classroom teacher. Visits are limited, and no visitors will be allowed during testing time.

School Closing for Weather or Other Emergencies

School days canceled due to snow and/or icy roads will be announced over television stations between 6:00 a.m. and 7:30 a.m. We will also send a text message and email announcement to all school families. We will also notify local news television stations.

The decision regarding school closings is difficult and complicated and is made with tremendous thought and prayer.

- Late start – in the event of a delayed opening time, do not bring your child at the regular time due to lack of supervision.
- Early closing – While the school only closes during the school day as a last resort during severe weather, we strongly encourage parents to pick up their children when they deem it necessary for their family.
- Late arrival due to hazardous driving conditions will be treated leniently.
- In the event of a school evacuation students will need to be picked up at Salvation Army North Mabee Boys' and Girls' Club located at 3001 Martin Luther King Jr. Blvd. Tulsa, OK 74106, unless another location is announced.

Student IDs

Student IDs are issued annually. IDs will be used for all meal purchases. There is no initial fee, but there will be a \$10 fee for any card which needs to be replaced.

Breakfast and Lunch

Prepared breakfasts and lunches are available. The menu choices will be published on TeacherEase. Alternatively, students may bring sack lunches. Parents may check their students out for lunch and recess to take them to lunch, or may come eat in the lounge with students, but parents may not drop off or deliver hot food to their students during the school day. All lunch purchases are to be made using the student's ID. Charges will be added to the student's account. Students who qualify for the federal free and reduced-price lunch program may apply at the beginning of the year and receive free or reduced-lunches at Crossover Prep. All meals will be eaten in designated areas. Clean-up is the responsibility of the student. Crossover Prep anticipates qualifying for free meals for all students for 2018-2019.

Lost and Found

Lost items are not the responsibility of the school. Students are strongly encouraged to label all clothing with their names. Lost items will be collected in a Lost and Found bin, which will be available for students to look through. Prior to all breaks (Fall break, Thanksgiving break, Christmas break, Spring break), unclaimed Lost and Found will be donated or thrown away.

Students should not bring valuable items or unnecessary cash to school. Crossover Prep is not responsible for any items lost or stolen from students. Students are responsible for their own belongings. Any personal item brought to school should have the student's name written on it with permanent ink.

Parental Authorization for Student Image Usage

Photographs, slides, video, and other visuals of students, faculty, staff, and administration are taken on campus and at CPA activities off campus throughout the

year. Some of these subsequently are used in advertising, web pages, news releases, television, newspaper, yearbooks, and/or awards or recognition assemblies. Parents should make specific request if they desire that their children not be included.

Communication Procedures

Each student's Academic Coach will serve as the primary contact person to make sure that the lines of communication stay open between families and the school. Academic Coaches are committed to "keeping in touch" with parents by means of texts, emails, phone calls and conferences as needed.

In an effort to improve cost effectiveness and efficiency, most communications will take place electronically. Watch for information available through the following means:

- **Remind:** Text message alerts with important announcements, updates and reminders
- **TeacherEase.com:** Student grades and assignments
- **ALEKS.com:** Weekly math progress email on Saturday mornings
- **Weekly lunch schedule:** Emailed at the beginning of each week

For more individualized needs, parents may contact the Office Manager at 918-986-7499 to coordinate private meetings with the Executive Director and Principal. Regrettably, walk-in appointments cannot usually be accommodated.

TeacherEase – Parent Online Resource

TeacherEase makes it possible for parents and guardians to access students' grades, classroom lesson plans, academic information, family information, and much more. To access TeacherEase, parents must have a valid email address on file with us and have internet access. During the first week of the school year, any parent/guardian who has not already set up a TeacherEase account will receive an email with a link to set up a new account. Assistance with setting up an account will also be available at the back-to-school night in August.

Students and parents with active accounts may access their account on a web browser or by downloading the "TeacherEase for Parents/Students" app on the app store.

If you have any questions or do not receive a setup email, contact the Office Manager 918-986-7499 or officemanager@crossoverprep.org.

Classroom Visits

- All visits to the classroom should be arranged with the teacher or Principal in advance.
- Please do not attempt to visit with the teacher during class time.
- Please respect the short amount of time the teachers have to assemble their classes by avoiding lengthy, unscheduled conversations with them in the classroom before the school day begins.
- Parents are welcome to sit in on any class by appointment but are asked not to expect time to visit with the teacher.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year, prior to fall break and spring break. Parents and students may attend conferences together, or parents may come without their students. Conferences will be held at the school in the late afternoon and early evening. Both teachers and Academic Coaches will be available to meet with families during these conferences.

Financial Policies

Re-enrollment

The priority re-enrollment period begins each January. Priority re-enrollment is held for returning students for a limited time where existing students are given first opportunity to apply for enrollment slots for the coming year. After the set period, enrolling of new students for available slots will begin.

Tuition and Fees

Crossover Preparatory Academy is a tuition-free school for students who meet income or residential guidelines. CPA will charge student fees to cover the cost of uniforms, optional field trips, some May Term classes, or other expenses incurred in the ordinary course of the student's activities at Crossover Prep. Students who do not meet the income or residential requirements to receive a scholarship to attend Crossover Prep must set up a tuition payment plan with the main office. Signing the enrollment agreement affirms the parents' responsibility for all fees and miscellaneous costs, payment of which is due in the Business Office.

Delinquent Accounts

Student records will not be released for delinquent accounts.

Fees

Crossover Prep anticipates qualifying for school-wide free meals through the National Free and Reduced Lunch Program.

Additional Fees

Fees may be assessed for the following reasons:

Damaged or Lost Textbooks

CPA requests that utmost care be given textbooks throughout the year. Books should not be highlighted, underlined, or written in. Each student is required to check out with each teacher at the end of the school year, or upon withdrawal. A charge will be assessed for lost or damaged textbooks.

Damaged or Lost Chromebook

CPA requests that utmost care be given textbooks throughout the year. A charge will be assessed for lost or damaged Chromebooks.

Returned Check or Electronic Debit Failure Fee

All checks are subject to a returned check fee (\$25) if returned by the banking institution. If an account incurs two returned checks, the account will be restricted to cash, credit card, or money order payment. Postdated checks will not be accepted.

Club Participation Fee

Fees may apply for participation in a club.

Attendance

Students are expected to attend school each day and be on time for classes. Effective learning requires class attendance. The following parameters are established to ensure the student is prepared for subsequent academic challenges.

Absences

A student who is absent more than ten (10) times in a class within a trimester may not normally earn credit for the class (excused or unexcused absences). Absences due to attendance at school-authorized events will be exempt. Appeals made in cases of documented chronic medical conditions, emergency medical treatments, or family crisis will be reviewed on an individual basis. It is the responsibility of parents to maintain records and documentation of the reasons for days missed in order to present their case to a committee of appeal.

Excused and Unexcused Absences

Student absences will be identified as excused or unexcused. Student absences will be treated as unexcused until determined excused by the attendance office. Students must receive an excused absence slip from the attendance office and present the note to their teachers before students are given credit for missed assignments. Absences will be determined excused for the following reasons:

- Illness or medical care: A parent phone call or a doctor's note is required. After five (5) absences for medical reasons a doctor's note is required. Recurring or chronic illness requires a doctor's statement.
- Pre-arranged and pre-approved family activities
- Emergencies, funerals, weddings, and hospital visits

Students will be counted as "present" if class is missed for an approved school activity. Students who have an excused absence will be allowed to make up missed assignments without a penalty.

Tardies to Convocation

When a student is missing at Convocation, student leaders will attempt to make contact with the student to determine his location. Student leaders will report the missing student absent to the main office. The main office will verify whether the tardy is excused (e.g. by a doctor's statement, phone call/note from parent, school activity, administrative approval) or unexcused. Any student arriving after 8:30 must first check in at the main office.

After five tardies (excused or unexcused) in the year, a doctor's statement is required to excuse a tardy or absence due to illness.

Work details (such as after-school cleaning) may be assigned when a student is tardy to convocation, with escalating consequences as the number of tardies increases.

Tardies to Classroom

A tardy is defined when a student is not in their classroom seat when class begins. If a student is more than 10 minutes late to class, he is considered absent. Only unexcused tardies (student does not have a note from authorized individual) are recorded on TeacherEase. Students should not receive credit for missed assignments due to unexcused tardies. Each tardy will result in 15 minutes of after-school study hall being assigned on a future date.

Attendance Requirement for Extracurricular Participation

Students must be in school for a minimum of two class periods to participate in school-sponsored activities scheduled for that day or evening unless an administrator grants prior permission. Students with an unexcused absence on the day of the activity will not be allowed to participate.

Truancy

A student who is absent from school **without school or parent permission** is considered truant. Truancy (illegal absence from school) and cutting classes are major infractions and will result in immediate disciplinary actions.

Pre-Arranged Absences

Appointments should be scheduled before or after the school day. Students are responsible to communicate with teachers and make arrangements to complete missed work. Prolonged pre-arranged absences require permission from Administration and coordination with the teacher(s).

Early Departure

CPA prefers that medical or dental appointments not be made during school hours. In the event such appointments are necessary during school hours, a written note or phone call from a parent is required before the student leaves or when the student arrives late for the day from an appointment. For security and safety reasons, students must sign in and out with the Office Manager. Students must enter and exit through the main entrance. Students having special reasons to leave school during school hours must have a written note or parent phone call and must sign out in the Main Office.

Discipline and Student Conduct

The following is a brief summary of key issues pertaining to Crossover Preparatory Academy's philosophy of personal and community conduct:

- Our philosophy is grounded in the conviction that the Bible provides the rule for life regarding moral and ethical conduct. It is our intention that students, as well as employees, of CPA adhere to those standards to the best of their abilities and that all school policies consistently reflect Biblical standards.
- Teaching and learning best occur in a disciplined environment.
- A teacher has a right to teach in a classroom free of discipline problems. Also, students have a right to learn in a classroom free of discipline problems. Consequently, it is the teacher's right and obligation to control the environment in which he or she teaches with support from parents and administrators.
- Students who lack proper discipline and are disruptive must ultimately take responsibility for their actions and suffer consequences. Neither parents nor teachers can determine or control the actions of students. Good behavior is a choice and requires self-discipline.

The goal of discipline is to restore the student to fellowship with God and the community of Crossover Preparatory Academy.

The Honor Code

All Crossover Preparatory Academy students are required to adhere to the Honor Code statement as a condition of enrollment. Breaking the rules of the Honor Code is considered a violation of the covenant with Crossover Preparatory Academy and the student body. However, the Honor Code is not intended to be, nor can it be, all-inclusive of every standard of expected behavior.

The statement is as follows: **Treat everyone the way that you want to be treated.**

This means:

- Show everyone respect in word and deed.
- Tell the truth to everyone.
- Be a peacemaker with everyone.
- Protect everyone's property.

Minor Infractions

This behavior is normally related to student maturity and his cooperation with the teacher and classroom order. Students will typically be given one or two warnings before formal consequences ensue. If those warnings prove ineffective, the student will be sent to his Academic Coach to document the incident and for encouragement toward better behavior. Should that intervention fail, the student will be sent to the Principal and his behavior will be treated as a major infraction (see below).

The following is a list of minor infractions, and is not intended to be all-inclusive:

- Use of cell phone during school
- Disrespect to faculty, staff, or classmates
- Disruptive behavior
- Horseplay/roughhousing in the classroom
- Misuse of Chromebook (including touching another student's Chromebook)

Major Infractions

These behaviors and attitudes are related to student character and trust. The following is a list of major infractions, and is not intended to be all-inclusive:

- Truancy, leaving school grounds without permission
- Destruction of property
- Stealing, cheating, or lying
- Direct disobedience, defiance, or insubordination
- Possession or use of weapons
- Causing injury or threat of injury to others
- Bullying or harassment of others
- Fighting

All major infractions will be disciplined by the Principal and/or Executive Director. Parent(s)/guardian(s) will be notified, and documentation will be made in student

records. Students may receive sanctions up to and including Saturday detention, in-school suspension, out-of-school suspension, athletic suspension, and expulsion.

Consequences

A variety of consequences may be experienced by the student who commits major infractions or repeated minor infractions of school policies.

Work Detail

Students who are referred to their Academic Coach or to the administration for classroom misbehavior will be assigned a Work Detail (such as after-school cleaning). Each referral will result in additional Work Details, such that a student who earns a third referral will be assigned three Work Details, and a student who earns a fifth referral will be assigned five Work Details.

After School Detention

After-school detention with the Principal may be assigned for behavioral problems. Parents will be contacted to schedule a date, and detention will last from 3:45 until 4:45.

Saturday Detention

Saturday detention will meet from 8:00-10:00 on Saturday at Crossover Health Services, John 3:16, or the Executive Director or Principal's house. Parents will be contacted by the school to schedule the detention. Students may be assigned a work detail or asked to complete a homework assignment during detention. Failure to attend the detention will result in an additional Saturday detention or suspension. Work or extracurricular activities are not an excuse for not serving a detention.

Behavioral Probation

This is a period of time set aside to help a student meet the behavioral standards of the school. The purpose of the program is to identify those students who are having spiritual or emotional problems, which are affecting their ability to function properly in the school. The school will attempt to help these students adjust and find the proper solution for their difficulty. However, it must be understood that when the behavior of one student begins to adversely affect the quality of classroom instruction for other students, he may be asked to withdraw from the school. Any student, who experiences an abnormal or inordinate number of referrals or who, in the opinion of the administration, would benefit from a specific system of accountability may be placed on behavioral probation for a period of up to 90 days to be followed by an administrator/parent conference and review. A student's behavior that is so unsatisfactory as to cause him to be placed on probation will forfeit any class office or other official position held in any school-related organization. A student placed on probation will neither represent the school in any contest or public program nor be eligible to receive any honors or be granted any privileges.

In-School Suspension (ISS)

A student is isolated from classmates and assigned class work by the teacher, to be completed under supervision of an Academic Coach or the school administration. Students will not be academically penalized nor given leniency during in-school suspension. Multiple suspensions in an academic year (ISS or OSS) may result in the student's expulsion or withdrawal from CPA.

Out of School Suspension (OSS)

A student may be suspended at any time by the administration if such action is warranted. This occurs only in serious cases of misbehavior. At the discretion of the administration the student may be asked to serve a suspension at home. The student will remain at home to complete assigned class work under the supervision of the parent. Multiple suspensions in an academic year (ISS or OSS) may result in the student's expulsion or withdrawal from CPA. Students who are assigned out-of-school suspension may not participate in extracurricular activities on the days assigned to the program. Students will not be academically penalized nor given leniency during out-of-school suspension.

Expulsion

If documented attempts to correct a student's misbehavior have failed, or if the offense is serious enough as to warrant the school's most drastic sanction, then the Principal may recommend to the Executive Director that a student be expelled. Depending upon the circumstances, a student may be eligible for re-enrollment in CPA after the expulsion through an appeal.

The administration reserves the right to address situations not specifically addressed in the handbook, as they deem appropriate given the facts of the circumstances involved.

Appealing Disciplinary Decisions

Appeals to disciplinary action must follow the Matthew 18 principle, going first to the person who handed down the discipline. The last appeal should be made to the Executive Director whose decision will be final.

Plagiarism/Cheating/Academic Integrity Pledge

All student assignments must uphold the Academic Integrity Pledge below.

I pledge that this assignment was completed without dishonest gain. I have neither given nor received unauthorized help, nor observed any other student violating the Academic Integrity Pledge.

Dishonest gain in academics is the effort of a student to intentionally mislead or deceive the teacher so as to avoid painful, just consequences, or to gain an

undeserved benefit. Examples of dishonest gain include cheating or plagiarism. Plagiarism, the act of passing off another's work as your own, occurs when a student uses someone else's ideas without giving due credit. Plagiarism includes:

- Copying or receiving answers from other students
- Sharing or giving answers to other students
- Not citing references when facts or ideas are used in written work
- Using passages word for word in a paper without acknowledging the source

The first incident of plagiarism or cheating will be addressed by the classroom teacher and the Administration. The student will receive a zero on the assignment, a detention, and a report of the incident will be placed in his file.

Habitual plagiarism or cheating will result in expulsion.

Substance Abuse Policy

CPA maintains a zero tolerance policy toward the possession of illicit (illegal) drugs. Specifically, this means that if a student is discovered with illicit substances on their person or within their sphere of control, they will be deemed in direct and purposeful violation of this policy and therefore present a significant threat to self, students and staff. "Sphere of control" for this purpose means within easy reach.

The severe repercussions for possession, whether for personal possession or for sale/distribution, or use of drugs/alcohol, are clearly delineated in the disciplinary policy. Furthermore, the school will in most cases immediately contact the Tulsa Police Department.

However, any student who voluntarily seeks assistance with a self-professed admitted substance abuse issue will be dealt with in Christian love and given assistance in the process of finding rehabilitation support. In seeking assistance, the student will be perceived as exhibiting a repentant heart. Discipline may be less severe pending recommendations and results from the appropriate treatment facility.

Therapist-client privilege will be respected between any student and the School Counselor.

Pornography

Pornographic material in any medium is not to be accessed via the internet, stored, or otherwise brought on campus. Pornography harms and distorts the user's view of sex and love and can become a serious addiction, especially for young men.

Dress Code Policy

School uniforms will be worn every day except on Fridays. On Fridays students will be able to wear Crossover Lions gear to school in a display of school pride. Students will place uniform shirt orders through the school.

Middle School

Shirt: white or grey Crossover Prep polos; during cooler weather, Crossover Prep grey pullovers or school polos with long sleeve shirt underneath may be worn.

Pants: khaki or black slacks or shorts. No denim jeans. Pants must have belt loops, shirts must be tucked in, and belts must be worn.

On Fridays and other “Spirit Days,” any Crossover Prep gear may be worn, as well as denim jeans or sweatpants.

High School

Shirt: black or red Crossover Prep polos; during cooler weather, Crossover Prep grey pullovers or school polos with long sleeve shirt underneath may be worn.

Pants: khaki or black slacks. No denim jeans. Pants must have belt loops, shirts must be tucked in, and belts must be worn.

On Fridays and other “Spirit Days,” any Crossover Prep gear may be worn, as well as denim jeans or sweatpants.

Dress Code Violations

- Students will be held responsible for complying with the dress code of CPA.
- Uniform items that are too small, too large, defaced, or torn (including removal of waistbands and belt loops) are not in compliance with the CPA dress code and must be replaced.
- Prohibited dress items are subject to confiscation.
- A student’s first violation of the CPA dress code will result in a “Uniform Reminder,” assigning the student to one Work Detail for his first offense, two Work Details for his second offense, etc.
- Students in violation of the dress code will not be allowed to return to class until he is in compliance with the dress code. If necessary, parents will be contacted to supply appropriate clothing or to take the student home.
- Final decisions regarding discipline and compliance with the dress code are the responsibility of the Executive Director and/or Principal.

Computer and Internet Use Policy

All students are responsible to follow these policies and procedures.

- Students shall not intentionally download, install, or use programs that damage or alter the computers or network. In addition, hacking, piracy, attempting to compromise network security, tampering with hardware or software, or

vandalism of computer equipment are serious offenses that will result in disciplinary action as deemed appropriate by the CPA administration.

- Students may not bring software from home, download software of any kind from the Internet and install it on school computers, or make unauthorized copies of school software for their own use.
- Use of school computers and the Internet must be academically related. Students may not indiscriminately surf the net, play games, watch online videos for entertainment, etc.
- Students may not use staff / faculty computers without permission and supervision.
- Under no circumstances should a student provide his password to another student.
- Students may not engage in e-commerce activities on school computers.
- A crossoverprep.org email address is provided on an as-needed basis for academic purposes only. Students should not use school-provided email as their primary personal email account. Accounts may be disabled over the summer.
- Students must report any violation of these guidelines by any other individual. Students are expected to report any flaw in, or bypass of, network or Internet security.

Policy Enforcement

CPA has taken precautions to help protect students from inappropriate content on the Internet. A teacher or staff member will supervise the students' use of the Internet. Use of internet must always be teacher directed and academically related. While precautions are in place, it is impossible for CPA to restrict access to all controversial materials. If inappropriate content is mistakenly accessed on the Internet, students should immediately tell a teacher or CPA staff member. This will help us to prevent any further accidental access to the inappropriate content. Students who try to undermine internet filters or purposely seek inappropriate material will be subject to disciplinary action as deemed appropriate by the CPA administration. All Internet activities are available for the CPA administration to review at any time. All students should be aware that the inappropriate use of electronic information resources will lead to disciplinary action as deemed appropriate by the CPA administration. The use of CPA computing facilities is a privilege, not a right.

Wireless Communication Devices

After the end of daily Convocation, wireless communication devices are not allowed to be used in classes, restrooms, lunchroom, and/or hallways.

Wireless communication devices include, but are not limited to, the following: Mobile/cell/wireless telephones, one- or two-way pagers, or any other such device that enables any communication between two devices. Cameras on wireless communication devices **are included** in this listing.

- Students are prohibited from using the device during the school day.
- Team leaders can use cell phones before convocation to contact missing students.
- The device **must be turned off at all times** and unable to receive any communications during the school day. Included in this and **specifically prohibited** is text messaging or any type of “instant messaging.”
- The device must be stored in a locker, automobile, or other location as indicated by the Executive Director and turned off.
- Misuse of the device will result in appropriate administrative disciplinary measures, including suspension.

CLASSROOM POLICIES

Homework Philosophy

As a college preparatory school, Crossover Preparatory Academy seeks to prepare its students for higher education through rigorous education and through the development of self-discipline within its graduates. As such, students should expect a certain amount of homework on a daily basis to help reinforce skills learned in class and to form habits of self-discipline and time management.

Guidance for teachers:

- Middle school students should expect 30-60 minutes of homework each day.
- Underclassmen should expect 60-90 minutes of homework each day.
- Upperclassmen should expect 90-120 minutes of homework each day.
- Homework should be at a difficulty level for most students to complete independently or with the help of the book or easily-accessible online resources.
- Homework may be virtual or physical. Students without reliable access to the internet at home should make arrangements to stay for “homework club” or tutoring after school, or to regularly visit the public library.
- Homework that is turned in late is subject to a 10% reduction in the final score for each calendar day that it is late.

2018-19 Standard Homework Assignments:

- **English:** Students should master two (7th graders) or four (8th graders) topics a week on www.NoRedInk.com. Each day they will be given a certain amount of class time for this work, but any work not completed should be treated as homework.
- **Latin:** Students will have **two short assignments**, usually a Latin-based worksheet and also an assigned English short essay with a handful of comprehension questions.
- **Mathematics:** At the beginning of the trimester, students will be given a mastery goal, including approximately **10-12 topics** to master each week on ALEKS. Students should spend at least **three hours** each week logged in to ALEKS working on math. Students will also be assigned approximately **eight short videos** to watch each week at the beginning of the week.
- **Physical Education:** No regularly occurring homework assignments.
- **Science:** Students can expect to have science homework at least once a week that will enable them to finish lab reports, read scientific articles, or expose them to scientific content before learning about it in the classroom.
- **U.S. History:** Students must read **three Independent Reading (IR)** books from a pre-approved list each trimester. After finishing a book, students will create a 10-question quiz on Quizlet, Kahoot, or Google Forms to demonstrate their understanding of the book. Quizzes should include questions about characters, plots and themes of the selected book.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F
Incomplete	I

Incompletes must be completed by the date designated by the teacher and Principal. The class grade will be determined by the scores earned by the designated date.

TeacherEase/Gradebook Terms

When checking your student's grades in TeacherEase, the following terms might appear:

- **Handed in:** the student has turned in the work.
- **Missing:** the student's work is not in the possession of the teacher.
- **Excused:** the student is exempt from the assignment.

Late Assignments

Students will be required to complete all assignments. Assignments not turned in on time will have points deducted.

Make-up Work

All quizzes, exams, homework, etc. must be taken or handed in on the day of return to school if the student was present when the work was assigned or if the assignment had been sent home during the absence. The deadline for completing assignments given while a student is absent is one day for each day the student is absent. For example, a student absent on Tuesday must turn in their late work on Thursday.

School Supplies

Students are responsible for obtaining supplies necessary for their class work. Students should come prepared to class with notebook, paper, pens, pencils, and other items specified on the school supply list. Supply lists are available online.

Textbooks

The school supplies students with all necessary textbooks with the exception of occasional consumable literature books. Textbooks are the property of Crossover Preparatory Academy. Any damages incurred to textbooks or their loss is the responsibility of the student and will be billed to his account. Administration will make the appropriate determination for these charges, up to the full cost of the book.

Test Information and Reporting

Test and Quiz Policy

Assessment of student learning is vital to effective education. Students are not expected to take more than two full period tests in any school day.

Tests, quizzes and projects will be scheduled by each teacher on the Master Schedule to preclude over-loading students with assessments. See the Principal if issues arise.

Achievement/Ability Testing

ACT Aspire -- Given to all 7th, 8th, 9th and 10th graders.

PSAT –10th and 11th graders will take the PSAT at Crossover Prep during the school day.

ACT – All 11th & 12th grade students are required to take the ACT.

It is required that the ACT be taken at least once as a junior and once as a senior. Registration is completed online and is the responsibility of the parent/student.

SAT – The Scholastic Aptitude Test may be taken by any high school student at a local high school. Registration is completed online and is the responsibility of the parent/student.

While CPA will not use ACT Aspire data as a criterion for student promotion or retention, the results will be used formatively to improve instruction, curriculum, and remediation.

Honor Rolls

High School Honor Rolls

Executive Director’s Honor Roll	4.0+ GPA
Principal’s Honor Roll	3.50 - 3.99 GPA

Middle School Honor Rolls

Executive Director’s Honor Roll	All As
Principal’s Honor Roll	All As and Bs

Failed Courses

Grades 7-8

Students who fail two or more subjects, or are considered to be marginally prepared for the next grade level may be held back from passing to the next grade upon recommendation of their teachers and approval of the Administrator. Parents will be notified in advance of a final decision not to pass a student to the next grade.

Grades 9-12

When a student fails a course, parents will be notified and a plan for credit recovery will be made in conjunction with the school administration.

It is the responsibility of the parent to make arrangements with the Academic Coach for credit recovery approval and to ensure CPA receives a transcript of the course(s) completed.

Failing more than two courses in a trimester may result in the student not being admitted the following school year.

Extra-Curricular Activities

All extra-curricular activities are subject to eligibility requirements.

Ineligibility rules are as follows:

- Extracurricular activities include, but are not limited to: athletics, Student Leadership Council, leadership of a team, clubs, enrichment field trips.
- Eligibility Grade Checks will start on Sundays after the first two weeks of each Trimester.
- A student's eligibility status will begin the Monday after the Eligibility Grade Check and will last until the next Eligibility Grade Check.
- When the eligibility grade check is conducted, any student who does not have a "C" or higher in all classes will be placed on Academic Probation.
- A student who is on Academic Probation the week before the Eligibility Grade Check who is not passing **all** classes when the Eligibility Grade Check is conducted will be Academically Ineligible starting the Monday after the Eligibility Grade Check.
- A student who is on Academic Probation or is Academically Ineligible who is passing all classes when the Eligibility Grade Check is conducted will be Academically Eligible starting the Monday after the Eligibility Grade Check.

MEDICAL-FIRST AID-HEALTH SERVICES

Serious Illness and Injury Emergency Policy

If a student is injured in a manner that requires more than minor first aid or if illness symptoms are severe in nature (chest pains, difficulty breathing, unconsciousness, etc.), the Principal (or Nurse, if there is one) in consultation with the Executive Director will call 911 to obtain professional emergency services. If no administrator or nurse is available, any persons on scene judging that the injury or illness is severe or life threatening, or just insufficiently assessable for seriousness, should call for 911 assistance in consideration of applying and abundance of caution for safety. If an injury or serious illness arises during a practice or sports event, determination to call for emergency support lies in the purview of the administrator and/or the appropriate coach. The parents/guardians will be notified immediately. At all times the safety and well-being of the child will take first priority.

Health Insurance

Crossover Preparatory Academy carries health/accident insurance for its students for accidents occurring at a school related event. This insurance is secondary for those families that have health insurance and can be used by families who are not otherwise covered by insurance. Parents/guardians must inform the school and keep current information regarding their health insurance and primary physicians in case of health emergencies.

Health Records

Crossover Prep students must have a health record on file showing proof of immunization. All students who participate in competitive sports must have a pre-participation physical examination. A separate examination is required for each year of participation; such examinations are valid July 1 of the current year through June 30 of the following year.

Student Emergency Information

It is important that parents inform the School Office of any of the following information changes.

- Home address
- Home telephone number
- Cell phone numbers
- Employment telephone numbers for parents or guardian
- Email addresses
- Persons to notify in the event of an emergency when parent(s)/ guardian(s) cannot be reached

Illness

- For all illnesses, students must be fever-free for 24 hours without medication.
- Any student with a severe cough, sore throat and/or fever or pink eye should not be sent to school. (See Communicable Diseases.)
- Any child with diarrhea/vomiting in the previous 24 hours should not be sent to school.
- Any child who is discovered to have head lice will be asked to leave school immediately and may not return to school until a school official has confirmed that the child is lice-free.
- A student with excessive drainage or nasal discharge should not be sent to school. Chronic allergic drainage must be documented by a doctor to allow admission.
- Students with a temperature of or approaching 100° should not be sent to school.
- Any child with a temperature of 100° will automatically be isolated until sent home. Parents are responsible for the transportation of any child sent home.
- The school staff may administer parent-provided acetaminophen (Tylenol) with parental permission* for the following reasons:
 - 100° temperature while waiting to be picked up by parent.
 - Upon receiving a note that day from the parent to give it.
 - After teacher or other staff member receives permission by phone.
 - For headache/pain with parental permission.
 - All medication (or Tylenol needed on a regular basis) must be provided by the parent. (See Medication Policies below.)

- All students who need to leave school due to illness must report to the Office for notification of the parents. Students may not use cell phones to call home.

Communicable Diseases

Crossover Preparatory Academy desires to maintain a healthy school environment by instituting alerts that are designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or school official that has reason to suspect that a student or school employee has a communicable disease will immediately notify the main school office of the suspicion.

School officials will follow guidelines established by the Oklahoma Department of Health in defining communicable diseases, identifying symptoms, reporting occurrences, and determining when exclusion from school attendance is necessary. A school official will report immediately to the local Department of Health the presence or suspected presence in CPA of students or school employees who have common symptoms suggesting an epidemic or outbreak possibility.

Any student or school employee with a communicable disease for which immunization is required by law or is otherwise available, will be temporarily excluded from school while ill and during recognized periods of communicability. Students and school employees with a communicable disease for which immunization is not available will be excluded from school until a physician certifies that they can safely return to school. If the nature of the disease and circumstances warrant, CPA may require an independent physician's examination of the student or school employee to verify the diagnosis of a communicable disease and/or cure from such disease. CPA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to limit the spread of communicable diseases within the school.

<u>Disease</u>	<u>Incubation Period</u>	<u>Period of Exclusion</u>
Chickenpox	13-21 days	At least 7 <i>days</i> after appearance of first crop of vesicles and when all blisters are scabbed over.
Conjunctivitis (Pink Eye)	3-5 days	24 hours after 1 st dose of medication
Epstein-Barre (Mono)	4-6 weeks	May return to school when fever-free. Rest is recommended – students may try to come for ½ day of school to keep up with school work
German Measles (Rubella)	14-21 days	<i>Until recovery</i>

Impetigo	2-5 days	<i>Until recovery</i>
Infectious Hepatitis	10-40 days	During acute symptoms (approx. 25 days) or at least 7 days
Measles (Rubella) 13-15 days	10 days to onset	At least 6 days after rash of illness, to onset of rash
Mumps (Parotitis)	12-16 days	At least 10 days and until the swelling of the glands has subsided
Poliomyelitis	7-14 days	7 days or for duration of fever if longer
Strep Infections	2-5 days	May return to school after being on antibiotic therapy for 24 hours – (or per doctor’s instructions.)
Whooping Cough	7-10 days	During early catarrhal period or until 21 days after appearance of paroxysmal cough and until recovery
Head Lice	-----	Treatment, nit removal, and approval of CPA

HANDBOOK DISCLAIMERS

The Administration of Crossover Preparatory Academy reserves the right to change the information, regulations, requirements, and procedures in the Crossover Preparatory Academy Student and Parent Handbook, and other official publications; to change the requirements for admission, graduation or degrees; to change the arrangement, scheduling, credit or content of courses; and to change the fees listed in these Handbook pages.

Crossover Preparatory Academy reserves the right to refuse to admit or to readmit any student at any time should it be deemed necessary in the interest of the student or of the school to do so, and to require the withdrawal of any student at any time who fails

to give satisfactory evidence of academic ability, earnestness of purpose, or active cooperation in all requirements for acceptable scholarship.

It is the personal responsibility of each parent and student to acquire an active knowledge of all regulations set forth in this handbook.