California Crosspoint Academy

Parent • Student Handbook

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Web site: www.crosspointacademy.org

August 2026

Forward

This Parent Student Handbook is intended to assist communication between parents, students, and the school.

Inside you will find **information** and **policies** established by the Board of Directors to help in our mutual efforts to give your children an education that will help them to develop into responsible and productive individuals.

Our teachers will work with and pray for each child in the school and will be available to assist parents in any way possible.

California Crosspoint Academy always **reserves the right** to make decisions and/or take actions it deems necessary to be consistent with the faith and practices of the school.

If you have any questions concerning any area of the manual, please feel free to contact the school office.

Note: Information contained in this handbook is **subject to change** without prior notice.

The latest version of this Handbook is always available for download or reference at CCA's PowerSchool daily bulletin. The contents are published as **general information only** and shall not constitute a binding agreement on the part of CCA. It is not intended to be an exhaustive compilation of all the rules and procedures students and parents are expected to know and follow, just the main ones to illustrate the general spirit of cooperation within the school culture.

California Crosspoint admits students of any race, sex, color, national or 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, sex, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, athletic programs and other school-administered program

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A Message to Our Students

Your School

California Crosspoint Academy is your school. Strange as this may sound to some of you, it is an inescapable fact that the reason why this school was created, the reason it still exists, the reason why teachers come to teach, and the reason we do what we do all centers around you - our students. Therefore, we only succeed if you succeed, and if you fail, we fail as well.

Your Progress

The unmistakable message is that the school administration, faculty, staff, and parents are all here to help and support you. The rules and guidelines in this Handbook are not barriers to your progress, but safeguards to give you the best possible opportunity for success. If you choose to ignore, challenge, or resist them, it will only cause you, your parents, and the school to be unhappy because none of us will accomplish our goal.

A Partnership

However, if we all work together in partnership, history has shown that our students reach incredible heights of accomplishment. Working together, we find little need to refer to the Handbook for rules because we can fashion our own solutions and solve our own problems. What does it take to work together? Communication, trust, respect, honesty, forgiveness, selflessness, and a host of other virtues extolled in the Bible.

Your Decision

The administration, faculty, and staff of California Crosspoint Academy are committed and dedicated to working with parents and students to accomplish our mutual goals. We want to govern by relationship, not by rule, but the choice is up to you. As California Crosspoint Academy students, you decide whether to accept our helping hand and guidance.

Our Hope

We hope that you, like thousands who have gone before, will work with us to see how God has wonderfully equipped you to fulfill His perfect plan for your life.

Our Christian Philosophy of Education

True education begins with an understanding that God is the ultimate reality and central unifying figure of all that exists.

Because God is also personal, every individual has a duty to know Him and to carry out His Will for his life. Education prepares a person to fulfill this responsibility to God.

Knowing God is achieved through salvation in Jesus Christ and Bible study, and results in wisdom and Christian character. By constant application of godly wisdom in all areas of life and study, students are equipped to become faithful servants of God, good citizens of society, and godly leaders at home.

The **responsibility for education** lies primarily with the individual, then with parents and the church who are given the responsibility of educating their young.

The Christian school serves as **a ministry to assist students**, parents, and the church in carrying out the universal responsibility of knowing God more and serving Him better.

This is an abridged version of the philosophy statement formally adopted by the school.

Our School

Our Motto: Transforming Lives for the Glory of God

Mascot: The Ram
Colors: Red and Gold

School Verse: ". . . that they know you, the only true God, and Jesus Christ, whom you have sent." John 17:3

Our Vision: A world transformed through Godly servant leadership.

Our Mission: Our mission is to see students transformed through a saving knowledge of Jesus Christ and Bible-based, Christ-centered instruction so they may be thoroughly equipped to fulfill God's perfect plan for their lives.

Our Goals: 1. Students that are **Faithful Disciples of Christ** who

- Have a personal knowledge of Christ as their Savior.
- Understand the Christian worldview of life.
- Exemplify Christ-like character and lead their lives according to Biblical standards of virtue and ethics.

2. Students that are **Industrious** who

- Work independently without need of supervision.
- Accept personal responsibility for their actions.
- Are productive and efficient in carrying out their tasks.

3. Students that are **Leaders** who

- Readily accept positions of leadership and influence.
- Manage projects and accomplish goals.
- Work well with people and foster good relationships.

4. Students that are **Scholars** who

- Have a broad base of knowledge and experiences to draw upon.

- Think logically and critically to ascertain truth and solve problems.
- Can apply universal principles to an ever-changing world.

5. Students that are **Compassionate** who

- Care as much for others as for themselves.
- Seek to improve the lives of those within their sphere of influence.
- Have a personal knowledge of Christ as their Savior.
- Can see life from another's point of view.

Contact Information

District Administration

Mr. Stephen Lim, Superintendent
- (510) 995-5333 Ext. 1007
- StephenLim@crosspointacademy.org

Mrs. Rebekah Kotlar, Academics Director
- (510) 995-5333 Ext. 1013
- RebekahKotlar@crosspointacademy.org

Mrs. Nancy Lin, Finance Director
- (510) 995-5333 Ext. 1027
- NancyLin@crosspointacademy.org

Mrs. Kimberly Marsheck, Development Director
- (510) 995-5333 Ext. 1003
- KimberlyMarsheck@crosspointacademy.org

Mr. Robin Hom, Strategic Initiatives Director
- (510) 995-5333 Ext. 1025
- RobinHom@crosspointacademy.org

Mr. Jimmy Leong, Operations Director
- (510) 995-5333 Ext. 1008
- JimmyLeong@crosspointacademy.org

Campus Administration – Elementary

Mrs. Helen Yoo-Lee, PS-Elem. Principal
- (510) 995-5333 Ex
- HelenYooLee@crosspointacademy.org

Mrs. Ashley Kim, Elem. Vice Principal
- (510) 995-5333 Ext. 1005
- AshleyKim@crosspointacademy.org

Mrs. Carolyn Ng
- (510) 995-5333 Ext. 1015
- CarolynNg@crosspointacademy.org

Campus Administration – Middle/HIgh

Miss Anne Kim, MS/HS Principal
- (510) 995-5333 Ext. 1006
- AnneKim@crosspointacademy.org

Mr. Lester Lim, MS/HS Vice Principal, Student Life Coordinator
- (510) 995-5333 Ext. 2015
- LesterLim@crosspointacademy.org

Mr. Kenneth Tong, LMFT, MS/HS Vice Principal, Wellness Counselor
- (510) 995-5333 Ext. 2029

KennethTong@crosspointacademy.org

Admissions:

Mrs. Christine Hom, Admissions Director
- (510) 995-5333, Ext. 1001
- ChristineHom@crosspointacademy.org

Mrs. May Adams, International Admissions Director
- (510) 995-5333, Ext. 1002
- MayAdams@crosspointacademy.org

Academic and Counseling Center:

Miss Carol Wong, Academics Advisor

• (510) 995-5333 Ext. 1021

•CarolWong@crosspointacademy.org

Miss Christine Ha, Guidance Counselor

• (510) 995-5333 ext. 1022

• ChristineHa@crosspointacademy.org

Miss Julie Zhou, Guidance Counselor

• (510) 995-5333 ext. 1022

• JulieZhou@crosspointacademy.org

International Student Services (ISS)

Mrs. Anna Lim, Director

• (510) 995-5333 Ext. 1023

• AnnaLim@crosspointacademy.org

School Nurse:

Mrs. Roxane Gonzales

•RoxaneGonzales@crosspointacademy.org

• (510) 995-5333

School Office:

• (510) 995-5333 Ext. 1000

• Hours: 8:00 am to 4:00 pm

• Email: CCAoffice@crosspointacademy.org

Transportation:

To leave a message for your driver, or to notify the school of any changes, contact the school office.

Food Service:

Lunch Order:

•https://crosspointacademy.powerschool.com/bulletin/1111 (Elementary School)

•https://crosspointacademy.powerschool.com/bulletin/8910 (Middle School)

•https://crosspointacademy.powerschool.com/bulletin/2345 (High School)

• Questions: (510) 995-5333

Management Systems

PowerSchool (K-12)

To log on to your account:

•https://crosspointacademy.powerschool.com/

• Requires username & password

Schoology (6-12)

To log on to your account:

• https://crosspointacademy.schoology.com

• Requires username & password

Campus Policies

School Hours:
Regular Day:
8:25 AM-3:20 PM
Wednesdays: 8:25 AM - 3:00 PM

Drop Off Before School:
Students may arrive on campus as early as **7:30 AM**. Once on campus, students may not leave campus without proper authorization (see Closed Campus policies).

Pick Up After School:
Parents are to pick up their children by 6 PM (regular school days). For safety reasons, students not picked up on time will be charged a daily fee ($25) for supervision after 6 PM.
Please observe the 5-mph speed limit when driving on campus.

School Office Hours:
8 AM to 4 PM
Non-School: 8 AM to 4 PM
Closed weekends & school holidays

Keeping in Touch:
Every school staff member may be contacted by telephone and e-mail.

Phone: (510) 995-5333
Email: FirstNameLastName @crosspointacademy.org
Example: Mr. Robin Hom's email is RobinHom@crosspointacademy.org.

PowerSchool
For access to school and student information via PowerSchool, use the web address:
https://crosspointacademy.powerschool.com
Enter your **username** and **password** to access student information.

Daily Announcements are available (unrestricted access) at the following:
Elementary School
https://crosspointacademy.powerschool.com/bulletin/1111
Middle School
https://crosspointacademy.powerschool.com/bulletin/8910
High School
https://crosspointacademy.powerschool.com/bulletin/2345

By Telephone:
To avoid interrupting classroom instruction, all calls to teachers will be directed through the school office first. You may leave voice messages 24 hours a day.

All **transportation** change messages should be left at:
• (510) 995-5333

Closed Campus:
For the protection of our students, a closed campus policy is always in effect on the school campus and for all school activities unless specified.

Students may not receive visitors, personal mail, phone calls, messages, or deliveries without parental permission and administrative approval. Students are only allowed to leave campus or a school activity with written permission from their parents or a legal guardian. Students must submit a signed notice to the office by 8:30 AM on the day of release.

Visitors:
All visitors must first check in with the school office and follow all stated guidelines. Guests should not go past the reception counter in the lobby until they have signed in and received a visitor's pass.

To maintain safety and prevent distractions from learning, unauthorized visitors or individuals without legitimate business on campus will be asked to leave.
Guests and visitors are not allowed to participate in off campus activities or to associate with students without prior permission.
There is no smoking/vaping anywhere on campus, including the parking lots.

After School -Elementary/Middle School
Unless a student is in an afterschool extracurricular activity, they will follow the afterschool schedule until they are picked up.
3:30 PM – 4 PM Afterschool Room
4 PM – 4:20 PM Recess Activity
4:20 PM – 6 PM Afterschool Room
After School - High School
Students are allowed to stay after school in the designated rooms with adult supervision.
While students are waiting for pick-up, they must remain on campus and are not allowed to leave and return.

Pick-Up & Drop Off
All cars are to enter campus using the south or center driveway based upon the traffic flow pattern.

For safety reasons, please observe the 5-mph speed limit whenever you are on campus.

Car Drop Off: Cars may drive forward to the unloading zone for students to disembark on the passenger side. Once out of the vehicles, students should stay on the designated walkway to enter the building. For safety reasons, cars may not double-park, and students do not exit on the traffic side of vehicles. Drivers may pull out of the flow of traffic and park their vehicles in a marked stall in the front parking lot.

Car Pick-Up: For safety reasons, no curbside pick-ups are allowed on Industrial Boulevard.

Please do not endanger yourself or others by arriving for pick-up early then lining up on Industrial Boulevard waiting to enter. Go around the block and return to campus a few minutes later.

School Bus: Students waiting for the school bus are to stand in line 12 feet away from the loading zone. Students are to go directly **to their lockers** and class after being dropped off and should not linger in the parking lot areas.

Bicycle: Students on bicycles are expected to obey all state and local regulations regarding the wearing of helmets, traffic rules of the road, and bicycle safety. Students are expected to dismount and walk their bicycles once they reach the curb/walkways.

The bicycle rack is located inside the north pedestrian gate by the Education and Life Building. Students are responsible for locking and securing their bicycles. California Crosspoint cannot be responsible for any theft or damage to one's bicycle.

Pedestrians: Students may enter campus from Industrial Boulevard. Once on campus, pedestrians should use the nearest walkway and head directly to class. For safety reasons, do not linger in the parking lot areas.

Lunch Time Rules:

Unless weather conditions prohibit, students may spend their lunchtime outdoors.

Students who wish to stay indoors during lunch may stay in the Student Union or designated classrooms.

Students who forget to bring their lunch will be charged for any provision the school makes for them.

Attendance Policies

Absences:
Whenever possible, parents or guardians are to notify the school office ahead of time (in writing) of any student absence. If advance notification is not possible, parents or guardians must notify the school office within 24 hours of absence.

For students riding the school bus, notify your driver by leaving a message at
• (510) 995-5333
Call before 6:45 AM.

If no notification is received regarding an absent student, the office will call the parents that same day. If the school must repeatedly verify a student's absence due to lack of notification, a fee may be charged.

The following do not constitute an excused absence or tardy and will be marked as an unexcused absence or tardy:
• Student overslept
• Student did not get out of the house on time
• Chronic heavy traffic (daily)
• Vacations/pre-purchased flights

Unexcused Absences:
Students may not be allowed to make up any tests, quizzes, or work due on the day of an unexcused absence.
An unexcused absence is deemed a "cut" and the consequences may include:
• 40 demerits
• Suspension

Tardies:
If a student arrives in class after the beginning of the class period, he or she must obtain a tardy pass from the school office/receptionist first. HS students arriving more than 10 minutes late will be marked "tardy absence" which is equivalent to an absence.

Tardy Pass:
It is the responsibility of students to obtain a tardy pass when they are legitimately detained from attending class. In such circumstances, a tardy pass should be obtained from the staff member who can vouch for the legitimacy of the tardiness.

Unexcused Tardy:
Students will not be allowed to make up any tests, quizzes, or work they miss

because of an unexcused tardy. Three unexcused tardies may result in:
• 5 demerits and/or
• The lowering of one conduct grade each quarter (MS/HS)

Early Release:
Parents are to inform the office by note or phone call **before 9 am** if they need to pick up their child before dismissal time.
The school will only release students to parents and drivers authorized by parents. For safety reasons, photo identification may be requested.
• **Please sign-in at the front desk or office**
• **Enter the building through the front lobby doors only**
• **Do not go directly to the classrooms**
• **Student will be sent from class to meet you.**

Extended Vacations and Flight Arrangements:
It is not recommended for parents to remove students from school for early or extended vacations. While some accommodation can be made by teachers, students will not benefit by missing the classroom learning environment even by keeping up with class work independently. Worksheets and other take-home assignments cannot replace the value of learning in the classroom.
• If accommodation is necessary, parents are responsible to pay fees in advance for any additional cost incurred up to $100 per day.
• **For MS/HS:** There will be a $150 fee for each early final a student must take.
•Refer to the school calendar before planning vacations and booking flights.

Health and Safety

Required Records: All students must show proof of immunization.

• All new students and all students entering kindergarten, 6th, & 9th grades are to have a current physical examination on file.

No student can attend classes without this completed report:

• **Student's Physical Examination Report**

Other forms required are:

• **Emergency Information**

• **Immunization Record**

It is important to inform the school of **changes** regarding a student's health (i.e., recent operations) or health care provider (i.e., new doctor or plan). Students with **special health or dietary needs** and/or **food allergies** must report it to the school nurse or school office whether they purchase lunch or not.

Communicable Disease or Condition: California Crosspoint Academy seeks to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases and conditions.

The term "communicable disease" shall mean an illness or condition which arises because 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.

Any person with a communicable disease or condition for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability.

Persons with communicable diseases for which immunization is not available shall be excluded from school while ill.

If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the person to verify the diagnosis of communicable disease or condition and to recommend terms and conditions for that person's presence on campus.

California Crosspoint Academy **reserves the right** to make all final decisions necessary to enforce this policy and to take all necessary action to control the

spread of communicable diseases and conditions within the school.

Mandatory Child Abuse Reporting:
State law mandates school staff to report to the proper authorities all suspected incidents of child abuse or neglect.
Unless a civil authority instructs otherwise, it is our practice to contact parents at the earliest opportunity whenever a report is made.

Prescription Drugs: State law prohibits children from possessing prescription drugs on campus. Students needing to take medication during the school day must give it to a school official, along with a written note of instructions from a parent or doctor.
The school will call in the student to take the medicine at the designated time. The medication should be in its original container.

Health & Safety Practices:
California Crosspoint promotes good health choices by limiting (except for parties, outings, etc.) gum, and the consumption of soft drinks or candy.

Parents are asked to set a good example and refrain from smoking/vaping while on campus and to always observe traffic rules and regulations.

California Crosspoint Academy promotes a safe, healthful, and inclusive environment for all students. To that end, we have instituted an **Allergen Aware** campus policy that asks all members of the school community to be mindful of any potential allergens which could adversely affect others.

Peanuts and Nut Products
The elementary and preschool programs exclude all peanut/nut products from refreshments, snacks, or goodies provided for others during school or class functions, parties, and events. Baked and cooked products purchased from a store or homemade are not necessarily safe, so please remember to check all labels and ingredients carefully (e.g., check for peanut oil, traces of peanuts). Thank you for your cooperation and understanding.

Academic Policies and Grade Scales

Curriculum Policy:
California Crosspoint Academy is committed to providing the finest Christian curriculum available for its students. The materials, activities, events, and excursions that comprise the curriculum are judged according to their value in furthering the school's Christian Philosophy of Education. Each item is evaluated as a whole and in light of the other influences that make up the curriculum.

What makes a curriculum "Christian" is not the beliefs of the author, publisher, or event organizer. A Christian curriculum has a Biblically based design in its scope and sequence of educational experiences. Thus, it is the teacher, the "patternmaker" of educational experiences, who is key in providing a Christian curriculum. Christian textbooks that present subject matter from a Biblical perspective are an invaluable help.

Sometimes secular materials and activities, supplemented with materials to provide a Biblical perspective, prove to be more helpful to teachers. To the extent they teach truth, secular works may be part of the overall design of the Christian curriculum since God is the source of all truth. Whether Christian or secular materials are used, teachers must first establish a solid Biblical foundation for their curriculum. The measure of a Christian curriculum is not the sum of its parts, but its consistency as a whole to God's Biblical pattern for that subject.

K-5th grade: Standards-based Grading
Standards-based grading breaks down large subjects into smaller learning objectives to help teachers better measure student learning. Instead of assigning a grade to students according to traditional grading scales, standards-based grading measures students against specific skills and standards. This makes it really clear to teachers where students are thriving and where they need help.

Proficiency Level Indicators for Content Standards:

4 – Exceeding grade-level standard
3 – Meets grade-level standard
2 – Approaching grade-level standard
1 – Not yet approaching grade-level standard

6th-12th grade: Letter-based Grading

Grading Scale & Points:

97 - 100% A+ 4.0 Excellent
93 - 96% A 4.0
90 - 92% A- 3.7
87 - 89% B+ 3.3 Good
83 - 86% B 3.0
80 - 82% B- 2.7
77 - 79% C+ 2.3 Average
73 - 76% C 2.0
70 - 72% C- 1.7
67 - 69% D+* 1.3 Below Average
63 - 66% D * 1.0
60 - 62% D-* 0.7
0 - 59% F * 0.0 Fail
* Non-passing for college admissions.

High School Academic Policies and Courses

Non-Letter Grades: On occasion, certain subjects, such as electives, are graded on a Passed/ Not Passed (P/NP) basis. However, other non-letter grades may be issued in special situations:

"I" = Incomplete: Due to circumstances beyond a student's control, he/she may not be able to complete a course by the end of the grading period. In these situations, a teacher may issue an "I" for quarter and/or semester work. This is issued with the understanding between teacher and student that the student will make up the work within a specified time frame to complete the course or the "I" grade will be converted into an "F".

"NG" = No Grade: An "NG" is issued only after the administration has decided a grade would not accurately or fairly reflect a student's effort and/or abilities. An "NG" will not affect a student's GPA and will not convert into an F.

"W" = Withdrawal: Students will need to give colleges they apply to an explanation for the "W," which indicates a student failed to complete a course without adequate justification. The "W" shall not be used in calculating grade point averages but shall be used in determining probation and/or dismissal from school.

Grading Policy: California Crosspoint disavows the practice of grading "on a curve". There are no "class averages" which require some students to pass and some to fail. We also expressly disavow "grade inflation" where students' grades are artificially raised to make a student or teacher falsely appear to be more successful than they are in reality.

AP & Honors Classes:

Students in AP & Honors classes may miss no more than 7 class periods per quarter or 12 class periods per semester or they may be dropped from the class or lose the "honors" designation for the course. In all other classes, students must attend 75% of the class periods in order to earn credit. One block period is equivalent to two periods. Students arriving more than 10 minutes late will be considered absent.

Honors & Advanced Placement: High School students receiving a grade of "C-" or better may earn an extra grade point (e.g., 5.0 for an A) for UC-approved Honors level or Advanced Placement (AP) classes.

It should be noted that colleges select and calculate GPA according to their own standards.
AP courses are equivalent to college level courses offered to qualified high school students. College credit may be awarded upon passing an AP Exam and is issued by the college of attendance. Students will need to check with the college for details.

Guidelines for Planning UC approved AP/Honors Classes: In addition to fulfilling the prerequisites for the class, the overall strength of the student's academic record is used to help determine the course load for a student. The following guideline is in place for juniors and seniors:

2.7-3.0: 1 AP/Honors Class
3.0-3.5: 2 AP/Honors Classes
3.5-4.0: 3 AP/Honors Classes

A maximum of 3 AP/Honors courses are allowed for sophomores. A maximum of 4 AP/Honors courses are allowed for juniors.

Course of Study: The courses of study at California Crosspoint High School are composed of subjects selected to meet the high standards and demands of Biblical education, which prescribes that the individual be **"thoroughly furnished unto every good work"**
II Timothy 3:16, 17

The college preparatory courses will prepare students for the entrance requirements at the university level. All students are required to be enrolled full-time and take the full complement of classes, including Bible, Chapel and Small Group, Physical Education, electives, etc., unless specifically exempted by administration.

Course Selection & Changes: Class registration for the new school year occurs in February-March. Class selection and requests for class changes must be done timely and approved by the school before the last day of school. See the Class Registration Packet for current policies and procedures.

Adding/Dropping Classes: All class changes made after the last day of school in May, are subject to the class change fee of $250 per request. Requests for changes due to a class conflict are exempt from the change fee.

Challenging a Course: Students generally will not receive credit from CCA for a class not taken at CCA. There are very limited exceptions to this policy and they must be approved in advance.

Requests to challenge a course or to receive credit for classes taken off site should be made far in advance of registration to avoid any misunderstanding or disappointment. See the Academics Advisor for an appointment.

Requirements for High School Promotion & **Graduation:** A 1.7 grade point average (C-) is required before students may be promoted from one grade to the next.

Before a high school diploma can be granted, Senior High School students must earn a minimum GPA of 1.7, throughout grades 9th to 12th, with a minimum of 40 units of course credits. The School Board and the Administration have the prerogative to deny readmission to any student who is failing to meet the promotion or graduation requirements of the school.

Opportunities to meet the academic requirements may be extended to failing students by placing them on academic probation.

Academic & College Advising: The high school provides staff and resources to assist students and families in their academic and college planning and decision-making.

It is very important that students and families **plan early** and take the initiative in investigating options and information. Due to limited resources, CCA staff cannot provide all the individual attention students and parents may desire at the moment it is requested. The school conducts several meetings each year to provide information on academic and college planning.

Those students and families who have been diligent in attending these meetings and in pursuing “self-help” will be given priority when allocating staff time for specific assistance.

High School Co-Curricular Activity Participation: California Crosspoint Academy seeks to help students develop their God-given talents and abilities in a broad and comprehensive range of areas. The school therefore offers a wide variety of co-curricular activities for student participation.

However, it is important for students to maintain the proper balance and priorities in their stewardship of time regarding home, school, church, work, and other obligations. It is the parent’s duty to monitor a child’s involvement in co-curricular activities. However, the school will assist by limiting participation in co-curricular activities based on a

student's proven ability to uphold his academic responsibilities.

Therefore, students will be placed on Academic Probation if:
• Earning below a 2.0 GPA during the previous marking period or
• receiving a grade lower than a C- in any class.

In these circumstances a student may seek conditional eligibility if they maintain a 2.0 GPA or better, with no D's or F's during the current quarter. Conditional eligibility students must submit a progress report signed by all of his/her teachers to the Co-curricular Advisor.
If a student in good academic standing falls below a 2.0 GPA or drops below a C- in a class mid-quarter, the student may appeal to the administration for conditional eligibility with the consent of their parents. Upon approval, the student must submit weekly progress reports signed by all of his/her teachers to the Co-curricular Advisor indicating that the student is on track and will be receiving at least a 2.0 GPA in the class.

If a student falls behind in any class during this conditional period, he/she will return to ineligibility for a minimum of one week.
Minimum length of Academic Probation will be one week.
Please refer to the sports handbook for more details on sports team participation.

In addition to the academic probation policy stated above, administration may restrict participation in and attendance to, any school activity based on poor academic performance or student conduct.

High School Course of Study

History: World History, US History and US Government, including AP classes in all 3

English:

- Second Language English classes
- College prep English classes including ERWC, AP English Language and Composition, and AP English Literature and Composition

Mathematics:

Algebra I through Calculus AB, including AP PreCalculus, AP Calculus AB and BC

Lab Sciences: Physics, Biology and Chemistry, including AP classes in all 3 disciplines

Language Other Than English: Mandarin and Spanish, including AP Language and Cultures

Visual & Performing Arts: Art, Drama and Music disciplines

Academic Electives, including: Forensic Science, Intro to Comp Science, AP Computer Science A, AP Micro and Macroeconomics, AP Psychology and AP Statistics

Other

- Bible
- Worldview*
- Physical Education*
- Health

*Subjects not included when calculating GPA

Guidelines for Advanced/Honors Track revised 1.30.25

Freshmen and World History	Freshmen and Lab Sciences
• Overall 3.5 gpa • A's in English and History • PSAT 8/9 scores	• Overall 3.3 gpa • A's in English, math, and sciences • Concurrent enrollment in Geometry or higher
Freshmen/Sophomores and AP/UC "a-g" Honors Classes	
• Maximum of 1 Advanced Placement in grade 9 and 3 Advanced Placement/Honors classes in grade 10. • Overall 3.7 gpa • Meet specific course requirements • PSAT 8/9 scores	
Junior/Seniors and AP/UC "a-g" Honors Classes	
• Fulfill prerequisites for each course • Overall strength of previous academic load and performance 2.7 – 3.0 gpa – 1 AP/Honors class 3.0 – 3.5 gpa - 2 AP/Honors classes 3.5 – 4.0 gpa – 3 or more AP/Honors classes • PSAT scores	

Community College Courses for High School Credit or Advancement

General Guidelines -

1. High school students are required to make an appointment with the Academics Advisor.
2. An application to the college must be submitted along with the additional paperwork required for high school students.
3. Class registration occurs after the application has been processed. Students are notified of their priority date for class registration by the college.
4. After completing the course, an official transcript from the community college needs to be sent to CCA to verify completion of course, addressed to the designated school official
5. The course needs to be at least 3 units for students to report on their college application.

Links:

- www.californiacolleges.edu
- www.collegeboard.org
- www.act.org
- www2.calstate.edu/apply
- admissions.universityofcalifornia.edu
- https://hs-articulation.ucop.edu/agcourselist

Transportation Policies

Campus Flow of Traffic:
Due to the large number of cars, buses, passengers, and pedestrians that must share the parking lot, it is extremely important that every individual adhere to the established rules regarding the flow of traffic before and after school.

Please do not endanger yourself or others by arriving for pick-up early or backing up traffic onto the public streets. Go around the block and return to campus a few minutes later.

Once students are on campus, they are not to be in the parking lot area, unless required by school or class activities. Students are to proceed directly to or from the vehicles.

• **Do not socialize in the parking lot area.**

Parents may park their vehicles or pick up and drop off their children from the **designated loading/ unloading zone.** Students are not to attempt boarding vehicles that are still moving in the flow of traffic.

There is to be no running or playing in the parking lots or waiting area.
Note: Go to the **Campus Section** of the handbook for pick-up and drop-off procedures.

Student Drivers: Only those high school students that have received special permission from their parents and the school may drive to and from school on a regular basis. They must obtain a school permit to park on campus for a fee. They must park in designated areas and may not access their vehicles during the school day without specific permission from the school.

Students driving passengers:
Student drivers may only drive students if they are eligible by law and authorized by the school with permission from parents.

School Bus Rules:
School bus drivers and monitors have the same authority as teachers and yard monitors when enforcing school rules. Give them proper respect and courtesy as you do for all other school staff. Students must stay properly seated facing forward at all times while riding on the bus.

Students may open windows but are expected to close them before leaving.

No person or object is to hang out of the windows and no object may be thrown from the bus, into the bus, or within the bus. Drivers will hold for students any object which is liable to cause injury during the bus route. Students are not permitted to bring glass containers, sharp or bulky objects, animals, or insects on the buses. For safety reasons, students riding the bus will refrain from using writing instruments (such as pens and pencils) or playing any musical instruments.

There is no eating and drinking on the buses. All trash must be disposed of in the receptacle provided on the bus.

Daily Bus Riders:

Be ready for your pickup each morning 5 minutes before the scheduled time, waiting at the designated stop at least 12 feet back from the curb.

- **The school bus will not wait if you are late.**

When on campus, board and exit the school buses in the designated areas only. Do not exit the bus without explicit permission from the bus yard monitor or driver.

Students are to be in their buses ready to go home **no later than 3:30 pm**

If you are going to be absent, notify your driver by leaving a message at the School Office, 510-995-5333

Food Service

The cafeteria offers lunch on all regular school days.

Menus issued every month will include:

- The featured lunch for the day
- Pricing/payment information
- Holidays and minimum days

Lunch order forms and menu updates may be found online at:

- https://crosspointacademy.powerschool.com/bulletin/1111 (Elementary School)
- https://crosspointacademy.powerschool.com/bulletin/8910 (Middle School)
- https://crosspointacademy.powerschool.com/bulletin/2345 (High School)

Lunches must be pre-ordered online by Friday for the following week.

Milk may be purchased in the cafeteria. To encourage good eating habits, students are **not** allowed to bring candy, gum, or soda to school.

Lunch Purchases: All students will have a lunch account in the PowerSchool system.

- Lunch money may be deposited into accounts by making payments at the school office.
- Lunches are purchased on a "Prepaid" basis. All students should have money in their accounts **before** purchasing their first meal.
- Students or parents should check the lunch **balances** in their PowerSchool accounts regularly.

https://crosspointacademy.powerschool.com

Fees will be charged for negative balances and checks returned due to insufficient funds.

Money remaining in the account at the end of the year will be forwarded to the next school year, unless a refund is requested.

Purchasing Lunch: Students will purchase lunch by presenting their school issued student ID cards. Students who forget their ID cards must go to the end of the line. There is a $1 fee for students who do not bring their ID cards. There is a $2 fee for non-preordered lunches.

New students will receive a temporary student ID card to use until their permanent student ID card has been processed.

Returning students may use their previous year's student ID cards or request temporary ones until the new cards have been issued.
A fee of **$5.00** will be charged to replace a lost, permanent student ID card.

Vending Machines: Students must bring small bills to use vending machines. School office will not make change for large bills.

Dress and Appearance

Student Uniforms: Students are responsible for purchasing school uniforms before the first day of school. Students may order uniforms from Tan Uniform via their website: www.tanuniform.com

The "required uniform" is the one combination of uniform items to be worn on designated days and school functions.

The students may choose to wear the Required Uniform for all school days.

Except on days when the Required Uniform is specified, students may wear any combination of optional items allowed for their grade level.

The uniform dress policy is one of coordinated dress. (See table on the next page)

Outerwear (Jackets, Sweaters, Hoodies):
All outerwear must have a CCA logo purchased from:
• Tan Uniform: https://www.tanuniform.com/
• Sportspack: sportpacks.com

Note: School award jacket may be worn.

Permissible Footwear:
Footwear must be neat, safe, and non-distracting and feature:
• Closed toe front
• Backing or back straps
• Clogs are not permitted.
•Other types of footwear may be permissible for special events and functions when announced by administration (e.g. sandals for beach outings).
•Socks or tights must be always worn.
•Tights must be black or white.
• Black leggings may be worn under skirts or jumpers.

Summary of Uniform Items

The following table presents a summary of the uniform items to be worn by CCA students. Both **Required** and **Optional** items are to be purchased from Dennis Uniform Company. **Uniform tops must have the CCA logo and the uniform bottom must have the Tan Uniform tag.**

• Substitutions are not allowed.

• Uniforms may not be modified or changed in appearance

They must be maintained in a clean, neat, tidy, and intact condition and are to be worn and fitted properly.

• Boys must have their shirts and tops tucked in at all times.

• Belts must be worn for pants with belt loop

Uniform Items			
Female Students K-12th		**Male Students K-12th**	
Tops • White long or short-sleeved polo shirt or blouse • Navy or cardinal long or short-sleeved polo shirt	All may be used as part of the required uniform Optional	**Tops** • White long or short-sleeved Oxford shirt or polo shirt • Navy or cardinal long or short-sleeved polo shirt	All may be used as part of the required uniforms. Optional
Bottoms • Black or Khaki gaberdine skirts or flat front pants • **Shorts (K-5 only)** Black or Khaki	All may be used as part of the required uniform Optional	**Bottoms** • Black or Khaki Irvington or flat front pants • **Shorts (K-5 only)** Black or Khaki	All may be used as part of the required uniform Optional
Outerwear (Jacket, Sweater, Hoodie) • Must have CCA logo • Purchased from Dennis Uniform or approved vendor • School Award Jacket	Optional	**Outerwear (Jacket, Sweater, Hoodie)** • Must have CCA logo • Purchased from Dennis Uniform or approved vendor • School Award Jacket	Optional

Non-Uniform Dress Standards:

There are school activities and functions where uniforms are not required and a non-uniform dress standard is specified.

Types of Non-Uniform Dress Codes

Formal Wear: To be worn on formal occasions such as graduations, public performances, and concerts.

• **Gentlemen**

Dress shirt and tie, coat (if stated), dress slacks, dark color socks, and dress shoes.

• **Ladies**

Formal dresses-at least knee-length, formal blouse and skirt or dress slacks, and dress shoes.

Casual Wear: To be worn for some field trips, informal meetings, and summer attire on campus. The clothing should fit comfortably (not too loose or too tight)

• Collared shirt or colored T-shirt with no designs and/or written messages, casual slacks and jeans, and casual or tennis shoes.

• Midriff should be covered at all times, including when arms are raised.

• Does not include shorts, sweats, and exercise wear.

Play Clothes: To be worn to the beach, activities days, special outings, etc.

• P.E. uniform and athletic wear, T-shirts without offensive printing/logos (no tank tops), knee-length shorts (no short shorts), and tennis shoes.

• If in doubt whether a particular item of clothing is appropriate or allowed, the student is to check with the administration before wearing it to school or a school function.

• Midriff should be covered at all times, including when arms are raised.

• Students should be aware that if they fail to follow the stated dress code, they may be prevented from participating in the activity or function.

Appearance Standards

Student dress and appearance shall be conformable to the professional posture which presents school as a place of business and learning.

Appropriate undergarments shall be worn at all times. Students are not to wear adornments or accessories that are distracting, offensive, or inappropriate.

Parents should be aware that students are liable to be refused admission to class and sent home if they come dressed improperly for school. A temporary waiver due to an extenuating circumstance must be obtained from school administration prior to or upon arrival on campus. Students are to remain in school uniform while on campus or under the

school's care unless pre-approved by the administration.

Boy's Appearance: Gentlemen are to maintain principles of masculinity, wholesomeness, and modesty in their appearance and apparel.

Face and Outward Appearance:

•Hair is to be neatly groomed, and out of the eyes.

•Inappropriate or "extreme" hairstyles or unnatural coloring are not acceptable.

•Accessories are not to be distracting, excessive, or pose a potential hazard. Certain forms of body piercing (e.g. nose or tongue rings) and tattoos are not permitted.

Facial hair must be neatly trimmed.

Shirts and Pants

All shirts are to be tucked into pants. Pants are to be worn properly with belts, at waist level, always. Excessively long belts are not allowed.

Girl's Appearance: Ladies are to maintain principles of femininity, modesty, and discreteness in their appearance and apparel.

Face and Outward Appearance:

•Hair is to be neatly groomed, of a natural color, and kept out of the eyes.

•Inappropriate or "extreme" hairstyles or unnatural coloring are not acceptable.

•Accessories are not to be distracting, excessive, or pose a potential hazard. Certain forms of body piercing (e.g. nose or tongue rings) and tattoos are not permitted.

•Make-up, if worn, should be complimentary and moderate - not in excess nor offensive to others.

•Nail polish may be neatly worn in conformity with good taste.

•Skirts must be no more than 4" from the floor when kneeling.

Student Conduct

California Crosspoint Academy is concerned with the Christian character of its students as reflected in their conduct. Christian self-government is the rule and standard at California Crosspoint Academy. The policies outlined are designed to instruct students in the proper management of themselves, their property, and their liberty.

Student Conduct & the School Learning Environment:

California Crosspoint Academy believes it is crucial to teach and impart Christian Education in an environment that supports, esteems, and nurtures those same values and beliefs.

Therefore, the school maintains the right to improve the learning environment for each student by making changes in a student's interaction with the school's staff, facilities, academic program, and student body.

It is well documented that classmates play a major role in the values, influences, and attitudes that are imparted in the school environment.

- **All students are therefore expected to respect and promote each other's desire for a Christian education by being a positive influence on his/ her classmates, whether on or off campus.**

In some extreme circumstances, a student may be asked to withdraw or an alternative learning arrangement may be implemented in order to provide that student with the proper learning environment and/or to maintain the proper learning environment for others.

Teacher-Student Interaction

- **Addressing staff**: All students must address staff by Mr., Mrs., or Ms.
- **Transportation:** Students and their families are responsible for providing transportation, outside of staff, to and from all school events.
- **Personal events:** Teachers and students must maintain a professional relationship. Therefore, students and their families should understand, while staff appreciates invitations to personal events, that they may choose to decline.

Lockers:

Lockers are assigned to middle and high school students for the temporary storage of textbooks, school supplies

and personal property during the school day. They are the property of California Crosspoint Academy and are made available for the use and convenience of students. Students may be charged for damaged or dirty lockers requiring repair or cleaning. The student assumes full liability for any property stored on campus, including things placed inside lockers. Any loss, theft or damage of property stored in the lockers is the student's responsibility.
Lockers should be closed and locked when not in use.

The following rules and regulations shall govern the use of the lockers:

Locks: Middle and High school students will receive a locker with built-in locks. Students may not attach additional locks. Any attached lock found on these lockers will be removed.
Access: Students may not gain access to any locker other than their own. Students may use lockers before school, during passing periods and lunch, and after school until 5 pm. Students are NOT to share combinations with other students.

Maintenance and Inspections: Lockers are to be kept clean and orderly. No permanent decorations are allowed on or in the lockers. Students shall not kick, hit, strike, or slam lockers. There will be locker inspections by Administration, both announced and unannounced, to ensure their maintenance and proper use. Locker organizers (available from Target, Wal-Mart, etc.) are highly recommended.

All individuals entering the campus should take note that the premises are protected by a video surveillance system. School officials routinely monitor campus public areas and video images are recorded for future reference if needed.
Students, student belongings, and student possessions may be subject to reasonable inspections, searches, and seizures as determined by school administration to ensure compliance with school rules and policies.

Electronic Devices: Electronic devices, such as laptops, tablets, smart watches, etc. may be brought onto campus. Such items may only be used for instructional and educational purposes, not for private entertainment. Electronic devices may be confiscated if used inappropriately.
During school hours, cell phones, earphones/buds, and other communications devices are to be turned off, stored away, and not displayed in public. Students may not

receive or send communications on these devices during classroom hours without prior permission from administration or the school office. Cell phones may be confiscated if used without permission.
Parents needing to contact their child immediately should do so by calling the school office.

Confiscated items shall be returned to the student at the end of the day through the school office. Students may be subject to disciplinary action. Confiscated or lost & found items that are not claimed by the end of each quarter will be deemed abandoned.

Sexual Harassment
California Crosspoint Academy believes, as a matter of faith, that God loves all people, that He desires everyone to be saved, and that as Christians, we are to love all people, live peaceably with all people, and do good to all people, especially those of the household of faith. **In our dealings with others, we are to bestow honor, respect, and Godly love,** preferring others before ourselves, and loving our neighbor as ourselves.

Consistent with these beliefs, the school has adopted formal sexual harassment policies addressing employee-to-employee, employee-to-student, and student-to-student relationships. These policies are to be included in the Employee, Faculty, and Student handbooks. They are to be implemented as described below, consistent with the Articles of Faith and By the Laws of California Crosspoint Academy.

Policy: California Crosspoint Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity, respect, and is free from all forms of intimidation, exploitation and harassment, including sexual harassment.
• California Crosspoint is prepared to take action to prevent and correct any violations of this policy.
• Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Definition of Sexual Harassment:
"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, and under any of the following conditions:

• **Submission to the conduct** is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
• **Submission to, or rejection of, the conduct** by the individual is used as the basis of academic decisions affecting the individual.
• **The conduct has the purpose or effect of having a negative impact** upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
• **Submission to, or rejection of, the conduct** by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through California Crosspoint.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:
• **Unwanted sexual advances** or propositions
• **Offering academic benefits** in exchange for sexual favors
• **Making or threatening reprisals** after a negative response to sexual advances
• **Visual conduct** such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters
•**Verbal conduct** such as making or using derogatory comments, epithets, slurs and jokes
• **Verbal abuse** of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
• **Physical conduct** such as touching, assaulting, impeding or blocking movements

Prohibited

• Employee-student sexual harassment
• Student-Student sexual harassment

What to do if You Experience or Observe Sexual Harassment:

• **Students who feel that they have been subjected to conduct** of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.
• **Students who observe conduct** of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated on the following page.
• **All complaints will be promptly investigated.**

Where to Report Sexual Harassment
The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.

Call them at (510) 995-5333 or speak with them in person:
Mr. Stephen Lim, Superintendent
Mrs. Rebekah Kotlar– Academics Director
Mrs. Kimberly Marsheck – Development Director
Mrs. Nancy Lin – Finance Director
Mr. Jimmy Leong – Operations Director
Mrs. Helen Yoo-Lee – PS-Elem Principal
Mrs. Ashley Kim – Elem Vice-Principal
Mrs. Carolyn Ng – Elem Vice-Principal
Miss Anne Kim – Middle/High School Principal
Mr. Lester Lim – MS/HS Vice-Principal
Mr. Kenneth Tong – MS/HS Vice Principal

Confidentiality: Every effort will be made to protect the privacy of the parties involved in any complaint. However, California Crosspoint reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation: It is against California Crosspoint policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigative proceeding or hearing concerning sexual harassment.

Procedure for Investigating Complaints and for Taking Corrective Action
When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation.

If the investigation confirms the allegations, prompt corrective actions, as stated in the Administrative Procedure Manual, shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken.

In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Student Discipline

Demerit System:
Demerits will be given to students for various offenses:

Minor Misconduct (up to 10 demerits)
- Habitual dress code violations
- Habitual tardiness, gum-chewing
- Excessive talking in class
- Name calling or teasing
- Violation of electronic device policy

Misconduct (up to 40 demerits)
- Fighting/rough play
- Disobedience
- Disruptive behavior
- Theft
- Destruction of property
- Dishonesty
- Open disrespect to authority
- Cheating
- Improper language
- Cutting class

(Not all disciplinary offenses are listed. Administration will handle each offense on a case-by-case basis.)

Actions Automatically Taken:
- **25 demerits:**
Conference with parents and/or detention
- **40 demerits:**
Second detention
Disciplinary probation
- **50 demerits:** Suspension from school
- **75 demerits:** Second suspension
- **100 demerits:** Expulsion from school

Students with 40 or more demerits will be assigned a second detention as well as lose their extracurricular privileges (e.g., sport teams, etc.).

Students who fail to fulfill the required detention within one week will not be allowed to attend classes.

This policy provides consistency in our discipline as well as better interaction with parents in meeting the needs of students.

In addition to the demerits, students may be given writing assignments or work duty for various offenses.

Unless otherwise informed, each student will start with zero (0) demerits at the beginning of each school year.

Corrective Measures

There are several corrective measures the school may impose as part of its disciplinary program

Detention: Students with 25 or more demerits will be required to stay **for detention.**

Detention will include:

- Performing work duty or writing an assignment under the direct supervision of an adult staff member
- A $100 supervision charge

Parents or guardians will be responsible to pick up student promptly at the end of the detention period.

- Date and time of detention will be determined by the administration.

Suspension:

50 demerits (1st suspension)
75 demerits (2nd suspension)
The following are grounds for suspension (for a period of one-to-five days):

- Obscene, nasty, vulgar speech or conduct
- Habitual breaking of school rules
- Verbal, written, or electronic threats
- Acts of insubordination
- Malicious mischief (i.e., willful, wanton, or reckless injury to others or damage/destruction of property).

Expulsions:

100 demerits within a school year
The following are grounds for expulsion of a student from school:

- Any action causing danger or harm to any individual (including the student himself)
- Continued disciplinary action following suspension
- Possession of dangerous and/or illegal items such as:

1) drugs, alcohol
2) cigarettes, vape pens, e-cigarettes
3) obscene literature
4) weapons, such as knives, firearms, and fireworks

- While enrolled in school, any actions requiring the lawful restraint of civil authority.

Suspensions and expulsions will be noted on the student's school records.

Cooperation with Civil Authority

CCA treats all verbal, written, and electronic threats seriously.
The school may

- **Contact law enforcement** for possession of illegal items, threats, any form of violence directed at others, or any illegal activity.

• **Civil authorities will be contacted in accordance with state law** If any staff member becomes aware of information that causes him/her to suspect a child has been abused, neglected, or is otherwise endangered,

Whenever appropriate and possible, the school will also involve parents when civil authorities are contacted.

Business + Financial

Payment of Fees & Charges: Tuition and bills may be paid in the office during school hours or mailed to:

California Crosspoint Academy
25500 Industrial Boulevard
Hayward, CA 94545

Fees and Charges: In addition to tuition and registration, other charges for textbooks, materials, outings, and extracurricular expenses will be billed as they are incurred.

Installment Payments: First installments are due June 15th

Late Charges & Returned Checks:

• There is a late charge of $30 for each payment received after the 5th of the month.

• There is a $30 service charge for all returned checks.

Withdrawals, Suspensions, Expulsions, & Cancellations

• **For domestic students**, after August 1 and during the first semester, if a student discontinues enrollment or cancels an annual service (i.e transportation) there will be a cancellation fee equal to 10% of the annual amount. After the semester break, the entire annual amount must be paid and there is no pro rating.

• **For international students**, tuition and fees must be paid for the entire school year regardless of whether the student remains enrolled for the entire year. There is no pro rating of tuition or fees.

Delinquent Accounts: Students with delinquent accounts will not be issued quarter or semester grades, nor will they be permitted to begin classes the next quarter, until the balance is paid in full.

The school reserves the right to require payment in advance from families who are repeatedly delinquent on their account.

School Equipment & Supplies:

• **K– 8th grade:** Supply lists are sent out to families early in July. All textbooks will be provided to each student by the first day of school.

• **High School:** Students are required to have their textbooks and supplies ready by the beginning of the first full week of school. Information regarding textbooks, books, and supplies may be found in each course syllabus and available online before the start of school. Check announcements on Powerschool and Schoology in August.

Traffic Pattern for
Student Drop-Off and Pick-Up

- Please note the different entry points for each division.
- Loading and unloading
    - Preschool families park and escort child to class
    - Elementary and MS – through driver's side
    - HS – through passenger side
- Only exit campus using the north driveway and turn right onto Industrial Blvd.
- Access to rear traffic lanes ends at 8:25 am. After 8:25 am, enter through the front lobby doors.
- Do not have cars backed onto Industrial Blvd. Please pull forward and/or allow other cars to go around you.
- No parking, dropping off, or picking up on Industrial Blvd.