



**2023-2024**  
***Crossing School of Business & Entrepreneurship***  
***Student Handbook***

2023-2024 School Year

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**A Letter From the CEO**

Dear Future Graduate,

Welcome to the Crossing!

The Crossing School of Business & Entrepreneurship is a state-accredited, faith-based high school serving students like you who may have struggled with traditional classes, attendance, or not fitting in. It's not too late to earn a diploma and we are here to help you. We also have great ½ day job training programs and work with your local public school district to enroll you in them.

Our classes are small, with an average of 10-12 students per teacher. We are a work-based learning high school where each student progresses through a level system based on the work they accomplish in academics and job training. You will get the help you need when you need it, and you will have an individualized plan as well as the opportunity to work at your own pace.

In our job training programs, you will learn real-world skills that will boost your earning potential. High school graduates earn an average of \$260,000 more over their lifetime than those who never finished. We offer you the opportunity to participate in hands-on job training through student school-based enterprises, micro-businesses, satellite teams at local businesses, and pre-apprenticeships. Not only will you develop technical abilities, but also “soft skills” that will make you more valuable to employers. Crossing graduates earn as much or more as their peers after high school. You can level up too!

We're very excited to have you with us and look forward to helping you find success at the Crossing!

Sincerely,



Ryan Hill  
CEO  
Crossing School of Business and Entrepreneurship

**Welcome to the Crossing School of Business & Entrepreneurship**

This handbook has been created to help students make the transition from traditional high school to the Crossing School of Business & Entrepreneurship. This guide includes information that is important for both students and parents. You'll find information about how the Crossing is structured along with information that past Crossing students have identified as important to their success. Although not all information will be applicable to all students, it is our hope that parents and students can get many of their questions answered by referencing this handbook.

# ABOUT THE CROSSING

**OUR VISION** Transforming lives through education by focusing on the heart and mind.

**OUR MISSION** Empowering struggling students to become contributing members of their communities through academics, job training, and faith-based character education.

## AT THE CROSSING, WE ARE RELIT:


**PRIORITIZE** **RELATIONSHIPS**

**PRACTICE** **EMPOWERMENT**

**DEMONSTRATE** **LOVE IN ACTION**

**MODEL** **INTEGRITY**

**AND REGARD THE** **TRUTH**




# 3 to SUCCEED!

**BOX 1**
☒
**EARN CREDITS toward a diploma**  
 Core 40 - minimum 40 credits  
 General Diploma

**BOX 2**
☒
**Learn and Demonstrate EMPLOYABILITY SKILLS through Work-Based Learning (WBL)**  
 The Crossing Level System tracks:  
 - WBL Requirements  
 - Employability Skills  
 - Job Skills  
 - CTE Competencies  
 - CLA/CLT

**BOX 3**
☒
**Postsecondary Readiness Competencies**  
 Meet at least one of these:  
 - CTE Concentrator C average or higher in the 6 credits designated for the CTE Pathway  
 - Industry Certification  
 - Certification from an approved list

THE CROSSING School of Business & Entrepreneurship



## GRADUATION PATHWAY

### WORK BASED LEARNING (WBL) LEVEL SYSTEM

Core 40 Diploma	<b>L4 Employment</b>	Non-Poverty	+	Continuing Education	+	Skill Development	+	Business Partner
	<b>L3 Field Deployment</b>				Capstone	+	Business Partner	
	<b>L2 Field Training</b>	Concentrator A		Concentrator B	+	Business Partner		
	<b>L1 Pre-Training</b>	Principles		Concentrator A	+	Business Partner		

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**EXPECTATION OVERVIEW**

**Attendance** – The student will arrive on time with the necessary supplies and remain in class until the end of their assigned session(s). Any absences or early dismissals require notification from a parent or guardian. Students will maintain a 90% attendance rate. After 5 unexcused absences, a parent meeting will be held.

**Full-Day Programming** - The student is required to attend school for a full day when and where programs are available. This requirement allows students to meet the Indiana Department of Education's graduation requirements via Work-Based Learning.

**Educational Progress** – The student will make daily progress toward completing his/her assignments and will turn them in on a timely basis. All coursework must be completed satisfactorily with 70% mastery or better in order to receive credit in a subject. Students will earn a minimum of five credits per semester.

**Service Learning (SLO)** – All students will participate in SLOs that are offered throughout the year. In addition, students may participate in writing Thank You notes to donors, speaking at meetings, or participating in other service and leadership activities.

**Consideration for Others** – Mutual respect is practiced at the Crossing at all times. The student will show consideration for all persons. The student will behave in a manner such that his/her behavior does not interfere with the learning of the other students and will cooperate with staff requests at all times.

**Dress Code** – Clothing with foul language or suggestion of sex, drugs, or alcohol is not acceptable in the business world or the Crossing. Midriffs and cleavage are to be covered and undergarments are not to show. Any attire that promotes gang affiliation will not be permitted.

**Building Maintenance** – Daily cleaning, upkeep, and building maintenance are the responsibility of all Crossing students and staff. Students will assist in the light cleaning of classrooms, bathrooms, and kitchens.

**Physical Altercations** – Fighting is considered a very serious offense at the Crossing. Students should see a staff member to work on conflict resolution prior to the incident rising to the level of a physical altercation. Furthermore, most students involved in a fight are immediately removed from school.

➤ **General Guidelines**

- Tobacco products, including vaping products, are not permitted on school grounds.
- Students are not permitted to leave campus at any time during school hours unless prior arrangements have been approved.
- A student arriving under the influence of illegal substances will be sent home and will receive additional consequences.
- No weapons of any kind, including pocket knives, are allowed on the grounds of the Crossing.
- Cell phone use of any type is not permitted during school hours. Any cell phone seen or heard by a teacher will be confiscated until the end of the school day. Cell phones will be



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collected by teachers at the start of each session in some locations.

**Key People for You to Know**

- Regional Director
  - Responsible for development, partnerships, and marketing
- Regional Coordinator
  - Oversees the administration of staff, locations, and programming
- Site Leader
  - Person in charge at your campus
- Career Pathway Instructor (Your Teachers)
  - Classroom and Academic Guidance
  - Career Pathway Instruction
  - Character Development
  - General Support

**The Crossing National, Inc. NON-DISCRIMINATION POLICY**

The Crossing National, Inc. admits students of any race, color, national origin, sexual orientation, religion, gender identity, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, sexual orientation, religion, gender identity, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

**Visitors**

Parents are always welcome and encouraged to visit the Crossing. Parents and other visitors must enter the building at the main entrance and check in with Crossing staff. Student visitors are not permitted unless approved ahead of time by Crossing staff and monitored at all times.

**\*All unauthorized visitors will be asked to leave.**

**Attendance**

- Daily attendance is expected at the Crossing.
- Each absence requires a phone call or note from a parent or guardian excusing the absence. If no phone call or note is received, staff will call the student's parent/guardian and the absence may be reported as unexcused. One hour into each academic session, SchoolMessenger will pull an attendance report of all of the students marked absent unexcused. If you have opted to receive text messages from SchoolMessenger, you will receive a message informing you of your student's absence and that you will need to contact the school.
- A parent phone call or note is also expected when students are arriving late or leaving early for appointments. These arrangements should be made at least 24 hours ahead of time.

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- Phone calls made to excuse absences can be made 24 hours a day. If there is no one available to answer the phone, a voicemail message should be left. Parents/guardians are also free to contact the student's Career Pathway Instructor at their personal number if provided.
- Attendance records are shared with students' home high schools as applicable.
  - Excessive absences and/or tardiness may result in a student losing his/her slot as a student at the Crossing.

#### Reporting and Verifying Absences

Absences must be verified by a phone call from a student's parent or guardian. This phone call should be received within 24 hours of a student's return to school. Parents and guardians may call the school voicemail 24 hours a day, seven days a week.

UNDER NO CIRCUMSTANCES IS A STUDENT TO LEAVE THE BUILDING DURING THE SCHOOL DAY WITHOUT THE PERMISSION OF A SCHOOL ADMINISTRATOR OR CROSSING STAFF. FOR STUDENTS UNDER THE AGE OF 18, STAFF MUST ALSO RECEIVE PERMISSION FOR THE STUDENT TO LEAVE THE BUILDING FROM A PARENT OR GUARDIAN.

**Note:** Attendance is an important key to success at the Crossing. Each day that a student is absent is one less day to complete coursework. When a student is absent, that student could miss critical coursework from a Small Learning Group (SLG). However, **since a student is working at a self-directed pace, the student can always log onto their curriculum from any computer with an Internet connection and complete coursework.** It is also important to note that **if a student does not complete his/her course by the end of the grading period, he/she will have to restart the course at the beginning of the next grading period.** Courses at the Crossing are complete only when students demonstrate mastery of the course as defined by the standards-based curriculum.

#### Withdrawal from School/Transfer to Another School

Parent/guardian contact with the Career Pathway Instructor and Location Leader is required before a student can be officially withdrawn from the Crossing. A student and their parent/guardian must complete a **Withdrawal Form** and potentially participate in an **Exit Interview**, at the discretion of campus and administrative staff, before the withdrawal becomes official. If a student is transferring, all records will be forwarded to the student's new school. If the student drops out of school their withdrawal form becomes part of his/her record.

\* Except for very rare circumstances, students under the age of 18 **must** be transferring to another school in order to withdraw from the Crossing.

#### Schedule Assignment

- Students will be assigned a schedule upon enrollment (academics, job training, etc.). All students will attend 7 hours per day (which includes a break for lunch) unless otherwise determined per location and program availability.
- Sessions will be assigned based on student needs and available Work-Based Learning and

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Classroom openings.

- Crossing staff will try to accommodate work schedules. However, school ultimately takes precedence over work.
- Only the Site Leader is authorized to make schedule changes.

### Credits and Graduation

The Crossing graduation requirements mirror the state diploma requirements (see next page). All required credits can be earned at the Crossing. Credits earned at previous schools can typically be “transferred in” to the Crossing to count towards graduation requirements.

Students are eligible to graduate from the Crossing after their seventh semester of high school (the middle of their cohort senior year).

The following guidelines apply to students who are sponsored by a public school:

- All credits earned at the Crossing are added to a student’s official transcript at their sending school.
- If a student earns an A in a course at the Crossing, that course will appear as an A on the student’s transcript.
- When students graduate, they earn a diploma from their sending high school\* and therefore must adhere to those diploma requirements.
- While many sending schools permit students who have completed their graduation requirements at the Crossing to participate in their graduation ceremonies, please communicate with the sending school to confirm whether your sending school allows it.
- In addition, all Crossing graduates are welcome to participate in the Crossing graduation ceremonies. This is true even if they also participate in their sending school ceremonies.

\*Unless otherwise noted by Location Leader

### Graduation Requirements

The Indiana Department of Education (IDOE) states that all students are expected to earn a Core 40 diploma. If a student wishes to receive a General diploma, a formal opt-out procedure must be followed. Both the student and a parent or guardian must attend a meeting with the Location Leader where they will explain the repercussions of achieving a General diploma as compared to a Core 40 diploma. The student and parent will then sign a form stating that they understand these things and are officially opting for the General diploma. If the student is sponsored by a public school, the principal/guidance must be included in the process of switching the student to a General Diploma.

The Indiana State Board of Education adopts course and credit requirements for earning a high school diploma. Current course and credit requirements went into effect for students who entered high school in the fall of 2012 (Class of 2016). Students have the option of earning an Indiana Diploma with the following designation(s):

- General
- Core 40
- Core 40 with Academic Honors (AHD)

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(For more information regarding specific diploma requirements, see pages 21-23)

To earn an Indiana Diploma, students in the graduating class of 2023 and beyond must:

- Meet course and credit requirements; and
- Learn and demonstrate Employability Skills; and
- Complete a Graduation Pathway

(For more information regarding specific diploma requirements, see pages 21-23)



The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

**OVERVIEW**

*Students starting with the Class of 2023 must meet all of the following:*

- 1 Credits**
- 2 Learn & Demonstrate Employability Skills**
- 3 Postsecondary-Ready Competencies**

The graphic features a circular diagram with three steps: 'Earn Credits' (top), 'Verify Employability Skills' (bottom right), and 'Prove Competency' (bottom left). In the center is a large number '3' with the word 'Succeed' below it. To the right of the diagram is the text 'Indiana GRADUATION PATHWAYS' with a yellow star above the 'i' in Indiana.

**\*In addition to the IDOE requirements, all Crossing students must complete Interpersonal Relationships, Personal Finance, Senior Seminar, and a Work-Based Learning (WBL) experience before graduating. See pages 21-23 for IDOE requirements.**

### Curriculum and Course Offerings

➤ Curriculum

- Work-based Learning - A variety of Career Pathway courses are offered and are required for graduation. These courses include an online component as well as hands-on experience and instruction. Students learn firsthand how to operate in the workforce, learning what it takes to be successful while gaining both an education and valuable technical skills within their chosen pathway
  - The Crossing offers Business Management and Administration under the Supply Chain Management Pathway. The actual WBL experiences offered at each location varies based on current Business Partnerships.

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- Students can progress through Levels 1-4 as they gain experience and take on leadership roles at their specific location/program. See the graphic on page 6 for more information.
  - Much of the academic curriculum at the Crossing is computer-based.
  - Classes have online and offline components that must be completed before a credit can be earned. All Crossing courses are semester length and credits are only awarded at the end of S1 and the end of S2. If mastery in a course is not met by the end of a semester, students are likely to have to restart that class when they return the following semester.
  - Some elective courses are project-based and have no online component.
  - Edmentum provides the online curriculum for the courses offered at the Crossing.
    - Edmentum is a mastery-based system.
      - Students can only progress through the course by demonstrating mastery of the skills and/or concepts of a particular course.
      - If students fail to master a section of a particular course, they are required to review the material and continue to practice the skill until they can demonstrate mastery.
- Course Offerings
- The Crossing offers courses that allow students to earn a General, Core 40, or Academic Honors Diploma.
    - For a complete list of Crossing course offerings, please contact your Location Leader.
  - Students are also given the opportunity to earn credits through our Work-Based Learning Program.
  - Students are expected to earn a minimum of 5-6 credits per semester.
    - When a course is complete, students will be assigned their next course.
    - Courses are assigned by a student's Career Pathway Instructor (CPI) with guidance from the School Services Department.

**Additional Programming**

- **Leadership** – Our leadership program develops the natural leadership abilities of our students through academic and practical experiences. Leadership at the Crossing is developed and cultivated through two main avenues:
- **Service Learning Opportunities (SLO)** – THE MAIN OBJECTIVE is to assist students in contributing to their community. Students gain a better understanding of the needs in their community and discover ways in which they can serve to meet those needs.
  - **Extended Learning Opportunities (ELO)** - THE MAIN OBJECTIVE IS to develop and deepen student/teacher relationships through adventure activities. Extended Learning Opportunities focus specifically on transformation of the heart and the mind while recognizing that this is a process achieved one victory at a time.
  - **Work-Based Learning (WBL) Experience** - THE MAIN OBJECTIVE is to develop leadership skills through working with others (students, staff, and mentors), training other students, and managing processes within the WBL experience. See page 13 for more details.
- **Character** – We are as concerned about the quality of character our students develop as we are about the quality and completion of their education. Character development at the Crossing

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utilizes the following three pillars as a framework to assist our students in implementing and measuring the effectiveness of their personal and spiritual growth opportunities.

- o **Family Time** – This vital piece of our lifestyle at the Crossing takes place every day for 30 minutes. Each member of the school participates—all staff and students. The goal of Family Time is to create an atmosphere that will allow all participants to be transparent. We want to create a safe environment to enable students to enlarge their awareness of God and to empower them with practical critical thinking skills to make right choices using the principles and precepts of the Bible as the backbone. This happens through discussion, self-discovery, intentionally-directed questions, and clear and practical challenges for growth.
  - o **God Talk** – This group is voluntary and meets once a week. The goals of God Talk are to:
    - Intentionally develop a Biblical worldview.
    - Allow the Holy Spirit opportunity to accelerate the process of genuine conversion and character development.
    - Provide an opportunity for students to ask questions and, through discussion and Biblical teaching, discover truth.
  - o **Mentoring Relationships** – At the Crossing, we believe that without significant relationships our students will not experience significant change. We believe that positive adult influences in our students' lives will be of great assistance to them in both their character development and their educational pursuits.
- **Careers** – The purpose of our Careers component is to understand the relationship between school and work and the necessity for extended occupational training during and after high school. It is intended to expose students to broad aspects of a particular industry or career cluster.
- o **Work-Based Learning (WBL)** – Through WBL, all students are expected to earn one or more CTE (Career and Technical Education) credits in one of the following Crossing programs:
    - School-Based Enterprise (SBE) – SBEs are businesses run by students that offer various products and services to the local community.
    - Satellite Work Team – Students will complete their WBL experience at a local business under the direct supervision of Crossing staff. Two situations exist for students in Satellite programs to complete their academic coursework. Students may spend their entire day at the local business and complete their academic course work in a classroom on-site. Or students may return to their local Crossing campus to complete their academic coursework. Both half-day models and alternating days models are used depending on the location and business partners' needs.
    - Pre-apprenticeships – Students in individual pre-apprenticeships work 10-15 hours per week for a nine-week period in their career interest area.
  - o **Certification** – Students have the opportunity to enroll in partner programs that offer Industry Certification.
  - o **Dual Credit** – Local colleges offer students the opportunity to earn college credit while still in high school by completing courses on their campus.
  - o **Graduation Pathways** – with guidance from the state of Indiana, the Crossing has

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developed multiple Graduation Pathway options. These pathways are designed to equip students with employability skills and technical skills that will prepare them for success in the workforce and following their high school graduation. For more information contact your Site Leader or Career Pathway Instructor (CPI).

**Academic Information**

- Structure of Courses (Edmentum)
  - All Edmentum assessments (quizzes and tests) require students to attain mastery status.
  - Mastery status is set at 70% – students must earn an 70% on quizzes and unit tests to earn credit for that assignment
  - In addition to work completed through Edmentum, additional offline assignments will need to be submitted before a credit can be granted
  - **ALL** work must be completed and submitted before a credit can be granted and credits will only be awarded at the end of each semester. See CPI (Instructor) for specific course requirements.
- Working at Home
  - Because of the set-up and features included with Edmentum, students may have the opportunity to complete work at home outside of school hours.
  - Assessments must be completed at school but there may be work that students can complete at home.
  - Work done at home must only be completed by the student.
  - Students suspected of cheating may lose the opportunity to earn the credit for a course. Repeated offenses of cheating may result in students being removed from the Crossing.
  - Daily attendance is still required of students completing work at home.
    - Working at home will not excuse absences from a student's daily attendance record.
- Grading
  - As a result of the mastery-based coursework, it is difficult to assess a student's grade until all coursework is complete
  - Progress through a course is the best assessment of a student's current achievement level in a course prior to completing the course
    - Students or parents may contact the school at any time to inquire about a student's academic progress at the Crossing.

**Cheating/Plagiarism**

- **Cheating involves any of the following:**
  - Accessing another student's account
  - Allowing other individuals to complete your work at home or at school
    - Students completing another student's work are equally guilty of cheating
  - Using internet sites that post unauthorized information from Edmentum to complete the Crossing coursework
- **Plagiarism involves any of the following:**
  - Copying and pasting text information from the internet and submitting it as original

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work

- Failing to cite or recognize the source of reference information used to complete an assignment

➤ **How to Avoid Cheating and Plagiarism**

- Do your own work!
- Use appropriate resources that are available to you
  - Ask a teacher for help
  - Use the material provided in the Edmentum lessons – it is safe to assume that Edmentum wrote the test questions from material that was covered in the lesson.
  - Take good notes and use them
- When working on projects, search the Internet using keywords only

➤ **Cheating and/or plagiarism carry severe consequences for students including:**

- Removal from the Crossing
- Loss of opportunity to earn credit in courses in which cheating/plagiarism has taken place
- Restricted internet privileges

**Testing**

➤ SAT

- Students in the class of 2023 and beyond will take the SAT during their junior year of high school. The SAT will fulfill the testing requirements for the state of Indiana and is also required by some colleges for admission. As such, this test is important and should be taken seriously by all students, whether they plan to attend college after high school or not.

**Transportation**

- Students are expected to find their own way to school. Keep in mind that behavior en route to and from school can impact school performance. Several campuses work with the home high school to arrange bus transportation; please ask your Site Leader for clarification.

**Closings and Delays**

- Crossing campuses delay or cancel school for weather at the discretion of the campus leadership, while taking into account the local public schools decision to close or not. Please communicate with your Location Leader to understand the cancelation policy of your campus.

**Student Conduct**

- **Bullying and Intimidation (I.C.20-33-8-0.2)**

It is the policy of the Crossing to maintain a learning and working environment that is free from all forms of bullying. This commitment applies to all school corporation operations, programs, and activities. These rules apply when a student is on school grounds immediately before, during, or after school hours, or at any time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from a school activity, function, or event; or using property or equipment provided by the school. All students share



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responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

Bullying and Intimidation are defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

- **Anti-Harassment Policy**

It is the policy of the Crossing to maintain a learning and working environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school corporation operations, programs, and activities. These rules apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from a school activity, function, or event; or using property or equipment provided by the school. All students share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property by staff to staff, staff to student, student to student, and student to staff, or at another location if such conduct occurs during a school-sponsored activity.

- **Family Educational Rights and Privacy Act**

The Family Educational Rights Act (FERPA) affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access: Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate: Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the

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School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA.

-Family Policy Compliance Office, U.S. Department of Education, Washington, DC

### Health

- **Immunization Requirements**

- All students attending the Crossing must have all required immunizations on record. Immunization records are held by a student's sending school, if applicable. If a student does not have a sending school, immunization records must be collected by the Crossing prior to a student starting school.

- **Administering Medications**

- PRESCRIPTION Medication **will not** be administered at the Crossing. NON-PRESCRIPTION Medications, such as non-aspirin pain relievers or cough drops, will not be administered to a student unless written permission by their parent or guardian is on file at the school.

### Miscellaneous Information

- **Emergency Drills and Situations**

- Monthly emergency drills are required by law as a safety measure to protect students in case of disaster. It is the obligation of each student to know and obey all rules and regulations concerning these drills. Proper exiting routes are posted in each room.
- Evacuation drill and shelter drill procedures are posted for each classroom. When an evacuation or shelter drill is held, or in the case of an evacuation or shelter warning, students will be notified to follow announced procedures and regulations.
- Active threat drills are also conducted regularly.
- Civil-defense procedures for the safety of students during emergencies when students are not to be removed from the building may be implemented by all teachers and staff. There is to be no talking during a drill. Be alert and follow the directions of the person in charge.

- **Campus Contact Information**

- Go to [www.crossingeducation.com](http://www.crossingeducation.com), hover over "About" at the top, and then click "Locations". From there, select your campus to find contact information.

- **Cell Phone and Personal Device Policy**

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- Cell phone use of any type is not permitted during school hours. Any cell phone seen or heard by a teacher will be confiscated until the end of the school day.
- **RELEASE OF LIABILITY:** The Crossing is not responsible for any damaged, lost, or stolen cell phones or other personal devices. Neither the Crossing nor the Crossing's IT department will be responsible for any repair of a student's personal device. Students are responsible for securing and/or protecting their own cell phones and personal devices.

**Technology Usage**

- This policy and its related administrative guidelines and the Student Handbook govern students' use of the Corporation's personal communication devices (such as computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or Ed-Tech).
- The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

**Internet and E-Mail Acceptable User Agreement**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Crossing School of Business and Entrepreneurship (CSBE) provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the CSBE imposes reasonable restrictions on its use consistent with its limited educational purpose.

Internet access and e-mail accounts are available to students and staff at CSBE. We believe the Internet offers vast, diverse, and unique resources to both students and staff. On a global network it is impossible to control all materials and a persistent user may discover controversial information. CSBE believes that the benefits of Internet access to educators and students in the form of information, resources, and opportunities for collaboration far exceed any disadvantages.

Parents/guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the CSBE has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

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The continued availability of the Internet and e-mail system at CSBE relies upon the proper conduct of its users. Guidelines are provided in this document so that students and their parents/guardians are aware of the responsibilities that accompany the privilege of using the Crossing's Internet and e-mail systems for educational purposes.

**Guidelines for Use of the Internet**

1. The use of school computers must be consistent with the educational objectives of CSBE. Accessing or transmitting materials that are obscene or sexually explicit is prohibited. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are also unacceptable.
2. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyright material and threatening or obscene material.
3. Users shall abide by the rules of the Internet and e-mail systems. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of the network, Internet, or e-mail systems to other users.
4. For their own safety, users should not reveal any personal addresses or telephone numbers.
5. All communications and information accessible via the network and Internet should be assumed to be private property and subject to copyright protection. Use of these sources shall be credited appropriately as with the use of any copyrighted material. In some cases, the author's permission may need to be obtained before materials may be used.
6. Attempts to gain unauthorized access to system programs or computer equipment are prohibited.
7. Students may not install or reconfigure the computers at CSBE without permission of technology staff or administration.
8. Any attempt to harm, modify, or destroy the data of another user is prohibited.
9. CSBE reserves the right to remove any user for inappropriate use of the Internet, e-mail, and/or computer equipment.

**Student Accounts:**

All students at The Crossing are assigned a unique email address for school purposes. This address should be used to communicate with teachers and other staff members, as well as to access messages, files and resources related to their studies. With this address, students can easily stay connected to the school community and ensure they receive important updates. Students have the option upon graduation to take any created coursework with them if they choose.

**Peer-to-Peer (P2P) File Sharing**

**A. P2P Definition**

Peer-to-Peer (P2P) file sharing software refers to the use of the following prohibited software and its clones: BitTorrent, Audio Galaxy, Kazaa, iMesh, Morpheus, Gnutella, Bearshare, Limewire, Napster, Winmix, Edonky2000, Direct Connect, etc.

The Crossing Technology Department (CTD) is responsible for the design throughout, availability, and

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overall health of the network. The CTD does not monitor the specific data or files that users download or copy over the network. However, the CTD does monitor and study specific types of network traffic and the programs that generate this traffic. P2P software, when abused, can saturate an entire network and leave all of its users with poor to non-existent performance. To prevent this type of abuse, accidental or intentional, all network users must adhere to this policy for the responsible use of P2P software.

**B. Use of P2P Software**

- 1) The Crossing's computing and telecommunication resources shall not be used for any type of P2P file sharing without the expressed consent of the CTD, Superintendent/CEO, or Designee.
- 2) The Crossing will consent to the use of P2P software on a per-user basis only when provided with specific written purposes directly related to, or in support of, the academic research or administrative activities of the Crossing.
- 3) Permission to use P2P software will be revoked at the discretion of the CTD, Superintendent/CEO, or Designee; this includes, but is not limited to, the following reasons: service abuse, degradation of the performance of the network, use for purposes other than Crossing business.

**C. User Responsibility**

- 1) Network users shall not knowingly download, install, or use P2P software.
- 2) Network users shall remove any P2P software that is discovered on any resource attached to Crossing School network, including personal property, unless granted specific permission by the CTD.

**Indiana General High School Diploma**

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Course and Credit Requirements (Class of 2016 & Beyond)	
English/Language Arts	<b>8 credits</b> Credits must include literature, composition and speech
Mathematics	<b>4 credits (in grades 9-12)</b> 2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <i>General diploma students are required to earn 2 credits in a Math course or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</i>
Science	<b>4 credits</b> 2 credits: Biology I 2 credits: Any science course <i>At least one credit must be from a Physical Science or Earth and Space Science course</i>
Social Studies	<b>4 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
Physical Education	<b>2 credits</b>
Health and Wellness	<b>1 credit</b>
<b>College and Career Pathway Courses</b> Selecting electives in a deliberate manner to <u>take full</u> advantage of college and career exploration and preparation opportunities	<b>6 credits</b>
Flex Credit	<b>5 credits</b> Flex Credits must come from one of the following: <ul style="list-style-type: none"> <li>• Additional elective courses in a College and Career Pathway</li> <li>• Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>• High school/college dual credit courses</li> <li>• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
Electives	<b>6 credits</b> Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.
<b>40 Total Credits Required</b> Schools may have additional local graduation requirements that apply to all students	

Schools may have additional local graduation requirements that apply to all students. The Crossing requires all students to earn credit in Personal Finance, Interpersonal Relationships, Senior Seminar, and job training before they are eligible for graduation.



Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math course or quantitative reasoning course each year in high school</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students. **The Crossing requires all students to earn credit in Personal Finance, Interpersonal Relationships, Senior Seminar, and job training before they are eligible for graduation.**

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are required to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.



## **CORE40** with Academic Honors

*(minimum 47 credits)*

For the **Core 40 with Academic Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits  
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    - 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    - 2. 2 credits in AP courses and corresponding AP exams,
    - 3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.\*\*
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

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Crossing School of Business & Entrepreneurship Course Sequence:

Crossing School of Business & Entrepreneurship 2023-2024 Course Sequence (Core 40 Diploma + Pathway)									
Grade / Semester		English	Math	Science	Social Studies	PE/Health	Pathway Courses	Other Electives	Credits per Semester
9	S1	English 9 A	Algebra I A	Biology A	US History A	Health & Wellness			5
	S2	English 9 B	Algebra I B	Biology B	US History B			Interpersonal Relationships	5
10	S1	English 10 A	Geometry A	Earth/Space Science A		PE I	4562A Principles of Business Mgmt		5
	S2	English 10 B	Geometry B	Earth/Space Science B		PE II	4562B Principles of Business Mgmt		5
11	S1	English 11 A		ICP A	World History A		7155A Logistics & Mgmt	Personal Finance	5
	S2	English 11 B		ICP B	World History B		7155B Logistics & Mgmt	Elective	5
12	S1	English 12 A	Algebra 2A		Government		7142A Supply Chain Mgmt	Senior Seminar	5
	S2	English 12 B	Algebra 2B		Economics		7142B Supply Chain Mgmt	Elective	5
Credits / Content Area		8	6	6	6	3	6	5	40

Crossing School of Business & Entrepreneurship 2023-2024 Course Sequence (General Diploma + Pathway)									
Grade / Semester		English	Math	Science	Social Studies	PE/Health	Pathway Courses	Other Electives	Credits per Semester
9	S1	English 9 A	Algebra I A		US History A	Health & Wellness		Elective	5
	S2	English 9 B	Algebra I B		US History B			Interpersonal Relationships	5
10	S1	English 10 A		Biology A		PE I	4562A Principles of Business Mgmt	Elective	5
	S2	English 10 B		Biology B		PE II	4562B Principles of Business Mgmt	Personal Finance	5
11	S1	English 11 A	Business Math A	Earth/Space Science A	World History A		7155A Logistics & Mgmt		5
	S2	English 11 B	Business Math B	Earth/Space Science B			7155B Logistics & Mgmt	Elective	5
12	S1	English 12 A			Government		7142A Supply Chain Mgmt	Senior Seminar + 1 Elective	5
	S2	English 12 B			Economics (QR)		7142B Supply Chain Mgmt	3-4 Electives	5
Credits / Content Area		8	4	4	4-5*	3	6	10-11	40

## APPENDIX A:

All students and parents/guardians will be provided the “Student User Agreement and Guidelines” (see below). This agreement is made effective upon receipt of a Chromebook, between The Crossing School of Business & Entrepreneurship (“CSBE”), the student receiving a Chromebook (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at CSBE, will agree to the terms of this agreement.

### **Student Chromebook Use Agreement and Guidelines**

Please read this entire document carefully,

This agreement is made effective upon receipt of a Chromebook, between The Crossing School of Business & Entrepreneurship (“CSBE”), the student receiving a Chromebook (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at CSBE, hereby agree as follows:

#### **Equipment:**

1. **Ownership:** CSBE retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, CSBE administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
2. **Equipment Provided:** Efforts are made to keep all Chromebook configurations the same within each school. All systems include ample RAM, hard-disk space, open office software, and wireless network capability. CSBE will retain records of the serial numbers, asset tags, and overall management of the provided equipment.
3. **Substitution of Equipment:** In the event the Chromebook is inoperable, CSBE has a limited number of spares for use while the Chromebook is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a Chromebook or to avoid using the Chromebook due to loss or damage. However, the student must have a device that will allow them to complete the work necessary by the CSBE.
4. **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup indispensable data as necessary. CSBE does not accept responsibility for any such files or software.
5. **Responsibility for Installed Software:** The Student may not install or uninstall any software to the Chromebook without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

**Damage or Loss of Equipment:**

1. **Responsibility for Damage:** The student is responsible for maintaining a 100% working Chromebook at all times. The student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the Standards for Proper Chromebook Care below, for a description of expected care. The Student and Parent will be responsible for all damage, including the cost of a replacement Chromebook, caused by misuse or negligence of the Student that is not covered by the warranty.
2. **Responsibility for Loss:** In the event, the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of the replacement.
3. **Actions Required in the Event of Damage or Loss:** Damaged and/or lost Chromebooks must be reported immediately to the Helpdesk. If the Chromebook is stolen or vandalized while not at CSBE or at a CSBE-sponsored event, the Parent shall file a police report.
4. **Philosophy:** CSBE encourages the use of student email as an effective and efficient way to improve communication between students, faculty members, and administrative staff. The primary purpose of student email is to support teaching and teaming. This student email account is hosted with Google, thereby giving students access to resources like Google Drive and Google Office Suite (word processor, spreadsheet, and presentation software). This allows teachers and students to share information housed in these file areas with others.
5. **Official Email Address:** All students in grades 9-12 will be assigned a CSBE email account. This account will be considered the student's official CSBE email address until such time as the student is no longer enrolled in the CSBE district.
6. **Prohibited Conduct:** Student email may not be used in the following ways:
  - Unlawful activities
  - Commercial purposes
  - Personal financial gain
  - False identity in email communications
  - Misrepresentation of the Crossing School of Business & Entrepreneurship
  - Interference with CSBE Technology through
    - Electronic chain letters
    - Unsolicited electronic communications
    - Disruption of electronic communications
    - Harassment or bullying
7. **Access Restriction:** Access to and use of student email is considered a privilege accorded at the discretion of CSBE. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Building Administration to forward to the Corporate Technology Department for further investigation and adjudication.

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8. **Privacy:** The general right of privacy will be extended to the extent possible in the electronic environment. CSBE and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right to privacy of a user and the need for system administrators to gather necessary information. System administrators may have to examine activities, files, and electronic mail hardware. Users of student email are strictly prohibited from accessing files and information other than their own. The district reserves the right to access students' CSBE email accounts, including current and archival files of user accounts when there is a reasonable suspicion that unacceptable use has occurred.

**General Care**

1. Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
2. Do not remove or interfere with the serial number, asset label, or any identification placed on the Chromebook.
3. Do not do anything to the Chromebook that will permanently alter it in any way.
4. Keep the equipment clean. For example, avoid eating or drinking while using the Chromebook.

**Carrying the Chromebook**

1. Always store the Chromebook in a case or sleeve.
2. Do not grab and squeeze the Chromebook, as this can damage the screen and other components.
3. Remember to log in when coming to school and log out before leaving so files are backed up.
4. Do not lift the Chromebook by the Screen. Always pick up your chromebook from the base.

**Screen Care**

1. The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
2. Do not touch the Chromebook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Chromebook screen cleaners.
3. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD-type screens only.
4. Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

**Battery Life and Charging**

1. Arrive at school each day with a fully charged battery. Establish a routine whereby each evening you leave your Chromebook charging overnight.
2. Avoid using the charger in any situation where anyone is likely to trip over the cord.

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3. Do not let the battery completely drain. Charge when the battery reaches 15% capacity. Immediately shut down if you are unable to connect to the charger.
4. Close the lid of the Chromebook when it is not in use to save battery life and protect the screen.
5. Adjust brightness to a lower level to add longevity to your daily battery life.

**Personal Health and Safety**

1. Avoid lengthy use involving repetitive tasks (such as typing and use of the trackpad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
2. Read the safety warning included in the user guide.

**Student Handbook Agreement**

I, (Student's Name) \_\_\_\_\_ have received a copy of the 2023-2024 Crossing School of Business and Entrepreneurship Student Handbook and understand that it is my responsibility to comply with the policies within it.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_