



CROSSROADS ACADEMY

Parent and Student Handbook
2025-2026

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Digital Version of Handbook available at:
www.crossroadsacademy.org/parents

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ABOUT THE SCHOOL

CROSSROADS ACADEMY MISSION

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

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

CORE KNOWLEDGE

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

CORE VIRTUES

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

UNITY OF ACADEMIC AND MORAL VIRTUES

We believe that virtues such as perseverance, intellectual honesty, and intellectual courage are both academic and moral virtues. This belief is reflected in the school motto "Scientia Virtusque" - "Knowledge and Virtue." At Crossroads Academy, the Core Virtues create an ethos of responsibility and caring that fosters a disciplined, passionate, and cooperative pursuit of our program. As students master the content and practice the virtues, they gain an appreciation of who they are and who they aspire to be.

CONTACT INFORMATION

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

Telephone: (603) 795-3111

Fax: (603) 795-4329

E-mail: mail@crossroadsacademy.org

Website: www.crossroadsacademy.org

Facebook: www.facebook.com/crossroadsacademy

Instagram: www.instagram.com/crossroadsacademy

X: www.x.com/CrossroadsAcademy

Office Hours: Monday through Friday: 8:00 a.m. to 4:00 p.m.

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

School Hours: 7:40 am – Drop off begins
8:00 am – School day begins
3:00 pm – Monday, Tuesday, Thursday, Friday Dismissal
2:00 pm – Wednesday Dismissal

HISTORY OF CROSSROADS ACADEMY

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

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

CURRICULUM

COURSE OF STUDY

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

ACCREDITATION, INCORPORATION, AND MEMBERSHIPS

ACCREDITATION

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

INCORPORATION AND GOVERNANCE

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

MEMBERSHIPS

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

ADMISSIONS AND ENROLLMENT

Crossroads Academy admits students of any race, religion, color, sexual orientation, or 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, religion, sexual orientation, color, or national or ethnic origin in administration of its educational policies, admissions policies, financial aid, and other school-administered programs. Crossroads Academy is committed to its families. We give preference to qualified siblings of currently enrolled Crossroads students during the admissions process.

ENROLLMENT CONTRACTS

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

FINANCIAL AID

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

- [Financial Aid Information](#)

TUITION PAYMENTS

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

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

SUPPORT CROSSROADS

CROSSROADS FUND

Each year, we run the Crossroads Academy Annual Fund campaign. The Crossroads Fund helps us to attract, develop, and retain outstanding faculty, maintain our facilities, improve our technology, and provide financial aid—ensuring that our students thrive in the best possible educational environment. All independent schools are funded through a blending of tuition revenues and development efforts; at Crossroads, roughly ninety percent of our expenses are covered by tuition. The goal of the Crossroads Fund is to achieve one-hundred-percent participation, and all members of the Crossroads community, including trustees, parents, administrators, faculty, and staff are encouraged to participate.

Support of the Crossroads Fund offers a win-win opportunity; donors are able to support the school through tax-deductible contributions to the extent allowed by law and the school benefits from this generosity. Donors are encouraged to make gifts by check, credit card deposit, or automatic withdrawal from a bank account through [our website](#). Donors may also make stock transfers or collaborate with their employers to provide matching funds. Donors wishing to explore additional giving options are encouraged to contact the Assistant Head of School for External Affairs.

Crossroads supporters include current and past members of the Board of Trustees, faculty and staff, parents of current students and alumni, grandparents, friends, current students and alumni, foundations and corporations, and vendors. Donations of every size are deeply appreciated, and every dollar donated is used to its utmost advantage.

GIFTS OF STOCKS

Gifts of stocks are welcome. To donate stocks, please request DTC instructions from the Assistant Head of School for External Affairs.

EMPLOYER MATCHING

Many businesses and corporations match their employee's (and sometimes their retiree's) philanthropic gifts. To find out if your employer participates in a matching gift program, contact your human resource office.

ENDOWMENT

Crossroads has modest endowment funds. One is restricted for financial aid and the other is board-designated that can be used for other mission-driven purposes. Combined they contribute about two percent to our operating budget. As a maturing institution, however, it is critical that we build our endowments to reduce our dependence on tuition and to ensure future fiscal stability. Donors who are interested in supporting this vital part of our development plan should contact the Head of School.

LEGACY GIVING

The Lisa Lelli Ferneau Legacy Society was created by the Board of Trustees to recognize those who make Crossroads a part of their estate planning. Membership in the Society is open to those who inform the school of the inclusion of Crossroads Academy in their will or trust, those who designate Crossroads in a charitable trust, or those who name Crossroads as a beneficiary of a life insurance policy or retirement plan.

The most common form of planned giving is a bequest. Donors may add revocable or irrevocable bequest language benefiting Crossroads to a new or existing testamentary document. This is done through estate planning, and a copy of the final language may be shared with Crossroads.

Regardless of whether you have already included Crossroads in your estate planning, please contact the Assistant Head for External Affairs if you would like to join the Lisa Lelli Ferneau Legacy Society. Your membership in the Society will allow Crossroads to continue to be a mission-driven, vibrant Upper Valley educational institution.

Visit our [Support](#) section on our website to learn more about giving opportunities.

DAILY LIFE

AFTER CARE and AFTER-SCHOOL PROGRAMS

Crossroads Academy offers an After Care program for students in kindergarten through eighth grade. The After Care program provides a safe, quiet environment for students to work on their homework in After Care should they choose, or to participate in activities planned by our After Care Director. The Program will run from 3:00 to 5:00 p.m. on Mondays, Tuesdays, and Thursdays. On Wednesdays, due to early release, the Program will run from 2:00 to 5:00 p.m. There is no After Care offering on Fridays.

Registration for our After Care program and other After-School programs and clubs can be found on our website.

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

ASSEMBLIES AND WEEKLY MEETINGS

Our weekly assemblies are a vital part of our program. During assemblies, we celebrate our unique Core Knowledge and Core Virtues Programs through song, poetry, recitation, drama,

and community service project presentations. Our Lower School Assemblies are hosted each Thursday morning, and our Middle School Assembly is hosted by an eighth grader every Friday morning.

In addition, our community comes together for regularly scheduled performance assemblies that highlight our Core Knowledge and Core Virtues programs. These gatherings feature singing, poetry, and drama. Performance assemblies give the children an opportunity to show their peers and parents what they have been learning in class, grow in self-confidence, develop public speaking abilities, and have fun. Performance assemblies are announced in the [calendar section](#) of our website and in the Weekly Newsletter.

COMMUNICATION WITH THE SCHOOL

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

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

Should a concern arise, parents should contact their child's teacher (Lower School) or advisor (Middle School) directly. Middle School families are also welcome to contact Middle School teachers directly for questions about progress in individual courses. If parents have a concern that is not resolved by sending a brief email or by making a phone call, an appointment should be made to meet in person. Thoughtful, respectful, direct communication in person is the best way to communicate and often results in the best collaboration between parents and teachers in support of students. Should direct communication with a teacher fail to resolve an issue, parents are welcome to contact the appropriate administrator. Using this communication flow allows those with the most information about your child's progress to be the first line of communication.

Weekly plans are communicated by your child's teachers through email or Google Classroom. Notices are generally sent electronically.

The Crossroads noncustodial parent policy is that all communications generated by the school will be distributed to the custodial parent, stepparent(s), and the noncustodial parent alike. Similarly, both parents (as well as step-parents) will be granted permission to visit the student on school grounds or during school-sponsored events. Given the unique legal situation of each family, however, the school may make exceptions to the policy. The school follows the directives of court-ordered documents as they pertain to noncustodial parents.

FIELD TRIPS

To enhance and enrich ongoing areas of study, Crossroads sponsors select field trips during the school year. Specific information about each trip is sent home in advance. Field trip waiver and permission forms, signed and dated by the parent or guardian, are required for all field trips. A child without a signed field trip waiver and permission form will be required to remain on campus.

In the unlikely event there is disagreement between parents on granting permission for field trip(s), permission defaults to the parent who signed the enrollment contract.

Please refer to our policy regarding medications to be taken on field trips. Parents must provide all medication information and complete the medication section of the field trip waiver and permission form. Participation in field trips is limited to currently-enrolled students.

Note: Middle School students have one general field trip form that covers all day field trips during the year.

FOOD/LUNCH PROGRAM

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

CLASSROOM CELEBRATIONS WITH FOOD

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

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

FORGOTTEN HOMEWORK, SUPPLIES, ETC.

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

LIBRARY

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

The school librarian actively teaches classes, reads to children, and maintains the library collection. Parents and grandparents play key roles as library volunteers. If you are interested in volunteering, please contact our librarian.

LOST AND FOUND

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

NEW HAMPSHIRE ACADEMY OF SCIENCE (NHAS)

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

- **STEM Certificate:** NHAS and Crossroads offer students the opportunity to earn a STEM Certificate by the end of eighth grade. This certificate can be earned through successful completion of Crossroads and NHAS courses/activities.
- **High School Credit:** Additionally, students can go a step further to complete a Capstone Project which could lead to high school credit for rising ninth graders.

PARENT ASSOCIATION

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

- [Parent Association Information and Events](#)

PARKING/SAFETY IN THE DRIVEWAY AND PARKING LOT

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

Safety is our primary concern during carpool times; therefore, it is critical that we work together to ensure a safe and smooth drop off and pick up. Drop-off and pick-up location information will be communicated in the summer. Please adhere to the safety rules as explained by the area supervisor. Faculty and staff will assist in loading and unloading cars for students. Students are allowed to walk through the parking lot during carpool hours only when accompanied by an adult.

If possible, we prefer that car seats be on the passenger side of the car for safe and easy loading and unloading. We also prefer that students not load backpacks and materials into the trunks of cars. This is to avoid children positioning themselves between cars, even for a moment. When you are at a complete stop, for safety, please put your car in "park." If you need a little extra time to secure your child in a car seat, kindly pull forward to the front of the line. Once the children arrive and dismissal begins, we ask that you refrain from using technology, even while parked.

PERSONAL ELECTRONIC DEVICES

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

- [Acceptable Use Policy](#)
- [Digital Media Policy](#)

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

PHOTO RELEASE POLICY

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

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

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

ROOM PARENTS

Each class has one or two parent representatives called a Room Parent. Their job is to collaborate with their classroom teacher to determine what assistance will be needed throughout the school year. Room parents encourage and organize fellow parents to volunteer with class activities. Crossroads encourages all parents to consider taking on this fun and rewarding role.

SCHOOL CANCELLATION/DELAY

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

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

STUDENT TRANSPORTATION

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

SUMMER PROGRAMS

Crossroads Academy offers a selection of one-week summer programs for ages three through thirteen. Programs are staffed by experienced educators who specialize in the subject areas featured in each program. Information and registration are available on our website. In addition, the New Hampshire Academy of Science offers research programs for middle and high school students at its STEM Center on our campus. All summer programs are open to Crossroads students and others in the area. Please visit the [Summer Program page](#) online for more information.

WEBSITE AND SOCIAL MEDIA

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

ANNUAL EVENTS

HULBERT OUTDOOR CENTER

Middle School students travel to the Hulbert Outdoor Center in Fairlee, Vermont, and participate in outdoor activities for three days. The program, developed in close coordination between the Hulbert staff and the Crossroads faculty, reinforces the Crossroads mission by encouraging and building cross-grade cooperation, self-confidence, self-reliance, and leadership skills. Activities include games that challenge students to work cooperatively to accomplish group tasks. The highlight of the trip is participation on the high ropes course with an emphasis on climbing safely, setting and accomplishing individual goals, encouraging peers, and having fun.

BACK-TO-SCHOOL NIGHT

Back-to-School Night (for parents only) is an annual fall event during which parents experience first-hand our engaging and unique program. Parents visit classrooms and listen to teachers present their curriculum. Teachers address questions, including expectations for homework and information about our school culture. All parents are encouraged to attend this important event.

PHOTO DAY

Students have their portrait and class photo taken in the fall. These photos are available on the school’s [SmugMug](#) account. You may download the images at no cost, or order prints and keepsakes directly from the site. All proceeds benefit the Crossroads Annual Fund. There is a photo retake day for those students who are absent on Photo Day.

GRANDPARENTS AND SPECIAL FRIENDS DAY

Grandparents are very special members of the Crossroads community. We encourage parents to share contact information with us so that grandparents can be invited to special events such as Grandparents Day. In addition, grandparents are also warmly invited to attend the Holiday Performance, Spring Musical, Graduation, and/or Move-Up Ceremony. Crossroads is also

pleased to make an appointment with any visiting grandparent for a personalized tour, a cup of coffee with the Head of School, or a classroom visit.

HOLIDAY PERFORMANCE

Our evening Holiday Performance is a festive, all-school celebration of seasonal traditions expressed through music, drama, and dance.

FAMILY ARTS NIGHT

Sponsored by the Parent Association, Family Arts Night is a celebration of the arts and an opportunity for families to spend time together. It includes an exhibition of student artwork, student and faculty musical performances, dinner, and arts and crafts activities.

MUSICAL

Each year, as part of our music program, Middle School students produce an outstanding musical theater production. Parental support for this program is critical to its success. Due to the demands of such a production, some rehearsal time is scheduled beyond school hours. For parental convenience and planning purposes, rehearsal times are communicated to parents well in advance.

FIELD DAY

Occurring late in the spring, this event is planned by our physical education teacher with the assistance of the faculty. Cooperative games are the focus of the day.

GRADUATION

Graduation is the culmination of the Crossroads experience. It speaks to our academic and character education programs, community, and the deep relationships that form over the years. Eighth grade students graduate on the last day of the academic year. Everyone is invited to attend this event. Graduation includes student speeches, music, thank yous, and farewells. A reception for graduates, their families, and the faculty follows the ceremony.

MOVE-UP CEREMONY

Our Move-Up Ceremony is the year's festive and final celebration for students in grades kindergarten through seven. It is an all-school event attended by faculty, staff, parents, grandparents, and friends. In this ceremony, kindergarten through seventh grade students move up to the next grade. Speeches, the awarding of ribbons and certificates, and musical performances mark this memorable occasion.

Please see the [school's calendar](#) for dates and times.

RULES AND PROCEDURES

ABSENCES

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

PLANNED ABSENCES

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

Our school calendar provides a generous vacation schedule. We strongly encourage families to plan trips during those vacations. We understand, however, that sometimes families have opportunities, extenuating circumstances, or needs (including secondary school visits) that do not dovetail with our scheduled vacation periods. For this reason, we offer planned absences.

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

ABSENCES FOR RELIGIOUS OBSERVANCE

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

UNEXCUSED ABSENCES

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

HOMEWORK DURING ABSENCES

To receive homework for Lower School students, please make arrangements with your child's teacher by email. Homework for students in grades 3 through 8 will be available on Google Classroom or by contacting their teachers. Crossroads teachers seek to support their students during unavoidable absences. Teachers will work with families to help students to stay abreast of missed class work.

PARENT ABSENCES

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

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

APPOINTMENTS DURING THE SCHOOL DAY

The school's hope is that students are on the campus at all times during the school day. If a student needs to leave campus for any reason, the parent should send a note or email to the child's teacher ahead of time or early on the day of the appointment. This information will be conveyed to the office and all appropriate faculty members.

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

ATTENDANCE POLICIES

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

TARDINESS

We believe in the importance of Crossroads education. As such, it is important for us to begin our days promptly at 8:00 a.m. Not only do prompt arrivals maximize instructional time, but as well, our morning routines set the stage for the day, help our students to connect with their friends, encourage the formation of a classroom community, reinforce the virtue of responsibility, give students time to turn in their homework, and allow our students the opportunity to organize their daily materials.

Should repeated tardiness become an issue, the school administrators will contact you to find a solution. To this end, we offer the following as support for an on-time arrival. There is playground supervision for Lower School students starting at 7:40 a.m. Any student who arrives after 8:00 a.m. should report to the office. Students will not be marked tardy on days when driving conditions are poor. We appreciate parental assistance as we seek to reinforce the virtue of responsibility.

TRUANCY

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

In support of parents and students, Crossroads will:

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

ARRIVAL/DISMISSAL

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

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

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

STUDENT PASSENGER RULES

For everyone's safety, student passengers are expected to follow the rules below when being transported in a Crossroads vehicle during a school-sanctioned trip:

- Obey the driver.
- Remain seated with their seat belts buckled.
- Talk quietly.
- Keep hands, feet, and objects inside the bus and to themselves.
- Be kind and respectful to each other.
- Do not use electronic devices (books are welcome).
- Be on time for pick-ups.
- Keep the vehicle clean.

HEALTH AND SAFETY

SAFE SCHOOL ZONE

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

EMERGENCIES

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

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

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

The Crossroads Academy Emergency Plan will be implemented in the rare event of a school, local, or national emergency. The plan includes on-site and off-site evacuation plans, along with procedures and responses to various emergencies. In case of an emergency, we will use our Bright Arrow system to call and email all parent contacts including home and work numbers as

well as those listed as emergency contacts. Off-site evacuation locations include the Lyme Elementary School, DHMC Lyme, and Richmond Middle School. In the event of an emergency, children will be released only to parents, emergency contacts, or regular carpool drivers.

HEALTH AND IMMUNIZATION

NH State Law requires every student to have an up-to-date record of immunizations or a notarized exemption form on file in the school. Each student must have documentation of a physical exam within 12 months prior to school entrance (kindergartners and all new students).

ILLNESS

If your child has COVID-19, a fever, excessive nasal congestion, a bad cough, vomiting, or diarrhea, please keep him/her at home for the day. Your child should be fever-free for 24 hours with improving symptoms before returning to school. We continue to follow CDC guidelines for respiratory viruses. Please contact healthoffice@crossroadsacademy.org with any questions you may have about your child's illness. Guidelines apply to the school day as well as extracurricular activities, such as evening events at school and field trips. If your child misses school due to illness, they should refrain from participating in all school events for that day.

In case of illness or an accident during school, students will receive immediate attention in the school health office. Symptoms and treatment are recorded on your child's health record. Temperatures may be taken, acetaminophen or ibuprofen offered, or other minimal treatment given in keeping with parents' wishes as stipulated on the School Health Information and Medication Permission forms. If a student has a fever or feels too sick after resting in the office, a parent will be notified for pick-up.

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

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

MEDICATIONS

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

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

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

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

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

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

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

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

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

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

PLAYGROUND SAFETY RULES

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

SAFETY AND SECURITY INSPECTIONS

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

The school has a technical inspection report and required management plan for asbestos containing material. Comprehensive inspection of accessible areas within the school including representative bulk sample collection and bulk sample analysis by Polarized Light Microscopy (PLM) has determined that there are no asbestos containing materials within the Klee Building. For the Bancroft Campus Center, the Fanger Center, and Barn, signed statements from building engineers are available stating that no asbestos containing building material (ACBM) was used as a building material in these buildings. The School's asbestos AHERA management plan is available for public review.

STUDENT HEALTH INSURANCE COVERAGE

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

VOLUNTEERS AND TUTORS

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

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

CONDUCT

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

BEHAVIORAL EXPECTATIONS

Our behavioral expectations are based on our touchstone:

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

It is expected that students will seek to work within the framework of our touchstone for it is in keeping with our mission and based on the tenets of the Core Virtues Program. Expectations for student behavior are clear, consistent, and appropriate to the age of the student. In the event of a disciplinary concern, parents will be notified. Faculty and, when necessary, administration will work with parents and students to assure that disciplinary actions are thoughtfully handled with a focus on student learning, logical consequences, and making amends. We expect that parents will support the school in its commitment to mission-driven behavioral expectations. Suspension, probation, in-house suspension, or expulsion from the school will be done at the sole discretion of the Head of School in conjunction with the division heads.

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

RESTRAINT AND SECLUSION POLICY

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

ACADEMIC HONESTY POLICY

The expectation at Crossroads is that each individual will work with integrity.

- [Academic Honesty Policy](#)

BULLYING, HAZING, AND HARASSMENT

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

- [Bullying, Hazing, and Harassment Policy](#)

STATEMENT ON GENDER EXPRESSION

Community members who express gender identities that may be different from the gender they have been assigned at birth will be supported by the Crossroads faculty and staff and are protected by our anti-harassment and anti-bullying policies.

- [Bullying, Hazing, and Harassment Policy](#)

CONFISCATION AND SEARCH POLICY FOR STUDENTS

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

DRESS CODE

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

General:

- Clothes must fit well, be clean and appropriate*, and be free of rips or tears.
- No images, embellishments, or words other than Crossroads Academy (brands, logos, pictures or large print) on any garments.
- Plain and simple works best.

Shoes:

- Sneakers
- Boat shoes (top-siders)
- Sandals with a heel strap
- Dress shoes
- Boots

Bottoms:

- Shorts or pants must reach mid-thigh (no denim, athletic, or running shorts)
 - Grades K-3 may wear pants (no denim, athletic, running, or jeggings) with an elastic waistband.
 - No cut-off shorts.
- Skirts or Dresses must reach mid-thigh
 - Shorts/tights/leggings must be worn under skirts or dresses in the Lower School

Tops:

- Clean and un-tattered shirt, blouse, or sweater that covers shoulders (polo, button down/oxford, plain tee, or sleeveless) that are plain colored or have patterns.
 - Length must always connect with shorts/pants/skirt at all times (must be long enough to tuck in (if the top does not tuck in, the students must wear a tee/undershirt under the shirt).
 - No images, embellishments, or words (brands, logos, large print).
 - No sweatshirts or hoodies.

Hats/Hoods:

May only be worn outdoors. Must be removed once indoors unless for medical reasons which should be communicated with the Head of School or School Nurse. Religious headwear/coverings are welcome.

Other Occasions:

- **Spirit Days:**
 - Any clean, un-tattered tops, including sweatshirts or hoodies, of length that connect with shorts/pants/skirt at all times (must be long enough to tuck in), and feature the Crossroads logo or name may be worn.
 - Denim bottoms of appropriate length, un-tattered with no holes, may be worn with a Crossroads top.
- **PE Class:**
 - Requires clean, dry sneakers and appropriate clothing for physical activity.
- **Inclement Weather:**
 - Students should come to school with outer clothing appropriate for the weather. Rain and snow clothing, including snow pants, boots, hats, and gloves are required for students to play outside. Kindly label outerwear with your child's name. Hats and hoods must be removed upon entering a building.

If a student does not meet dress code expectations: The school will send a note home as a reminder and contact parents as needed.

***Appropriate:** Defined by a student advisory council in 2020-2021 as: *“dressing with dignity, not flashy, revealing, offensive, divisive, or promotional. Professional attire for an educational or active environment is encouraged.”*

NO EXPECTATION OF OWNERSHIP OR PRIVACY

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

GRADING AND TESTING PROCEDURES

LOWER SCHOOL Grading System for Academics and Citizenship

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

Work Habits and Social Responsibility
E = Excellent
G = Good
S = Satisfactory
HD = Having Difficulty

MIDDLE SCHOOL Grading System for Academics and Citizenship

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

HOMEWORK EXPECTATIONS BY GRADE LEVEL

- **Kindergarten** Read with an adult for a minimum of 15 minutes every night
- **Grade 1** 20 to 30 minutes, Monday through Thursday *
- **Grade 2** 30 to 45 minutes, Monday through Thursday *
- **Grade 3** 30 to 45 minutes, Monday through Thursday *
- **Grade 4** 45 to 60 minutes, Monday through Thursday
- **Grade 5** 60 to 90 minutes, Monday through Thursday
- **Grades 6–8** 60 to 120 minutes, Monday through Thursday
(occasional weekends)

* Includes required reading time

REPORT CARDS

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

TESTING

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

SUMMER READING

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