



Crosstyle Academy
Sanctus Veritas Scriptura

Crosstyle Academy **Student Handbook**



Crosstyle Academy

4425 71st St, Winter Beach, FL 32967

Dear Parents,

It is our pleasure and privilege to join together with you in the teaching and training of your children. Here, at Crosstyle Academy we believe that a close relationship and cooperation between the student, teacher and parent must be achieved in order to accomplish this considerable task.

So that we may all enjoy a successful year it is important that both Parent and Student completely read the Parent/Student Handbook. Please read and discuss pertinent sections with your child. Once the handbook has been completed, sign the "**Family Covenant**" and turn a copy in to the school office.

'But we are not of those who shrink back and are destroyed, but of those who believe and are saved.'
–Hebrews 10:39 NIV

This is our school's verse. It reminds us that through the love and power of God we are able to face challenges, opposition, struggles, and temptations head on and remain victorious.

"Fix these words of mine in your hearts and minds; tie them as symbols on your hands and bind them on your foreheads. Teach them to your children, talking about them when you sit at home, and when you walk along the road, when you lie down and when you get up. Write them on the doorframes of your houses and on your gates, so that your days and the days of your children may be many in the land that the Lord swore to give your forefathers, as many as the days that the heavens are above the earth."

– Deuteronomy 11:18-21 NIV

As with any great work and as outlined in the scripture above, it will take the combined efforts, prayers, and support of each one of us to provide our children with a Christian education. We are looking forward to your participation in helping us make this a great school year.

Dr. John A. Vacchiano
Principal

Alicia Vacchiano
Administrator

Statement of Faith

The logo of Crosstyle Academy depicts a crest containing the Latin words, "Sanctus. Veritas. Scriptura", (Holiness. Truth. Scripture), these are the Biblical truths upon which we have built our foundation.

Therefore, Crosstyle Academy is founded on and functions within the infallible principles and Truth of the Word of God. Embracing the historic Christian view of life as presented in the Bible. The following statements of faith are practiced and held by every administrator, faculty member, and school board member.

We believe:

- In One God—the Father, Son and Holy Spirit. Both the Old and New Testament scriptures are given by plenary (unqualified; absolute) inspiration, contain all truth necessary for faith and Christian living.
- Man is born with a fallen nature and is, therefore, inclined to evil, and that continually.
- The finally impenitent are hopelessly and eternally lost.
- The atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
- Believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
- The Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
- That our Lord will return, the dead will be raised, and the final judgment will take place.

*All parents and guardians of students in Crosstyle Academy will agree to support the precepts of the Academy, and all students will be expected to maintain a high standard of conduct *on and off campus*.

Our Core Values:

1. Provide a Christ-centered, challenging academic program based on the Biblical view of God and the world.
2. Provide the highest quality, challenging curriculum
3. Teach, influence and encourage each student to effectively integrate Biblical truth into his or her daily life.
4. Provide a complete education to the students' heart, mind, and soul.
5. To impact our culture with Jesus Christ.

Admission

Crosstyle Academy admits students of any race, color, or nationality to all rights, privileges, programs, and activities made available at this school. It does not discriminate on the basis of race, color, or nationality in the administration of educational policies, admissions policies, tuitions or school administered programs.

Crosstyle Academy reserves the right to refuse any application, or dismiss any child at any time, for unacceptable work or conduct, or any other reason it deems necessary. Neither this application nor payment of fees is considered to be binding upon Crosstyle Academy.

Admission Policies & Procedures

Crosstyle academy seeks to admit students whose parents desire a quality Christian education for their child. The curriculum used provides a Biblically principled education in which students are taught to reason from a Biblical worldview. Each student is encouraged to put forth maximum effort according to his or her abilities.

Please note; We are *not a facility of last resort* but an institution for students who are eager and willing to be educated.

Students are admitted without consideration of race or ethnic background.

The following must be in the student's file for the application to be reviewed by the school administrator.

- Enrollment Application and Fee (please refer to the Fee Schedule) Family Covenant Agreement.
- Authorization for Medical Treatment form—completely filled out and notarized
- Photocopy of the student's birth certificate
- Florida Certificate of Immunization form 680
- Florida Physical Exam form 3040—may be obtained from the school student is currently attending.
- Copy of the most current grade report card.

Financial Policies

The annual tuition and other charges provide the operating funds for Crosstyle Academy. Therefore, prompt payment is necessary. All financial obligations (i.e. tuition, books, materials and fees) must be met or grade reports etc. may be withheld. If the monthly payment plan is elected, all tuition payments are due by the first of the month beginning September to June. Payments received after the 10th of the month will be assessed a \$25.00 late charge. *Once a parent contract has been signed you are responsible to pay the full tuition and fees for the academic year even if you voluntarily withdraw your child or your child is dismissed from the school.* Records will not be forwarded to another school until all financial obligations have been satisfied. Your cooperation will enable Crosstyle Academy to maintain a positive Christian testimony by having the funds necessary to meet financial obligations on time.

Re-enrollment Procedure

Re-enrollment for the fall term begins in January. Re-admission is on a first-come, first-served basis by written application only. *Students are not automatically re-enrolled from one school year to the next.* Therefore, it is important that a student re-enrollment application be submitted before the deadline to be assured of priority consideration. Only those students who have submitted an application for re-enrollment and the application fee will be considered for re-admission. *Crosstyle Academy reserves the right to not re-enroll students, as enrollment is on a year-to-year basis.*

Waiting List Policy

Re-enrolling students who have not completed their applications by the stated due date will not receive preferential treatment over new students and will be considered in the order in which the applications are received. Students applying after a class has been filled will be placed on a waiting list. Should a vacancy occur, the family will be notified so that the enrollment procedure may be completed.

Admission to Crosstyle Academy is based upon acceptance following an interview with the parent, student, and/or school board or school administrators.

Daily Schedule

The school day begins promptly at 8:30 A.M. and concludes at 3:00 P.M. Students are expected to be picked up on time.

*****Late pick up will receive a charge of \$5.00 per 5 minutes. *****

Each late charge must be paid in the month that it occurred. Students will not be allowed to return to school until all charges are up to date.

Homework Standard

'Whatever you do, work at it with all your heart, as working for the Lord.' Colossians 3:23

Neat penmanship is expected on all homework assignments. Neatness, accuracy, and completeness in all work are habits that need to be emphasized. Parents should monitor their child's work for correctness and completion.

If a student is absent, it is his or her responsibility to make up all missed work including homework.

Standardized Testing

Crosstyle Academy schedules the Stanford Achievement Test (SAT10) and Otis-Lennon School Abilities Test (OLSAT) in the fall of each year. It is required that all student's grade 3 and up be tested. Results of these tests are provided to the home. If a student is absent during this time, he is required to make-up the missed test.

Grading Scale

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	00 - 59

Policy for Repeating a Course

With the principal's permission, a student may take a course a second time. The grade earned the second time would become part of the student's record, and both grades would be computed in figuring the grade point average.

PARENTAL RESPONSIBILITY

Parent Participation;

Students who experience the greatest success in learning and reach their God-given potential are those whose parents take an active and responsible role in their children's education. Parents must keep in touch with teachers, provide necessary home resources and accountability for homework, faithfully pray for Crosstyle Academy and their children's success, volunteer to help at school and attend meetings and student programs.

Parent Expectations

Exhibit a Christ-like character.

- Address concerns/questions with the teacher and/or school administrator.
- Participate in school-wide events and fundraisers
- Absolutely no smoking, chewing, or drinking on the school grounds, including in vehicles.
- Parents must wear appropriate attire while on campus, special events, field trips, etc.

***Parent Dress Code**

When visiting or volunteering on campus or chaperoning on field trips, modest dress is strictly required. Our school always seeks to represent Jesus Christ. Volunteers/chaperones also serve as representatives of Jesus Christ and Crosstyle Academy. Therefore, inappropriate clothing such as short shorts, spaghetti straps, low cut tops, tight form fitting clothes, inappropriate t-shirts, etc., are strictly prohibited.

Student Conduct

Discipline

"Train up a child in the way he should go; and when he is old he will not depart from it." Proverbs 22:6 *NKJV*. Discipline is necessary for the welfare of the student, as well as the entire school. For optimal learning to take place, obedience must be maintained.

Crosstyle Academy has a commitment to its school families to maintain high standards and requirements for all students. **If the student does not conform to these standards, the school may request a withdrawal of the student.**

The teachers and administration of Crosstyle Academy will utilize a variety of discipline techniques to maintain a positive and safe school environment. (See disciplinary chart at back) The amount of discipline will be determined by the teacher and, if necessary, the School Principal. All discipline will be based on biblical principles, e.g. acknowledgment, forgiveness, restitution, disciplinary action, and restoration. If a student causes a problem, he or she will be responsible to work with the school administration to resolve it. Each student will be held accountable to face the consequences of his or her actions. Any case of misconduct will be considered on an individual respectful manner. As the parent, you are responsible for the action of your child. We look forward to a spirit of cooperation between the school and the parents in order to safeguard the student's best interest.

Acceptable Behavior

Our goal is to follow the scriptures: "So then, whatever you do, whether in word or in deed, do all to the glory of God." Colossians 3:17 "I will behave myself wisely in a perfect way." Psalm 101:2. and, "But everything should be done in a fitting and orderly way." 1 Corinthians 14:40. To that end, Crosstyle Academy has set forth three areas of student behavior we believe to be foundational to a positive school environment.

These areas are:

- Christian character
- Mutual respect
- Common courtesy.

Respect for teachers: Teachers, as a direct authority, are to be shown respect. This is a biblical mandate, as well as a common courtesy.

Respect for administration, faculty, and staff: All members of Crosstyle Academy personnel are to be accorded the same respect required to be given to the teacher. Any student who is uncooperative with any personnel will be directed to the School Principal. Student respect for students: Students must not physically or verbally abusive, tease or harass another student and hands must be kept to themselves.

Faculty respect for students: Crosstyle Academy firmly believes that what we ask of our students, we must model ourselves. We accept the responsibility to treat students with the utmost respect. Should a student feel that a teacher has been unfair or disrespectful, he or she is encouraged to speak with the teacher first. If that is unsuccessful, then it should be appealed to the School Principal.

COMMON COURTESY

Classroom Courtesy

1. Punctuality: All students must be in their seats at the start of class ready to receive instruction.
2. Preparedness: Students are expected to have all their necessary materials for class each day.
3. Participation: Learning is an interactive activity. Students are expected to take notes, be involved in discussion and answer when called upon.
4. Posture: Students may not put their feet up, tip chairs back or put their heads down as though sleeping.
5. Eating: All eating should be done at appropriate areas and appropriate times.
6. Politeness: Gum chewing is a distraction to the teachers and other students and therefore not permitted.
7. Property: Cell phones, iPods, electronic games and devices are not permitted on campus without special permission from the Principal. **These items will be confiscated.**
8. Food and Drinks—Food and beverages are not permitted
9. Running—Students are not to run in hallways or classrooms. 10. Observe quiet and orderly behavior at all times.

Chapel Courtesy

Chapel is a special time of worship, praise, and fellowship. We expect all students to learn the importance of a proper decorum during this time. Attendance is mandatory.

Discipline Steps for Correction

The process of discipline at Crosstyle Academy follows a definite pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary action. This process will normally follow specific steps as described below:

1. Teacher/student conference; discipline referral may or may not be given.
2. Teacher/Student conference; discipline referral sent to parent and copy retained in student's permanent

cumulative folder. Teacher contacts parent by phone to inform and to seek partnership in changing student's thinking, decision-making and behavior.

3. Teacher/parent conference to discuss the inappropriate behavior (s) and enact strategies to change behavior (s).
4. Teacher refers unresolved situation to the School Principal, after steps 1-2 at which time student may be suspended or expelled.
5. The Crosstyle Disciplinary Chart is attached at the back of this handbook.

RELEASE OF LIABILITY FORM (Remove from handbook and place in Application)*****

I hereby release Crosstyle Academy, its staff and sponsors, from responsibility and liability for any injury or illness that my child _____ may sustain during any school day, recreational activity, field trip, excursion, or any activity while either on or off the school campus. I/we further understand, that we and/or our insurance carrier assume full responsibility for all payments and costs of said emergency treatments. In the event of an emergency, I hereby authorize an adult leader of this activity, as agent for me, to consent to any x-ray examination; medical, dental or surgical diagnosis; treatment; and hospital care advised and supervised by a physician, surgeon or dentist (as appropriate) licensed to practice under the laws of the state where services are rendered, either at a doctor's office or in any hospital. I expect to be contacted as soon as possible.

Student Name Birth Date

Address

Contact Phone # Alternate Phone #

Parent / Guardian (Print Name) Date

Parent/Guardian Signature Phone

Student Dress Code

The purpose of the uniform dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship which will encourage students to bring only glory to God (I Corinthians 10:31) There are several other important factors as to why a uniform is required at Crosstyle Academy.

1. To dispense with competition due to outward appearance and influence.
2. To de-emphasize outward appearance and stress, in its place, the need for inner beauty and character development.
3. To limit the distractions and focus on learning.
4. To enhance school spirit.
5. To allow students to demonstrate a submission to authorities placed over them.

Dress and Appearance

Parental Responsibility: We believe it is the parent's responsibility to enforce the school dress and appearance standards. Please make sure you are familiar with what is acceptable dress and help your student comply. Parents are urged to supervise their child's dress on a daily basis. Students not observing the dress code will be subject to disciplinary action.

The dress code will be strictly enforced. Determination of appropriateness is left to the staff and administration of Crosstyle Academy. If dress is determined to be inappropriate or out of line with the dress code the student will wait in the office until a uniform is brought to school.

Girl's Daily Wear

- Navy or Khaki tab skort or skirt (no more than 2 inches above the knee)
- Navy or Khaki jumper
- Navy or Khaki shorts—Bermuda-length, pleated front, school uniform style only (no cargo or painter pants, skinny or tight pants).
- Polo shirt (short or long sleeve) White, Red, or Navy only. (no skinny or tight shirts)
- Navy or Khaki slacks - (designated school uniform only, no low riders, Dickies, etc.)
- Solid white or black matching socks only.
- Athletic shoes—predominantly white, or black, low top, with white or black laces (no pictures or light up shoes)
- Tights—White or Navy
- Closed toe and heel shoe (no clog) black, brown, or navy
- Sweater/Sweatshirt—Solid White, Navy, or Red (no graphics, small logo such as polo horse is allowed).
- Belt—Navy, Brown, or Black—elastic or leather (no oversized buckles, studs or designs)
- Solid White, Red, or Navy turtlenecks
- White or light blue blouse or oxford shirt short or long sleeve.
- White undershirts are permitted, but must be plain
- Girls are permitted to wear light/natural makeup 7th grade and above only.

Boy's Daily Wear

*Navy or Khaki slacks or shorts—pleated or flat front (no cargo or painter pants - uniform issue only).

- Polo shirt — White, Red, or Navy only. (short or long sleeve, small logo allowed such as a horse.)
- Oxford Shirt — Long or short sleeved - White or light blue (button-down collar)
- Athletic shoes — Predominantly white or black, low top, white or black laces (no pictures or light up shoes)
- Dress shoes — Black or Brown
- Socks — Solid white or black matching (no other visible color)
- Belt — Black, brown or navy—elastic or leather (no oversized buckles, studs or graphics) Sweater—White, Red, or Navy, no graphics, no hoods to be worn in school

Hair

- Students are to keep their hair neat, well-groomed, and in styles appropriate to a school setting.
- Boys' hair should be above the collar covering not more than the upper half of the ears and touching the eyebrows. Extreme, disruptive, unnatural and distracting colors or non-traditional hairstyles are to be avoided by all. Boys are prohibited from wearing ponytails or buns. The administration reserves the right to determine the appropriateness of hairstyles. Girl's hair accessories should not be extreme or distracting.
- Departure from the above will result in a referral.

Other Items

- Sunglasses are not to be worn indoors.
- For safety purposes, girls may wear stud earrings only one in each ear.
- Boys may not wear earrings.
- If the student wears a bracelet or necklace it must be limited to a single strand.
- Necklaces must be worn inside the shirt.
- Fingernail polish must be clear or light colors. Boys may not wear nail polish.
- Body piercing and tattoos are not permitted.

Infractions

If a child is improperly attired, the policy is as follows:

- **First offense** — Teacher sends note of infraction home with student. (Teacher will record infraction and the student will sit in the school office until parent brings the item(s) they require).
- **Second offense** — Same as first.
- **Third offense** — Detention

***Any subsequent offenses may result in suspension**

NOTE — On special days and all field trips, students will be asked to wear a red polo shirt with uniform navy pants or shorts unless otherwise instructed.

STUDENT LIFE

Attendance Policy

Florida Compulsory School Attendance Law requires that every school age child attend school for 170 days per year or the hourly equivalent. Parents are required to abide by the law. Students having 6 absences in a quarter without presenting a doctor's note for each day will receive a detention. Students with 7 unexcused absences will result in a 2-day suspension. Eight or more unexcused absences may result in expulsion. Crosstyle Academy requires that a student not be absent more than 15 days of the school year in order to receive a passing grade and be promoted to the next grade.

Tardiness

The school day begins at 8:30 a.m. All students must arrive no later than 8:15 a.m., so that they are able to begin participation promptly at 8:30 a.m. A student arriving past 8:30 a.m. will be considered tardy. Tardiness can be demoralizing to the student and gets the day off to a bad beginning. Being tardy 5 times per grading period or quarter will result in a parent-student-teacher conference. Being tardy 6 times in a quarter is considered excessive and may result in suspension. If tardiness persists, the student may be expelled.

Absences from School

In the event of illness, the parent or guardian must contact the school office by 9:00 a.m. to notify the school of the reason for the absence. In the case of extended illness, please speak with the classroom teacher to arrange for homework.

If family vacations or personal days are taken during regularly, scheduled school time, please notify the teacher in advance to make arrangements for missed school work. (see form at the end of packet). Such absences are discouraged as they interrupt educational continuity and create additional work for the classroom, teacher and student. Students and parents assume the responsibility for make-up work.

Students leaving school early will be required to make up all missed work as specified by the teacher.

Early Release of a Student and Release to Persons Other Than Custodial Parent or Guardian

Crosstyle Academy has a binding agreement with you to ensure your child's safety while at school; therefore;

1. If a student is to be released from school early, please send written notice to notify teacher and staff.
2. Any student leaving prior to dismissal must be signed out by parent in the classroom. 3. No student will be released without written approval from the parent and a picture I.D.
3. Should a custodial parent request that the school prevents contact between a non-custodial parent and a child, the custodial parent shall be requested to submit to the school a final judgment and/or settlement agreement serving as the basis for his or her request.
4. In the event that you, as parents, are going out of town without your child, we ask that the custodial parent notify the school in writing of adult caretakers who will be responsible for your child. The names address and phone numbers, as well as any alternate procedures to be followed, should be included on the notification.

Disaster Drills

Fire drills are conducted on a monthly basis to ensure orderliness and safety of our children. Tornado and hurricane

drills are conducted on a regular basis. In the case of hazardous conditions, Crosstyle Academy may close when Indian River County public schools close.

Field Trips

The purpose of field trips is to enrich and promote classroom learning. Permission slips must be completed and returned in order for the student to participate in the field trip. Students will be required to wear uniforms consisting of a red polo and navy shorts or pants while on trips unless otherwise instructed.

Regarding students not attending the off-campus trip or activity, parents may choose for their child not to participate in a particular trip or activity. If this should be the case, the student will receive an unexcused absence. *However, Students with an "F" in any class, being tardy multiple times, or absences may not be able to participate in a class field trip thus resulting in an unexcused absence.*

Doctrinal Distinctives

Doctrinal distinctive and/or theological controversies within the Christian community are avoided at Crosstyle Academy. Our desire is to present biblical principles and the orthodox teachings of the church. When questions arise, students are encouraged to ask their parents or pastor.

Health and Safety

At Crosstyle Academy the welfare of the children, while in our care, is of the utmost importance. Crosstyle Academy has a "no medication" policy on campus. Our staff must have written consent and instruction in order to administer any medication to your child. All medications must be held by our staff.

Illness Policy

The health of the children in our care is very important to you and to us. Please follow these steps when your child is ill.

1. If your child is sick for any reason, please do not send him/her to school. We do not have the staff or the facilities to care for sick children.
2. If your child has any of these symptoms, please refrain from bringing them to school until they have been symptom-free for 24 hours:
 - a. Sore throat
 - b. Persistent cough
 - c. Fever (99.2 degrees or higher)
 - d. Nausea/vomiting
 - e. Unexplained rash
 - f. Diarrhea
 - g. Green, runny nose

If your child should develop any of these symptoms while in our care you will be called and expected to make immediate arrangements to pick them up.

Lunch Time

Lunch time is an important time for students to be refreshed, to practice manners and to develop friendships as

they socialize at tables. Group prayer will be given at each lunch and children are expected to use their best manners. It is the parent's responsibility to provide a nutritious lunch for their child that does not require heating. However, in the case that your child brings a lunch needing to be heated they must bring their own containers and silverware. If a student needs plastic ware or plates they may purchase these items for \$.10 each. Lunches need to be packed in labeled, insulated lunch bags. Sharing food is strictly prohibited for health reasons.

We invite parents to join us for lunch. We ask that reservations be made earlier the same day you plan to eat with your child.

Please inform the staff when providing treats to celebrate your child's birthday or special occasions.

Open Door Policy

Crosstyle Academy serves parents in their God-ordained responsibility to educate and nurture their children in the Lord by keeping the door to the classroom "open". Parents may visit the school at any time. Should they wish to visit a class, parents are always to contact the staff or principle prior to arriving to prevent possible interruption of the learning process. Teachers appreciate parents who are actively involved in supporting the many activities, field trips, and special day celebrations on the school's calendar as well as assistance in the classroom.

Rainy Days

Crosstyle Academy provides time each day for outside play. At recess and after lunch the children have unstructured playtime. On days when weather does not permit, the classroom teacher may choose indoor activities.

Holidays and Halloween

On Holy days such as Christmas and Easter, Crosstyle Academy will focus on biblical truth. Additionally, traditional stories may be shared e.g., we may teach the Christian charity of the St. Nicholas. However, no Halloween theme shall be introduced to any school activities due to the unmistakably pagan origin and practices of Halloween.

Student Transportation

Students who need transportation to **4425 71st St** are to meet the bus at **50 S. Wimbrow** for an 8:00 a.m. departure and return for pick up no later than 3:20 pm. Parents arriving after 3:20 p.m. will be assessed a late fee of \$5.00 per every 5 minutes.

Special arrangements for drop-off after school may be available at additional cost to the parent. Any deviation from the above transportation schedule must be by written request and approved by the school board. If the request is found feasible the parent will be notified by written approval and advised of the additional fees to be assessed at that time.

STUDENT DRIVERS

Parental Consent Necessary for Students to Park at Crosstyle Academy

Juniors and seniors who have a legal driver's license may park at Crosstyle Academy. The following explains the rules that students must abide by for that privilege. The contract must be completed and signed by both the student driver

and a parent/guardian, who is providing consent, before beginning to take advantage of this privilege. Students must bring their insurance card, registration and license in order to receive permission.

Driving and Parking Rules

- Student drivers are expected to be in school on time and not leave before their dismissal.
- Unauthorized vehicles are not allowed on school property during school hours. A student driver must promptly notify the school if he or she is no longer using the vehicle authorized on the Student Use of Vehicle Contract.
- Student drivers must abide by state and local traffic laws at all times on school property. For example, no speeding, squealing of tires, erratic or unsafe driving.
- No loud or inappropriate music is to be played on the school/church property.
- Inappropriate or offensive stickers are not allowed on vehicles parking at Crosstyle Academy.
- Student drivers may not return to their vehicles or move them during the school day without administrative permission.
- Student drivers are not allowed at any time to transport other students or allow other students to drive their vehicle. Strong disciplinary action will be taken for this infraction.
- Parents will assume any and all liability for any property damage, personal property damage or loss, or bodily harm caused by the Student Driver.

These rules are designed to ensure the safety of students, faculty, and staff. Student drivers who do not abide by the rules, are tardy or absent without permission, or have discipline referrals may lose the privilege of driving and parking at Crosstyle Academy.



Crosstyle Academy

Student Leave Request Form

I request permission for _____ to be absent from school on the following dates:

_____ Date from: _____ Date to:

Please check one of the following: Death in the family Medical Reason Other

Please Explain

Parent signature

Date requested

Note: Absences are discouraged as they interrupt educational continuity and create additional work for the classroom, teacher and student. Students and parents assume the responsibility for make-up work.

Please Do Not Write Below This Line

Request Approved Excused Unexcused

Teacher signature

Date Approved



**Crosstyle Academy
Discipline Referral and Report**

Name of Student _____ Grade _____ Date _____ Referral 1 2 3

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Dress Code Violation | <input type="checkbox"/> Stealing | <input type="checkbox"/> Lying | <input type="checkbox"/> Profanity |
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Lying | <input type="checkbox"/> Disrespect | <input type="checkbox"/> Horseplay |
| <input type="checkbox"/> Forgery | <input type="checkbox"/> Inappropriate Material | <input type="checkbox"/> Fighting | <input type="checkbox"/> Cheating |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Displays of affection | <input type="checkbox"/> Property Damage | <input type="checkbox"/> Class Disruption |

Other _____

Description of Incident

I have taken the following actions to correct this behavior prior to this incident:

<input type="checkbox"/> Talked to student personally	Date: _____	<input type="checkbox"/> In-room time out	Date: _____
<input type="checkbox"/> Assigned written work	Date: _____	<input type="checkbox"/> Called parent(s)	Date: _____
<input type="checkbox"/> Conference with the parent	Date: _____	<input type="checkbox"/> Changed Student seating	Date: _____
<input type="checkbox"/> Other	Date: _____		

Teacher's Comments:

Teacher signature _____

Date _____

Parent signature _____

Date _____

Please Do Not Write Below This Line

Administrative Action

<input type="checkbox"/> Loss of recess	Date: _____	<input type="checkbox"/> Parent Conference	Date: _____
<input type="checkbox"/> Special Assignment	Date: _____	<input type="checkbox"/> Time Out in Office	Date: _____
<input type="checkbox"/> Verbal reprimand	Date: _____	<input type="checkbox"/> Loss of Field Trip	Date: _____

_____ Detention(s) Date: _____

_____ Day(s)
Suspension

Other

School principal signature

Date



**Crosstyle Academy
Disciplinary Chart**

Disciplinary Infraction	Description or Example	General Penalty Policy	1st Offense	2nd Offense	3rd Offense
Disrespecting a staff member	Abusive, indecent language or	Suspension or expulsion	2 day minimum	5 day minimum	Hearing to determine

	defiance				expulsion
Willful disobedience or lying	Defiance in any form refusing to comply	Demerits, detention, suspension	Demerits, detention, suspension	Contact parent; detention; 2 day minimum expulsion	Hearing to determine expulsion
Reckless endangerment or bullying	Inciting fights; scuffling; causing injury	Call parent, Suspension, Expulsion	1-5 days	Hearing to determine expulsion	
Fighting or harming another student, bullying	Participation	Call parent, Suspension, Expulsion	1-5 days	Hearing to determine expulsion	
Theft	Church, school, or student property	Call parent, Suspension, Expulsion	1-3 days	possible 3-5 day expulsion	Hearing to determine expulsion
Destruction of church or school property	Defacing, mutilating, or making unusable	Call parent pay for damages, suspension, expulsion	1-3 days	possible 3-5 day expulsion	Hearing to determine expulsion
Inappropriate behavior	Dress code violations, horseplay, defiance, rudeness, disruptive or public displays of affection	Demerits, detention, suspension	Demerits, detention, suspension	Contact parent; detention; minimum 2 day suspension; expulsion	Hearing to determine expulsion
Tobacco, alcohol or drugs	Use in or out of school	Expulsion			
Possession or use of dangerous weapons	Possession or exhibition on school property	Expulsion			