



# Parent & Student Manual

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**2023-2024**

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# ***Introduction***

### **History**

Crossroads Christian Academy was established to provide an environment of academic excellence conducive to developing educated citizens with a Biblical worldview, who are prepared to represent our Lord Jesus Christ in all walks of life. Located in southeast Georgia, Crossroads Christian Academy was the vision of educators, business leaders, and parents who were lamenting the deplorable state of the civility of the youth in our community. Thus, the decision for classical education in Waycross, Georgia, was born in the fall of 2017. The decision was made to establish a school, governed by a board of directors and not connected to a particular church body.

### **Statement of Faith**

- ❖ We believe the Bible to be the only inerrant and authoritative Scripture.
- ❖ We believe in one true and living God existing in three persons: Father, Son, and Holy Spirit, co-equal and co-eternal.
- ❖ We believe that the heavens, the earth, and all things in them were created by God.
- ❖ We believe God created man in His image, and the first man, Adam, sinned against God incurring physical and spiritual death for himself and for all who descended from him by ordinary generation.
- ❖ We believe all men are born with a sinful nature and need the Savior, Jesus Christ, to be reconciled to God.
- ❖ We believe in one Lord, Jesus Christ, the eternal Son of God, truly God and truly man, begotten of the Holy Spirit and born of the Virgin Mary.
- ❖ We believe in the present ministry of the Holy Spirit, indwelling the saved sinner and enabling him to live a godly life.
- ❖ We believe in the bodily resurrection of Jesus Christ from the grave, His ascension into heaven, His session to the right hand of the Father, and His personal and visible return to this earth at the end of the age.

### **Statement of Philosophy/Purpose**

Crossroads Christian Academy was established to provide an environment of academic excellence conducive to developing educated citizens, with a Biblical worldview, who are prepared to represent our Lord Jesus Christ in all walks of life.

Crossroads Christian Academy's philosophy is found in the theme verse: "He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ." (Colossians 1:28, New International Version)

### **Goals**

- Provide the highest quality education for children that is Christ-centered
- Equip our faculty with the training and tools to teach a Christ-centered classical curriculum
- Help parents fulfill their educational obligation consistent with the Holy Scriptures

### **Vision**

#### **Our Students**

Crossroads Christian Academy's students will be academically equipped, biblically grounded, and spiritually nurtured to impact their world for Christ.

#### **Our Faculty**

Professional and diligent in their work, our faculty are called and equipped to teach and inspire, love and nurture students, and have a passion for the subjects they teach. They clearly understand how Christ-centered classical education works in their classrooms, and they possess a lifelong desire to learn and grow.

#### **Our Parents**

We wish to cultivate in our parents a sense of community and responsibility toward the school; to see them well informed about the goals of the classical and Christ-centered approach. We strive to encourage them to be actively and intently involved in and excited about the school.

#### **Our Community**

Finally, in our relationship with our community, we aim to be above reproach. We seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

### **Opening School Prayer**

Dearest Lord, teach me to be generous; teach me to serve You as You deserve; to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labor and not to ask for reward save that of knowing I am doing Your Will. Through Christ Our Lord, Amen.

### **Closing School Prayer**

We give thanks, merciful God, for the instruction and direction which we have received. Grant us Your grace, that we may remember this lesson and carry it into action, for Your glory and our eternal salvation. In the name of the Father, the Son, and the Holy Spirit, Amen.

# ***Admissions***

### **Requirements**

Crossroads Christian Academy admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available by this school. It does not discriminate based on race, color, and national ethnic origin, in its administration of educational policies, athletic programs, or other school-administered programs.

### **Procedures**

Prospective parents must set up an interview with the headmaster, at which time determination will be made as to the eligibility of the student(s) for consideration for admission. The following requirements must be met for this consideration. Hybrid students are eligible for scholarship consideration.

- Submit application accompanied by a \$50 application fee
- Submit required forms:
  - Scholarship Application
    - Alyn
    - General: In-House, Veteran, Anonymous
  - Certification of Immunization Form 3231
  - Birth Certificate
  - Social Security Card (copy)
- Submit transcripts from the previous school or sign the Records Release Form
- Take a reading and math assessment

### **Re-enrollment**

Follow the above admission requirements.

### **Transfer Students**

Transfer students follow the same procedures as above, and we accept students throughout the entire year.

Home school students in high school are allowed to transfer in no more than 4.5 high school home school credits per year, with a maximum of 9 total home school credits. Additionally, the high school student will take an assessment for each credit that is transferred.

### **Sports Eligibility**

Students must be enrolled in no fewer than two classes at CCA in order to be eligible to try-out and participate in athletic teams affiliated with CCA.

# ***Finances***



## **Tuition and Fees**

Crossroads Christian Academy recognizes the low-income status of our area making private school accessibility difficult to families in the area. After surveying other private schools in the area, tuition is set at a level making Christian education more affordable to our community. It is the goal of CCA to provide scholarship assistance to families having the desire for Christian education. (See CCA Tuition and Fees)

## **Financial Policies**

Tuition is the only means of regular income for our school. Payment must be made on time for us to meet our obligations. Tuition is due on the first of each month. After the 15<sup>th</sup>, a late charge of \$75 will be added to the account. For every consecutive month, thereafter, a \$75 charge will be applied on the 1st day of the month. If an account is in default past 60 days, the account will be suspended, and the student(s) may not be able to attend until payments are received (including late fees). No Progress Reports, Report Cards, or records will be released to the parent or other requesting educational institution if the student's tuition account is delinquent. Students participating in dual enrollment do not receive financial credit for courses taken elsewhere and must pay full tuition.

### **Payment Methods:**

We accept cash, check, or credit/debit card for payment. Parents/guardians may pay through the student information system by electronic check.

### **Returned Check:**

If a check is returned due to non-sufficient funds, the payer will be notified and required to submit an alternate form of payment, along with a \$35 charge.

### **Full Year Obligation**

The parent understands that the commitment to pay tuition is for the entire school year. However, a prorated rebate (not to exceed half of tuition) will be granted in the following circumstances:

1. The student moves outside the school area 50 miles from the school with 60 days of written notice.
2. The student experiences extended physical illness and is unable to attend school for remainder of the year.
3. If the student enrolls after the school year has begun, the financial responsibility will be for the months attending.

The signature of one or both parents signifies acknowledgment of the financial responsibility of this contract.

Students participating in dual enrollment must pay full tuition.

# ***Attendance***

## Absence Policy

In accordance with Georgia Law, (160-5-.02) students are required to attend school for 180 days or its equivalent hours of instruction:

### **School Day:**

- Pk3: 8:00 12:00
- Pk4- 2nd grade- 8:00 AM- 3:00 PM
- 3rd-12th grade- 8:00 AM - 3:30 PM

A student must attend school until **12:00 PM** to be counted present for the day. Any student who leaves school before **12:00 PM** will be counted absent

### **Excused Absence:**

- Personal illness: A doctor's excuse must be brought to class the day the student returns.
- Parent (handwritten or email) explaining illness
- Family emergency or death
- Court order mandating the student's absence
- Special or recognized religious holidays
- Conditions which make attendance hazardous or impossible (weather, etc.)

### **Unexcused Absence/Students who have:**

- More than five (5) unexcused absences in a school year (without a valid written excuse) is considered truant. Georgia Compulsory Attendance Law(O.C.G.A. 20-2-690.1)
- More than 10 unexcused absences may be required to repeat grade or if a high school student, may not receive credit for the class or classes.

### **Tardy Slip**

A student is tardy when he/she arrives at school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period. Students who are late must go to the office to receive a tardy slip before going to class.

### **Consequences**

- Five or more tardy slips in a grading period could result in a lowered course grade, course failure, or could affect a student's enrollment for the following year.
- Unexcused absences over **five** per quarter could result in expulsion.
- All upper school students who are habitually tardy (more than five tardy slips) will not be permitted to enter class until the class break for the remainder of the school year if they are late. A meeting with parent(s) will be called and plans to correct behavior will be discussed. In other words, the first five tardy slips represent the grace period for students to learn the importance of promptness and discipline. Tardiness disrupts the class and will not be continually tolerated.
- If a student is absent for more than half of the day, they may not participate in sports or other school activities/events without permission from the headmaster.
- 15 unexcused absences in a class over the course of an academic year or 7.5 absences in a class per semester will result in a failing grade, unless granted special permission by school board and administrator.

### **Parent/Student Responsibilities**

Parents are responsible for providing a phone call, or note to the administration, indicating the time and reason for early dismissal. Those students who are of driving age must have a parent call the school or send a note to sign the Tardy/Early Departure Log before leaving school early.

Students will only be allowed to leave with pre-approved persons. Upon enrollment, the parent must provide a list of those who are approved to pick up his/her child(ren). Should a situation arise that requires someone to pick up a child who is not on the parent's list, the notification must be made by phone call, in writing or email to the office before the child is picked up. Proof of identification will be required for said person to pick up the student. Everyone who picks a child up early must sign the Tardy/Early Departure Log located in the school office. No student may leave the school during regular school hours without being signed out.

Students will not be allowed to leave school property during school hours unless they are participating in an approved school activity, are accompanied by a parent or guardian, or unless prior arrangements have been made with school administration.

### **Teacher Responsibilities**

Teachers must keep their daily attendance records for each class. If attendance disputes arise, the administration will consult the teacher's attendance records.

#### Grammar School Absence:

- Parents can check agendas for weekly homework assignments.
- Teachers should set aside times during the school day, but not during special classes (i.e. Art, PE, Music), for students to complete quizzes and tests.

#### Upper School Absence:

- Ultimately, it is the student's responsibility to collect make-up work due to an absence. Students/Parents can check agendas for weekly homework assignments.
- Upper school teachers enter assignments into Google Classroom.
- Teachers should set up times with absent students to complete missed quizzes and tests on Friday.

#### Make-Up Work:

- Teachers are not required to provide assignments ahead of time to students missing school. Every attempt should be made to schedule vacations during non-school days.
- Students and families should expect make-up work after an excused absence.
- Teachers set the schedule for when make-up work must be completed and may modify missed assignments at their discretion. Except in unusual circumstances, students should have no more than one week to complete their work. Assignments that cannot reasonably be completed in that time frame should be modified. As much as possible, make-up work should not distract students from their current work.
- Students should be prepared to take tests and turn in major projects on the day they return to school following an excused absence unless they have made other arrangements directly with the teacher.

- Students are responsible for making up tests and quizzes by the date determined by their teacher. Students who have been continually reminded but still fail to complete the work on time may receive a failing grade regarding the same.

# ***Behavior***

## Discipline System

Teachers and administration recognize that maintaining a well-disciplined classroom is key to learning. We believe “knowledge without virtue is a dangerous thing,” therefore encouraging virtuous behavior is as important as encouraging excellence in academics. Student behavior, attitude, and physical disposition should contribute positively to the classroom environment and CCA culture of excellence in character. To that end, students are expected to uphold the CCA Student Code of Conduct, printed below.

### **Student Code of Conduct**

1. We cheerfully and promptly obey the authority under which we are placed.
2. We may appeal respectfully and courteously. We do not argue or negotiate.
3. We love and honor one another.
4. We give encouragement to each other.
5. We do not point out the shortcomings of others in order to build ourselves up.
6. We tell the truth.
7. We do not disrespect the classroom and teacher by passing notes or otherwise interrupting.
8. We do not spread rumors or gossip.
9. We will not make excuses for our wrong actions but will admit them.
10. We avoid cliques, clubs, or games that exclude others.
11. When others are sorry, we forgive them.
12. When others are sad, we comfort them.
13. When we have work to do, we do it without complaining.
14. If we make a mess, we clean it up.
15. We treat one another with respect and patience.

Teachers at Crossroads Christian Academy are expected to go through the study, *Your Christian School: A Culture of Grace*, by Paul Tripp. This study allows teachers to examine priorities in their role of education. It helps and compels teachers to create a classroom that is aligned with the work God is doing in the lives of our students. Thus, creating a school environment of unchanging standards based on God and the gospel of Jesus Christ is the central theme of His Word.

### **Standards**

Behavioral offenses may warrant time out, silent lunch, writing assignments, and/or detention, a phone call to parents or referral to administrator. The teacher reserves the right to use discipline that will help the student modify his/her behavior. Unacceptable behavior includes, but is not limited to:

- Any disturbance during class time
- Out of seat without permission
- Dress code violations
- Messy desk
- Writing or passing notes
- Throwing any object
- Running, horseplay, or excessive noise in the halls or classrooms

- Using or displaying iPods, cell phones, and/or electronic devices without authorization
- Damaging school property (Students and parents will be held financially liable for any damages to school property.)
- Disrespect to authority
- Cheating (copying work or allowing work to be copied) will result in a notice to parents and a grade of “0” on the assignment.

### **Offenses Warranting Suspension**

Some offenses require more severe consequences. The suspension (in-school or out-of-school) may be given for the following, but is not limited to:

- Using inappropriate language
- Possessing knives or any type of weapon on campus
- Forgery

### **Offenses Warranting Expulsion**

Expulsion may be given for, but is not limited to:

- Engaging in immoral behavior (at the discretion of administrator/school board)
- Possessing pornography, a weapon, alcohol, explosives, or illegal drugs
- Threatening, attempting, or causing physical injury to another person (fighting)
- Causing or attempting to cause damage to school or private property
- Stealing or attempting to steal school or private property
- Possessing or using tobacco/nicotine or other drug products
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Offering, furnishing, or selling any drug paraphernalia
- Disrupting school activities or willfully defying the authority of school personnel
- Knowingly and willfully displaying a disrespectful attitude that is severe or perverse
- Knowingly receiving stolen school or private property
- Committing acts of any type of harassment
- Participating in, causing, or threatening to cause an act of hate violence
- Intentionally engaging in harassment, threats, or intimidation that is severe or pervasive

Students may be expelled if their behavior exhibits a serious discredit to the school. The school board will use its discretion in such matters. Expulsion is not limited to the above-listed items.

### **Demerit System/Corrective Action**

Crossroads Christian Academy will utilize a demerit system as a means of discipline. All discipline infractions will be recorded in the Student Information System (ex: PRAXI) so there will be documentation. Parents have access to the Student Information System and will have the ability to view any and all infractions and comments. Students are made aware of their established learning goals and behavior guidelines. When a student breaks one of these rules, and demerits are given, a Corrective Action Notice may be given.

The corrective action will depend on the nature of the offense. Corrective actions may be, but is not limited to:

- Writing sentences about the affair
- Writing an essay explaining the offense and the reason it should not be committed



- Keeping the student from a break or extracurricular activity

These are some examples of corrective action methods employed by the school. Some procedure violations require a more severe punishment, up to or including suspension or dismissal. A suspension may include implementing a Student Contract.

### **Cellular Phones**

Student cell phones must remain turned off and kept in the student's book bag from 8:00 AM until 3:30 PM. .

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** Turn device into the office until the end of the day

**3<sup>rd</sup> Offense:** Turn device into the office and parent must pick up the device from office; student can no longer bring cellular phones to school

### **Email & Internet Policy**

The Email & Internet Usage Policy applies to all stakeholders (including but not limited to the students, faculty, staff, directors, volunteers, and sub-contractors) who are granted access to Crossroads Christian Academy's resources.

These resources could include but are not limited to a school-issued email address, online document or file sharing system, student records information system, billing systems, or ancillary systems which help accomplish a specific goal (for example: an Athletic Director utilizing a sports system, the Yearbook instructor utilizing a photo-sharing system, etc.).

The purpose of this policy is to protect the school from downtime, manage risks with online systems, and to clearly communicate the expectations of use to all stakeholders. Inappropriate usage of school resources exposes Crossroads Christian Academy to risks. By accepting this agreement, you are bound to the policy Crossroads Christian Academy has developed to protect stakeholders and families of the school. Agreement to this policy is mandatory. Crossroads Christian Academy retains the right to report any illegal violations to the appropriate authorities. Violators of this policy will be subject to disciplinary action up to and including termination or expulsion.

#### **1. Internet Access & Use**

Access to the Internet is provided by the school to perform duties appropriate to an employee's job descriptions or a student to perform necessary coursework. Unnecessary Internet usage can create issues which slows legitimate usage, takes away from work efforts, and can tie up printers and other shared resources. Additionally, it can expose confidential data to a degree of unnecessary risk. Internet access should be confined to accomplish official school business.

- All work product produced while acting in official capacity as a Crossroads Christian Academy stakeholder, as well as any shared files, are the property of Crossroads Christian Academy and may not be shared with external sources, destroyed, or deleted without explicit permission from the Headmaster.
- School-issued resources (computers, printers, email addresses, etc.) should not be used for purposes other than those intended for acceptable workplace and school

activities.

- School-issued resources should only be used for personal reasons if absolutely necessary.

## 2. Email Use

Stakeholders may be issued a school email address to help complete their specific job function. If an email address is issued, the below guidelines are meant to help the stakeholder understand his/her responsibility in how to manage and use such email address.

- The email address and its contents are property of Crossroads Christian Academy.
- Personal communication through a school-issued email address should be limited as all communication from or within a school-issued resource is subject to review.
- Personal email addresses should not be used to communicate official business of the school, including any correspondence with parents, students, vendors, etc.
- Care should be given to messages containing sensitive, confidential, proprietary or other information that could contain materials that would be affected by copyright laws and jurisdictions or that contain personal/private information (ex: SSN).
- Printed messages should be handled, stored and disposed of appropriately.

At Crossroads Christian Academy teachers, students, staff, and other school community members use social networking/media within and outside of the school community as a way to connect with others. For this policy, social media is inclusive of any form of interactive online communication in which users can generate and share content through text, images, audio, and/or video, including but not limited to:

- Micro-blogging sites (e.g., Facebook, Twitter, Instagram)
- Forums, blogs, customer review websites, and bulletin boards (e.g., Yelp)
- Photo and video sites (e.g. YouTube, Snapchat)
- Any other formats of electronic communication that gain sufficient popularity

While social networking is fun and valuable, there are some risks to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal, or professional.

Social media refers to online tools and services that allow any internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work.

Below are guidelines to follow when members of the school community, students, faculty, headmaster, and staff are representing Crossroads Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces.

**Use good judgment**

- We expect good judgment in all situations. Behave in a way that will make self and others proud and reflect well on the school.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

**Be respectful**

- Always treat others in a respectful, positive, and considerate manner.

**Be responsible and ethical**

- Because you represent the school, please discuss only those school-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the school and the role/position they hold.
- If you are someone's peer, interact with them online if you are so inclined. If you are uncertain how to proceed, consult the school administration.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

**Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

**Be accurate and appropriate**

- Check all work for the correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

**And if you don't get it right ...**

- Be sure to correct any mistake you make immediately and make it clear what you have done to fix the mistake.
- Apologize for the mistake if the situation warrants it.
- If it is a major mistake (e.g., exposing private information or reporting confidential information), please let your headmaster know immediately so the school can take the proper steps to help minimize the impact it may have.

**Be confidential**

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and cell phone number on any website.

### **Respect private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of students, parents, faculty, staff, or colleagues online.
- While taking care when posting to safeguard people’s privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.

### **Post images with care**

- Respect brand, trademark, copyright information, and/or images of the school.
- Do not caption photos with the names of current students.
- Do not post photos of students who are on the “Do Not Photo” list. (Ask your teacher or administrative assistant for details.)

### **Be aware of site-specific guidelines**

- Crossroads Christian Academy’s website is not a public (password protected) site.
- Crossroads Christian Academy faculty chaperones and students on the trips are approved to post.
- Do not post details (exact time and exact locations) of travel itineraries.
- Post about the day’s activities after the fact.
- Avoid saying what you “will be” doing the next day.

### **Homosexuality Policy**

An integral part of Crossroads Christian Academy’s mission is to foster spiritual development and a Biblical worldview in the lives of its students. This includes leading students to develop a Biblical understanding of morality and to pursue a life that is governed by the Biblical moral code. Crossroads Christian Academy works in partnership with families to achieve these desired outcomes, which necessitates that both the school and home come under the authority of God for the benefit of the student. Crossroads Christian Academy’s belief is that the practices and lifestyle of homosexuality are absolutely inimical and antithetical to the mandates and teachings of the ancient Biblical Hebrew and Christian Scriptures.

For this reason, Crossroads Christian Academy reserves the right, within its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a student if the conduct within a particular home or the activities of the student are counter to or are in opposition to the Biblical lifestyle that school teaches and ultimately directly contrary to God’s commandments. This includes, but is not necessarily limited to, participating in, supporting, or affirming sexual immorality, homosexual activity, bisexual activity, or an alternative gender identity; promoting such practices; or being unable to support the moral principles of Crossroads Christian Academy. (Genesis 2:24, 19:5, 26:8-9; Leviticus 18:6-30, 20:13-19; Matthew 19:4-6; Romans 1:24-32, 12:1-2; I Corinthians 5:1, 6:9-20; Ephesians 5:3-5; I Thessalonians 4:3-8; Hebrews 13:4)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity, and that God offers forgiveness, redemption, and restoration to all who confess and forsake their sin (Acts 3:19-21; Rom.10-9-10; 1 Cor. 6:9-11).

### **Prohibition of Harassment, Intimidation, and Bullying**

**Informal Complaint Process:** Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Anonymous complaints are given to the headmaster. Such complaints must be appropriately investigated and handled consistently and immediately. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to the headmaster who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform the headmaster or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an headmaster in a building reviewing the harassment, intimidation and bullying policy without identifying the complainant, parent, guardian.

**Formal Complaint Process:** Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any initiated investigatory activity. The headmaster may decide to investigate based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The headmaster or designee may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the headmaster or designee may conclude the need to draft a formal complaint based on the information in the officer's possession.
- C. The headmaster or designee shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed the headmaster or designee shall compile a full written report of the complaint and the result of the investigation. If the matter has not been

resolved to the complainant's satisfaction, the headmaster or designee will respond in writing to the complainant and the accused within thirty days, stating:

1. That the investigation is incomplete to date and will be continuing; or
2. There is not adequate evidence to conclude that bullying, harassment or intimidation occurred.

F. Corrective measures deemed necessary will be instituted as quickly as possible.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this policy at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

Crossroads Christian Academy is committed to a safe and civil educational environment for all students, employees and volunteers free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or another distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school, classroom or program policies.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

## Dress Code

Crossroads Christian Academy is a classical, Christian school with a unique tradition of discipline and excellence. Our dress standards are designed to support these values. It not only matters *what* is worn but also *how* it is worn.

The goal of Crossroads Christian Academy dress code is to ensure that:

- Students are dressed in a manner that is **clean, neat, conservative, and modest.**
- Teachers can focus on learning rather than policing dress code.

Our primary objective is to teach students:

- The values of the appropriate dress rather than dictating detailed rules.
- To avoid extremes and practice moderation for any style.

Students who violate the dress code will be sent to the office to call parents to come and provide a change of clothes.

<b>Crossroads Christian Academy Dress Code</b>	
<b><u>Tops</u></b> (ONLY the CCA logo may be visible on shirts, sweaters, etc.)	
Polo / Oxford-style Shirt, collared <i>(long or short sleeve)</i>	<ul style="list-style-type: none"> <li>• Solid colors: burgundy, gray, white, navy blue, and black</li> <li>• Stomach must be covered at all times (Stomach cannot show when arms are raised)</li> </ul>
Girls Dresses	<ul style="list-style-type: none"> <li>• Jumpers, skirts, shirt dresses (must be uniform dress with collar): gray, khaki (tan), navy blue, black, and burgundy</li> <li>• Camisoles (if worn) must match the shirt color and must not show above the shirt</li> <li>• Tank tops, see-through, stretchy material (such as lycra), or sleeveless shirts/dresses are not allowed</li> </ul>
Sweaters/ Cardigans	<ul style="list-style-type: none"> <li>• Solid colors: burgundy, gray, white, navy blue, and black (school approved collared shirt must be worn under pullover sweater)</li> </ul>
Undershirts	<ul style="list-style-type: none"> <li>• Only previously stated colors are to be worn under polo shirts</li> </ul>

<b><u>Bottoms</u></b>	
(if logo is present, it must be same color as bottoms, no pants/shorts with excess pockets or cargo shorts)	
Pants/shorts or skirts/skorts for girls	<ul style="list-style-type: none"> <li>• Solid colors: (gray, khaki (tan), navy blue, burgundy, and black)</li> <li>• Worn above the hip (not below)</li> <li>• Bottoms must be worn no more than 2 inches from the top of the knee</li> <li>• Modesty shorts can be worn underneath skirts</li> <li>• Tights/leggings (without lace) may be worn under skirts or dresses (school colors)</li> <li>• No leggings or jeggings</li> <li>• No wind pants, no athletic pants or shorts</li> <li>• No underwear showing</li> <li>• No capris</li> </ul>
<b><u>Shoes</u></b>	
Shoes for daily wear (boys)	<ul style="list-style-type: none"> <li>• Closed toed shoes (No cros)</li> </ul>
Shoes for daily wear (girls)	<ul style="list-style-type: none"> <li>• Closed toed shoes (No cros)</li> <li>• No high heels</li> </ul>
<b><u>Special Clothing Attire</u></b>	
Special Presentation Days  <i>*All presentation clothing must be purchased from Land's End as directed.</i>	<ul style="list-style-type: none"> <li>• <b><u>Boys PreK-2<sup>nd</sup> Grade:</u></b> Land's End khaki pants, or if the selected pants for not fit a similar style/color khaki pant. A black or brown belt is optional for this age range. A tie will not be worn. Dark dress shoes.</li> <li>• <b><u>Boys 3<sup>rd</sup>-12<sup>th</sup> Grade:</u></b> Land's End white oxford shirt embroidered with school crest, tucked in to selected Land's End khaki pants, plaid tie, black or brown belt, and dark dress shoes.</li> <li>• <b><u>Girls PreK-5<sup>th</sup>:</u></b> Land's End white peter pan collared shirt, plaid jumper, white knee socks, dark dress shoes.</li> <li>• <b><u>Girls 6<sup>th</sup>-12<sup>th</sup>:</u></b> Land's End white button down shirt embroidered with school crest, plaid skirt, dark (flat) dress shoes.</li> <li>• Hair bows are to be white (if worn), no ponytails.</li> </ul>



Wednesday (Chapel day)	<ul style="list-style-type: none"> <li>• White Oxford/Polo style shirt tucked in during chapel. (K5-12th grade boys &amp; girls)</li> <li>• Boys – pants in previously stated colors with belt</li> <li>• Girls – pants/skirts/skorts/dresses in previously stated colors</li> </ul>
Thursday	<ul style="list-style-type: none"> <li>• Student choice of Crossroads Christian Academy t-shirt with previously stated bottoms.</li> </ul>
Friday	<ul style="list-style-type: none"> <li>• Student choice of Crossroads Christian Academy t-shirt with previously stated bottoms or jeans.</li> <li>• Jeans with holes or the appearance of holes are not permitted</li> </ul>
<b><u>Accessories</u></b>	
Hair	<ul style="list-style-type: none"> <li>• Neat, clean, and not distracting</li> <li>• Natural color</li> <li>• Out of eyes</li> <li>• Boys must be clean shaven</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>• Conservative</li> </ul>
Makeup	<ul style="list-style-type: none"> <li>• Modestly applied makeup</li> </ul>
Outerwear (such as jackets)	<ul style="list-style-type: none"> <li>• Solid school colors: burgundy, gray, navy blue, black, and white</li> <li>• Label with child's name</li> <li>• No jackets with large logo or writing</li> <li>• No hoodies</li> </ul>
<b><u>General Uniform and Appearance Guidelines</u></b>	
<p><b>NO:</b></p> <ul style="list-style-type: none"> <li>• Body piercings other than ears, and no ear gauges</li> <li>• Gaudy or inappropriate jewelry</li> <li>• Distracting socks or shoes</li> <li>• Caps or hats</li> <li>• Distracting socks or shoes</li> <li>• Sweatpants or clothes that are worn, ragged, sloppy, oversized, too tight or too baggy</li> <li>• Tank tops or crop tops</li> <li>• Spandex bike-riding type shorts</li> <li>• Clothing with offensive, inappropriate words (i.e., obscenities, alcohol or tobacco advertisements, dragons, skulls, or aliens, etc.)</li> </ul>	

# ***Academics***

## Curriculum

We view all subjects as seen through the prism of Christ. We also teach according to a Christian worldview. God, the Creator of heaven and earth, cannot rightly be separated from history, literature, mathematics, science, or any other CCA discipline. We view every subject in light of God and His Word. This may be more apparent studying the Bible and history, but it is just as true studying math and science. In these subjects, we discern the order and structure of the world that point decisively to the God of the Bible as our Creator.

Our commitment to Christ-centered teaching does not mean, however, that we will only study Christian things, thereby narrowly presenting the world as only the way Christians see it. On the contrary, our tools of learning and our faith in Jesus Christ help us to confidently affirm truth wherever it is found. For we know that all truth ultimately comes to us from God.

## Grading Scale

<b>Grading Scale</b>		
<b>Grade</b>	<b>Percentage Range</b>	<b>CCA Grade Point Value</b>
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	69 or lower	0.0

Parents may view all 3<sup>rd</sup>-12<sup>th</sup> grade students' grades and course averages online through the student information system portal. Instructions on how to access the grades will be emailed to parents at the beginning of the school year. Grading period will be each nine weeks.

PreK, Kindergarten, 1<sup>st</sup> grade, and 2<sup>nd</sup> grade use an E/S/N (+/-) system; letter grades or averages are not given on assessments or report cards. (E = Excellent, S = Satisfactory, N = Needs Improvement). Parent/Teachers conferences are scheduled at the end of each nine weeks to discuss their child's progress or when requested by parents.

High school students who take a class spanning both semesters will have their 1<sup>st</sup> semester grade and their 2<sup>nd</sup> semester grade averaged for the final class grade. Completion of each semester with a grade C or higher results in 0.5 credit, totaling one credit for both semesters.

Dual enrollment students will have the same grading scale as if the student had completed the course through CCA. No additional credit will be applied to a GPA for dual enrollment classes.

## Reporting and Report Cards

### **Averaging Grades**

All teachers in grades 3<sup>rd</sup>-12<sup>th</sup> will use the following averaging scale:

Test - 50%

Quiz - 30%

## Daily Grades - 20%

CCA is divided into four nine-week periods. Progress reports are sent home in the middle of each nine-week grading period (4 ½ weeks). Parents or teachers may schedule a parent/teacher conference at any time if needed.

### Midterms/Finals

- Required in grades 9-12
- No exemption on Midterms
- Final Exemption Policy: A student may exempt the final if the following criteria is met:
  - A Average with 3 or less absences
  - B Average with 2 or less absences
  - 75-79 Average with 0 absences

Midterm and Finals in grade 8th are at the discretion of the teacher.

### Retest Policy

- Students may retest if the test score is less than a 75.
- Students must schedule retests with the teacher.

The scores of the original test and the retest will be averaged to determine the numerical grade on the test. At the teacher's discretion, a new test may be created for the student. Midterms and Finals cannot be retested.

### Assessment Policies

The Iowa Assessment of Basic Skills is given yearly. The results of this testing provide information on student and class progress in comparison with other students in other schools and help determine if students are working at the desired level of performance.

Students will also be assessed three times per year with the Renaissance Learning Star Test in Reading and Math. This assessment will provide teachers with accurate, trustworthy data about their students' achievements and growth.

All students are required to take various standardized nationally normed tests (PSAT/SAT/ACT/Accuplacer).

These standardized assessments assist the school administrator and teachers in measuring the overall effectiveness of the program. Areas of strengths and weaknesses are revealed and are used to determine future courses of action concerning the educational process.

### Homework

Homework assignments are targeted practice of content taught in class. CCA believes students should complete assignments in class when possible.

Homework assignments are given to reinforce material taught in class. Homework should be a review, and should not be new instruction. Students are held accountable for completing homework.

The following is a homework guideline:

- Monday-Wednesday: Math and Literature/Composition (includes math practice, studying for test, writing papers)
- Thursday-Assignments are made (to include the accountable 4.5 hours of instruction for Friday) These assignments cover all subjects. All written assignments are due on Monday (following the previous Thursday.) Studying for up-coming weekly test is an expectation.

In order for our school to meet hourly requirements for accreditation, students must be assigned and complete 4.5 hours of content and/or curriculum to be counted as present on Friday. Parents are to partner with teachers to implement content and curriculum. Work is to be completed and turned when returning to school on the following Monday.

Upper school student assignments for weekend homework are to be entered into Google Classroom before leaving school on Thursday. Parents will have access to all assignments. Upper school students will upload the weekend homework into Google Classroom before Monday at 8:00 AM. Tests may be issued any day of the academic week. Upper school teachers should collaborate to ensure that students have no more than two tests on the same day.

Students are informed about upcoming tests at least one week before the scheduled day. All projects have an extended deadline.

CCA expects the highest standards of academic integrity from all students. Students should conduct themselves with a character befitting the classical Christian ideals which define our school.

### **Appearance of Student Papers**

Students are required to write neatly in all of their assignments. Students are expected to write their assignments using pencils and to check their work using red pens. Writing in cursive is the expectation of all 3<sup>rd</sup> - 12<sup>th</sup> grade students. Students, who have not had cursive writing instruction in said grades, are given the full academic year to master cursive writing. Students in the Upper School are allowed to use computers with permission from the teacher when completing a research project or writing assignment.

### **Honor Graduates**

Students who have an overall grade point average of 3.5 or higher for 9<sup>th</sup>-12<sup>th</sup> grades will be considered honor graduates. Elective courses are included when determining G.P.A. Students enrolled in Dual Enrollment classes will not receive extra credit (points) toward their GPA.

### **Valedictorian and Salutatorian**

In order for a student to be awarded valedictorian or salutatorian for Crossroads Christian Academy he/she must have completed 3 consecutive full-time academic years at CCA. No remote or homeschool students will qualify for valedictorian or salutatorian. Full-time status for a student is recognized when a student has completed 3 core credits (math, science, history, literature) and 3 Christian/Classical class credits. Hours/Credits for students gained through Dual Enrollment students are considered full-time status.

### **Graduation Requirements**

#### **High School Graduation Requirements-23 Units**

Courses Available Leading to a College Preparatory Diploma:

Area of Study	Units Required
● English /Language Arts	4 units
● Mathematics	4 units
● Science	4 units
● Social Studies	3 units
● Physical Education and Health	1 unit
● CTAE and/or Modern Language/ Latin and/or Fine Arts	3 units
● Electives	4 units
Total:	23 Units

# ***Books and Equipment***

**Damaging School Property**

Students and parents will be held financially liable for any damages to school property.



# ***Field Trips***

### **Field Trips**

Crossroads Christian Academy offers field trips at all grade levels. All trips are planned with student enrichment and educational opportunities in mind. All field trips are approved by the school at the beginning of the academic year. Exceptions to the pre-approved field trips are brought before the board for approval.

Transportation is generally determined according to the nature and location of the field trip. All school rules and regulations will apply for travel on school-provided transportation. Our school dress code will always apply to field trips.

### **Parties**

Parties may be scheduled for special events such as Thanksgiving and Christmas. Permission must be given by the headmaster, who will approve the cost and activities associated with the party.

Birthdays:

- Parents should not bring decorations, treat-bags, or party favors.
- Parents can bring a small treat at lunchtime to acknowledge a birthday.
- Invitations to parties are not distributed at school unless the entire class (or all boys or all girls) are invited.
- Parents wishing to have smaller, more specific parties should use the CCA directory to mail invitations.
- Students should not talk about small parties, sleep-overs, and such unless all students from the class were invited. The same expectations apply to thank you notes.

# ***Transportation***

### **Car Pooling**

The school does not have a formal procedure for assisting in carpooling. However, the school does offer suggestions and attempts to assist in any way possible.

### **Bus Transportation**

Crossroads Christian Academy does not provide daily bus transportation to or from school. Students are transported to and from the school by parents/guardians.

A school-sponsored event such as ball games and field trips may require travel on school-provided transportation such as buses and/or vans. Students participating in these events must travel with the school and school vehicles unless riding with a parent/guardian. No students will be allowed to ride with other students' parents to these events unless the administration is notified in writing, or email.

When returning from a school-sponsored trip, parents will be notified thirty minutes before arrival back at school. Students will only be allowed to leave school property with pre-approved persons unless prior permission is provided by a parent.

### **Bus Rules**

- Students are to conduct themselves in an orderly manner while on the bus.
- No unnecessary noise or horseplay will be tolerated.
- Students are to remain seated at all times.
- All school discipline procedures are expected and enforced.
- No electronic devices are to be used on the bus.

# **Emergencies**

### **School Dismissals**

Parents will be notified via the Remind app in the case of school closings, early dismissals, weather emergencies, or other emergencies. Also, the school's web page and Facebook page will be sources used for notifications.

### **Student Illness or Accident**

#### **Student Illness**

In the event of illness, students are sent to the school office. Office staff will notify a parent/guardian to pick the child up. The parent/guardian must sign the Tardy/Early Departure Log.

In consideration of student's wellness and to prevent the spread of illness to a child's classmates and teachers, a student should be symptom-free from the following for a full twenty-four hours before returning to school:

- Fever – A temperature of 99.9°F or above WITHOUT use of fever reducing medication (acetaminophen or ibuprofen)
- Vomiting
- Diarrhea
- Rash
- Persistent cough

Note: Please refer to attendance policy for excused/unexcused absences.

#### **Student Injury**

In the event of a student injury, the supervising staff member will complete a Student Accident Report Form.

The headmaster will be notified and will decide what action should be taken. Should medical attention be necessary, the administrative assistant is responsible for filing a claim on the Student Accident Insurance Policy. If additional charges remain after the student's medical coverage has been filed and payment has been made, parents may then file on the school's policy.

# ***Parent-Teacher*** ***Communication***

### **Parent-Teacher Conferences**

Teachers may schedule meetings at the end of progress reports and report cards. However, if a child is having academic difficulty, teachers will schedule a parent conference as soon as possible. Parents are asked not to approach a teacher during the day when instruction is going on. Parents are asked not to text teachers during the instructional day. Parents can schedule teacher conferences through the office.

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify the headmaster. An effort will be made to resolve any differences and maintain excellent communication between the parents and school staff.

#### **Procedure for contacting School Staff**

- Parents may send a note or make a note on the school agenda.
- Parents may call the school office during regular office hours and make an appointment with the school staff or leave a message to have a call returned.
- Unless it is a true emergency, teachers are not to be contacted directly during regular class hours.
- Parents should not visit the school classroom during class hours without prior approval or set appointments, or without permission from the school office.
- Parents and visitors must check in with the school office before entering the classroom.

### **Parent Organization**

The Parent Organization may be used for many functions at Crossroads Christian Academy, such as various banquets, field trips, and fundraisers. A school board member oversees the organizations and events. The headmaster must approve all activities. CCA encourages parents to partner with the organization and become directly involved.

### **Items for School Board Consideration**

If a parent has a problem with a teacher, the first step is to arrange a conference with the teacher. If there is no resolution, the parent may arrange a conference with the headmaster. Should a parent have a problem with the headmaster, he/she may request a conference with a headmaster. If there is no resolution, then the parent can contact the Parent Liaison Director.

An open session school board meeting is scheduled one hour prior to the closed session meeting. Parents and teachers are encouraged to attend. A parent or teacher may request to add an agenda item to the open session, at least one week prior to the meeting. Items for consideration should be emailed to the headmaster. Closed sessions are for the school board and Crossroads Christian Academy headmaster only.



# **Student** **Organization**

### **Chapel Day**

Chapel is held weekly on the campus. Guest speakers, music, inspirational messages, and testimonies are given to offer encouragement and spiritual edification to the student body and faculty.

### **Field Trips**

The school offers field trips at various grade levels. All trips are planned with student enrichment and educational opportunities in mind.

### **Athletics**

Students in 5<sup>th</sup>-12<sup>th</sup> grade have the opportunity to participate in Football, Volleyball, Cross Country (Co-Ed), Boys and Girls Basketball and Boys and Girls Soccer and Golf.

### **Fine Arts**

Students in grades 2nd-12th will have an opportunity to learn and participate in fine arts. Some students will potentially have an opportunity to also compete at state and national competitions.

### **Fellowship of Christian Athletes (FCA)**

“FCA focuses on serving local communities around the globe by engaging, equipping and empowering coaches and athletes to unite, inspire, and change the world through the gospel.”

### **Student Government Association (SGA)**

CCA’s Student Government Association provides the school with a student organization designed to oversee and advocate for the spiritual, corporate, and scholastic growth and success of all students at CCA.

### **National Honor Society (NHS)**

“The NHS program empowers and equips students with the knowledge and skills to be transformative leaders in your school, community, and beyond. In addition, it provides a necessary bridge between students and school leaders-helping to engage and hear what students think, feel, and need.”

# Parent/Student Handbook Signature Page

\*Please turn this form back to your student's homeroom teacher.

Print Student Full Name \_\_\_\_\_

Grade \_\_\_\_\_

By signing below, I am acknowledging that I have received a student/parent handbook. I know that it is my responsibility to read, understand, and adhere to the ideas stated within. If I, a student or parent, misplaces or loses the handbook, it is my responsibility to stop by the office and get a new one.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date