

Crossroads Christian Academy

2023-2024

Student Handbook



cca@crossroadscccu.org

This handbook contains school policies and guidelines that will assist student, teachers and families in fulfilling their duties and obligations while attending and/or serving at Crossroads Christian Academy and Crossroads Church. Please read the handbook carefully and direct questions and clarifications to the school director.

Non-Discrimination Policy

Crossroads Christian Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not an alternative to court, or administrative agency ordered, or public-school district-initiated desegregation. Crossroads Christian Academy will not discriminate based on race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Table of Contents

Introduction	3	Grade Reports	20
Our Vision	3	Grading Scale	21
Our Mission	3	Grievances	21
Our Core Values	3	Homework	22
School Governance	4	Hours of Operation	22
School Advisory Board Members	4	Injury and Illness	22
School Administration	4	Lost and Found	23
Our Strategy	6	Lunches	23
Statement of Faith	6	Make-up Work Policy	23
Admissions Policy	7	Messages	24
School Procedures and Policies	8	Off Limits	24
Achievement Tests	8	Orientation	24
Attendance	8	Photography/Video Policy	24
Before & After School	9	Pick-up, Drop-off	26
Cell Phones	9	Praxi	26
Chapel	10	Promotion	26
Christian Patriotism	10	Property Damage	26
Church Attendance	10	School Closings	26
Class Parties	10	Security	27
Community Service	10	Specials	27
Conferences	10	Special Education Services	27
Curriculum	11	Standard of Conduct	27
Disciplinary Policies	11	Student Social Media Policy	28
Dress Code	17	Student Supplies	30
Emergency Procedures	19	Take-home Folders	30
Field Trips	19	Technology Agreement K-12	31
Financial Information	19	Withdraws	34

Crossroads Christian Academy

Section I – Introduction

OUR VISION

Seek The Young

Crossroads Christian Academy and the Creation Station Early Learning Center serves students from preschool through 12th grade. We give our students a great educational foundation that they can build upon for a lifetime. We also know that by reaching children early, it will give us the best chance to instill a Biblical Worldview.

Feed The Strong

Crossroads Christian Academy and the Creation Station Early Learning Center will continually grow your students to ready them for their college or career choices. By meeting their educational needs and helping them find their God given purpose, we prepare your students to be strong leaders and great citizens.

Reach The Lost

Crossroads Christian Academy and the Creation Station Early Learning Center know that Christian education is more important now than ever. We teach Core Educational Standards, using a Christ centered curriculum. This helps our students to understand who they are and that they have purpose.

Help The Hurting

Crossroads Christian Academy and the Creation Station Early Learning Center understand that we can and must be the hands and feet of Christ. We will not only teach the principals of loving and helping our fellow man, but we will also put this into practice by the serving the education needs of everyone in this community.

OUR MISSION

Crossroads Christian Academy provides an Educational Experience of Academic Excellence. We prepare our students to Love God and to Love People. Our students will share the Name of Jesus Christ with the world.

OUR CORE VALUES

Christ Centered
Courage
Confidence
Compassion
Character

Leadership
Discipline
Teachable
Respect
Servant

School Governance

A Board of Trustees govern Crossroads Christian Academy of Circleville Inc. Crossroads Christian Academy (CCA) and Creation Station Early Learning Center (CS) are one organization. Creation Station Early Learning Center is a department within the Crossroads Christian Academy of Circleville, Inc.

CCA is a K-12 Chartered, Private Christian School.

C/S is a Preschool/Child Care Facility serving children 30 months old up to 5 years old. They also serve school aged children who attend Logan Elm Schools up to age 12. These students may attend Creation Station before or after school. Students are picked up in the morning and transported to Logan Elm Schools and in the afternoon, they are dropped off at Creation Station by Logan Elm. They may also attend full days at Creation Station while Logan Elm Schools is closed.

School Board Members

2023-2024

Senior Pastor & Board President	Doug Campbell
Vice President	Phil Tipton
Secretary	Christy Cook
Treasurer	Tammy Timmons
At Large	Dan Smith
At Large	Peg Warren
At Large	Larry Olson
At Large	Krista Forte
At Large	April Hedges

School Administration

Director:	Harold Wayne Gray Jr.
C/S Administrator	Debbie See
Principal:	Karen Jill Brown

Welcome to Crossroads Christian Academy of Circleville Inc.

CCA was originally open for Christian Education in 2005 under the leadership of Pastor Lonnie Potts. In 2008 CCA became a Chartered Private Christian School with the Ohio Department of Education. CCA served students in grade Kindergarten through 8th grade. As the school continued to grow there was a need to find a solution for High School Students who wanted to go to a Christian School. Although CCA was not Chartered for High School we partnered with online community schools. This allowed students in high school to complete their studies in a Christian environment. The downside was the course work was the same as every other public school in the state. In 2019 the school was Chartered as a K-12 Private, Non-Public Christian School. This allowed us to change all curriculum for High School students to the Christian School Curriculum.

On July 1, 2022, CCCA underwent another change. Previously the school was owned by Crossroads Church. As mentioned before, the school was solely a ministry of the local church. The church had all oversight and authority for the school. CCA filed for its own 501.c3 and the name of the school was changed to Crossroads Christian Academy of Circleville, Inc. With that change the school became independent financially from the church. It is, however, still a ministry of Crossroads Church. Although the School Board is comprised of 9 Members, 2 of those members are appointed from the sitting church board. The remaining 7 are a mixture of persons from Crossroads Church and other like-minded churches in the community.

The curriculum students learn from is important. We must meet all the state standards and we must educate our students with a Biblical worldview. Our students will receive the level and content required by the state of Ohio, but they will see it through a Biblical lens. We will discuss the theories and arguments presented in school standards with the Biblical truth, so our students have an accurate understanding.

Our objective is to meet all the educational needs of students and honor God while doing so.

This great objective is accomplished by obeying the Biblical imperative of Deuteronomy 6:5-7 and Proverbs 22:6.

“...love the Lord your God with all your heart and with all your soul, and with all your strength. These commandments that I give you today, are to be upon your hearts. Impress them on your children.”

“Train a child in the way he should go, and when he is old, he will not turn from it.”

Crossroads Christian Academy is an extension of the Christian home in training young people in a Christian environment for time and eternity. The staff works closely with parents to train the whole child.

Attendance at CCA is a privilege and not a right. The goal of the school is not to reform, but to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. As an institution, Crossroads Christian Academy upholds the highest standards of morality and Christian behavior.

We warmly welcome your children into our school family!

Christian Leadership Training

Our desire is to offer each student a quality education with a Biblical Worldview. We realize this goal can only be attained by teaching subject matter in light of God's Word. Therefore, our goal is to give each student an educational process designed to fulfill II Timothy 3:17: "That the child of God may be perfect, thoroughly furnished unto all good works."

Our Strategy

Our educational program nurtures the whole child by facilitating social, physical, spiritual, and intellectual growth.

We employ a faculty and staff who are Christian role models, as well as qualified professionals in their fields of teaching.

Christian values are taught and modeled in our classrooms, and Christian behavior is expected from each student in the classroom.

Harmony between the school and the home is encouraged through small student-teacher ratios that enable communication and cooperation between teachers and families.

The church is kept informed of the school's functions and progress through yearly programs, bulletin information, the CCA website, and email groups.

Statement of Faith

We believe in:

The inspiration of the Bible, equally in all parts and without error in origin.

The one God, eternally existent Father, Son and Holy Spirit, who created man by a direct immediate act.

The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ.

The fall of man, the need of regeneration by the operation of the Holy Spirit based on grace alone, and the resurrection of all to life or damnation.

The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of his saving grace through the ministry of the Holy Spirit.

Admissions Policy

Crossroads Christian Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court, or administrative agency ordered, or public school district-initiated desegregation.

Crossroads Christian Academy will not discriminate based on race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

For a student to receive official acceptance to Crossroads Christian Academy, the following criteria must be met:

Kindergarten Admissions Policy:

1. Parents must provide a birth certificate verifying that their child will be five years old by August 1st.
2. A copy of the child's social security card.
3. The school must receive documentation of appropriate immunizations.
4. Application forms and application fee must be received.
5. A proof of residency document must accompany all applications for admission or any scholarship documents.
6. A physical health appraisal is encouraged, specifically focusing on vision and hearing screening.
7. Readiness testing will be completed by the kindergarten teacher before or shortly after the beginning of school.

Grades 1-12 Admission Policy:

1. A favorable family interview must be held.
2. Application form and application fee received.
3. A student must be good behavioral standing with his/her previous school.
4. The school must receive verification that all immunizations are up to date.
5. Entering students will be evaluated by their classroom teacher. Various assessments will be used including the Developmental Reading Assessment (DRA).

Section II - School Procedures and Policies

Achievement Tests

Crossroads Christian Academy uses the MAPS testing process for our students throughout the year. This test is administered 2 times each year and tracks and establishes a map of the educational needs of the individual student in grades K-12. It can be administered in the summer for students who may not have progressed as well as they should.

Crossroads Christian Academy also administers the state standardized test, Currently the AIR Test this school year for all grades. The 3rd grade students are also given the 3rd Grade English Language Assessment.

High School students participate in state required end of course testing required by the state for graduation. High school juniors also participate in ACT testing offered by the state in February or March

Crossroads Christian Academy is not interested in the standardized test, nor do we think it is the best test available. However, we use these tests to measure how well our students are doing compared to state standards.

Parents are encouraged to see that their children are well-rested and eat a good breakfast on the days of testing. (On State Achievement testing days an additional breakfast or snack will be provided to students upon arrival at school.) Results of these tests will be sent to the parents at the end of the school year. Parents are responsible for the cost of the test.

Attendance

Schools are required by law to maintain accurate attendance records. The school office, as well as the classroom teacher, will keep a permanent record of each child's attendance. All students are allowed 10 absent days per semester. If a student misses more than 10 days in one semester, he/she may be put on probation for the remainder of the current semester, and the following semester. A doctor's excuse would then be required for each absence. If this procedure is not followed, a student may be asked to withdraw. Absences due to prolonged sickness with a written doctor's excuse will be considered by the Board before any probationary term begins.

Note: *EdChoice Scholarship students are not permitted to miss more than 20 days in a school year, or their scholarship will be terminated by the Ohio Department of Education.*

Tardiness is defined as arriving between 8:50 and 9:45. Once a student is tardy 4 times it will be counted as one full day of absence. (This is a recurring cycle.) An absence of 1-3 hours in a day will be counted as a half-day absence.

Absences and being tardy are excused when a written excuse signed by the parent is presented to the classroom teacher or to the CCA office when a student returns to school, or a parent has called the school office to notify the school of the child's absence.

If your child is going to be absent, you must call the CCA office by 9AM, 740-474-3500. Please leave a message if no one is available to answer.

Note: *Parents should keep in mind that attendance and punctuality habits are forming for a lifetime. Parents are a key in this very important area; the school can only give out consequences for poor habits.*

Before and After School Care

Classroom teachers are responsible for their students only from 8:40-3:15. If a child needs to be dropped off earlier or picked up later, arrangements should be made with The Creation Station for childcare. A discounted rate is available for CCA students. The Creation Station requires registration paperwork different from CCA that must be on file for your child to attend.

Cell Phones & Personal Electronics

Students are not permitted to use cellphones, personal electronic devices (games) or Bluetooth ear buds while in school. Students are permitted to have cell phones in their possession, but they must not access these devices without permission. Even taking the device out to check the time, (a popular excuse when they have the device out), is not permitted without direct consent from the teacher. These devices are not permitted to be used in restrooms, hallways, the Narthex, gym, or other rooms in the building or on school property until school is over. Students who stay after school may not access their devices until 3:30 pm, after school is dismissed. Student who arrive to school early are not permitted to be on these devices inside the building. Devices cannot be used on recess or other leisure activities. These devices cannot be used on field trips or other school functions. Any cell phones/electronic devices used beyond the scope or outside of the designated time may be confiscated. Cell phones/electronic devices will be returned at the end of the day on the first offense. Should there be another offense the Parent will need to obtain the cell phone/electronic device from the office. The third or subsequent offense will result in progressive discipline. The 3rd offense will be detention and then in school suspension and so on.

Students are not permitted to take photos while at school on said devices and post to social media accounts or other forums such as Snap Chat or Tick-Tock and other media. This will result in disciplinary action. There may be reasons that students cannot be posted on social media that students are not aware of.

Chapel

Chapel is held weekly at a scheduled time to be determined. The chapel program will usually include a song-worship time and a scripture lesson by Crossroads ministerial staff or guest speakers. Occasionally, students will present the chapel program. Chapel is Mandatory for all CCA students. Parents are always welcome to join the students for chapel services.

Christian Patriotism

The school places emphasis on the greatness of America's heritage and the sacrifices made to preserve our freedom. We teach the Biblical doctrines of self – discipline, respect for those in authority, obedience to the law, and love for our flag and our country.

Church Attendance

Students and parents are expected to attend a Bible-believing church on a weekly basis. The school, the home, and the church should reinforce each other's teaching. Families without a church home are welcome and wanted at Crossroads.

Class Parties

Parties are scheduled by each individual class. Parents may provide snacks for the class to celebrate their child's birthday or special occasions but should coordinate with the classroom teacher for the best times and for food allergies that may be in that group of students. We ask that items sent in are packaged, store bought only.

Community Service

Students are encouraged to become involved in the community, giving of their time as volunteers in their churches, nursing homes, and other charitable works. The school will assist in opening doors for such service, believing that our Christian faith is demonstrated through our good works.

Conferences

Conferences are an important tool in your child's education and thus required as a means to share general information about the progress of the student and get acquainted with the child's family. These conferences must be in person. Other conferences (outside of the 3 scheduled on the school academic calendar) may be arranged as needed—through phone, emails, texts, or personal meetings. Parents need to be considerate of the teacher's schedule and not try to arrange conferences at unusually early or late hours. On-the-spot conferences before and after school should be avoided. Conferences will be scheduled as follows:

- Mid-September, academic focused, parents/guardians only
- Mid-February, academic focused, parents/guardians only
- Late March, by invitation from the teacher only if needed.

Curriculum

Crossroads Christian Academy uses the Ohio Department of Education's State Standards as the basis for building our curriculum. All curriculum is selected carefully to make sure it aligns with Biblical truth and gives a solid foundation for the students' educational experience. CCA employs several publishers of curriculum to help our students master the Common Core standards. Bob Jones University, Answers in Genesis, and McGraw Hill are some of those publishers. Our teachers work very hard to build a curriculum that uses a combination of the best possible resources to encourage our students to meet/exceed grade level standards. CCA maintains the belief that all students can learn and that progress over time is what is to be evaluated. We look at each individual student and formulate lesson plans that allow students to work at levels that are challenging to them based on what they know and not limited to their age or grade level. CCA assesses the strengths of each student, builds on those strengths, and evaluates progress over time.

Disciplinary Policies

Any violation of rules shall subject the student to one or more of the following disciplinary actions. In regard to student discipline, it is important to understand that no two situations are alike. Many factors enter into every decision made by faculty or administration. Our goal is to produce a desired outcome, and for the student to understand his/her wrongdoing and want to change. Students and parent/guardians are encouraged to focus on their own situations and spiritual growth, not to compare or judge other students' actions or discipline. It should be understood that each case is handled on its own merits and should not be considered comparable with other cases.

Progressive discipline is applicable. This means each time a student is disciplined for a violation the discipline can become more stringent.

Means of Discipline

This is based on the nature of the infraction; disciplinary action can be placed in one of the following categories: Tier I-Generally administered by the teacher. Tiers II, III, and IV-Administered by the Principal up to the level of in-school suspensions. Out of school Suspensions, Probation Academic/Behavioral Probation and Expulsions will be decided by the Crossroads Christian Academy School Board. The CCA Director will bring these issues to the school board for a decision. The CCA Director will inform the student, parents/guardians, and principal of these decisions.

Tier I

1. Each teacher will have a discipline system that is his/her own. Rules and consequences of violations are carried out by the classroom teacher inside his/her own classroom. Mild discipline could range from reprimands to detention. These could include, but are not limited to, loss of privileges, parent notification of behavior, cleaning a room, writing an essay.

Examples of Tier I offenses include but are not limited to:

- Improper use of class time (passing notes, wasting time, etc...) Lack of preparation for class without valid excuse
- Eating food outside the cafeteria or designated areas
- Creating disturbances or making disruptive noises
- Excessively being tardy to class without valid excuse
- Disturbing a class while it is in session
- Failure to return forms requiring a parent's signature
- Being in unauthorized areas of the building or property
- Roughhousing
- Dress code violation
- First public display of affection while on school property (handholding, hugging, kissing, body contact)

Detention

Detentions may be issued by the principal upon receipt of a Disciplinary Referral from a teacher for discipline as deemed necessary by the administration. Repeated minor infractions may include:

- A detention notice will be sent home to notify a parent/legal guardian prior to the student's serving the detention.
- Parents/guardians who feel that a student should be allowed to postpone a detention due to a prior commitment must notify the principal by noon the day before the detention is to be served.
- Detentions will be served on designated days for a period of 60 minutes. Detentions may be served after school or before school begins.
- The fourth detention in a semester grading period may result in a one-day in-school suspension. Continued detentions may result in expulsion.

Tier II

All teachers are required to have a second level of discipline that exists outside the classroom. The purpose of this is to expose the student to the teacher in another discipline environment. Tier II still deals with repeated minor offenses and more serious offenses.

Examples of Tier II offenses include but are not limited to:

- Repeated Tier I offenses
- First offenses of forgery, lying, stealing, cheating
- Profane or abusive language
- Abuse of school property or student property
- Disrespectful conduct
- Any other offense which the administration may reasonably deem to fall within this category

Examples of Tier II discipline include but are not limited to:

- Personal meeting with parents
- Morning, afternoon, lunch, or recess detention with the teacher or other faculty member

Tier III

All Tier III offenses will be referred to the Principal. If the Principal feels that out-of-school suspension should be considered, he/she will refer the offense to the CCA Director.

Examples of Tier III discipline include but are not limited to detention, implementation of a written behavior plan, and in-school suspension.

In-School Suspensions

The school reserves the right to suspend any student for a serious infraction of school rules. All in-school suspensions will be administered by the Principal. (**Out of School Suspensions** will be administered by the Crossroads Christian Academy School Board.) The CCA Director will make written notifications to the Student, parent/guardian and the school principal. Suspensions will generally take place the day following written notification. If this occurs on a Friday, the suspension will take place the next school day.

In- School Suspensions may be given for a period of up to 5 days.

When a student is assigned an in-school suspension, he/she will be assigned to a specific location within the school to report for the regular school day. The student is not allowed to participate in any school sponsored extracurricular activities during the suspension period. Students will receive 100% of the grade earned on assignments completed during an in-school suspension. Missed tests and quizzes can be taken for full credit.

A student assigned an out-of-school suspension is not permitted on school grounds, except for church services, during the suspension period. A suspension is an unexcused absence from school. The student is not allowed to participate in any school sponsored extracurricular activities during the suspension period. The student is expected to make up all assignments and will earn 50% of the grade earned. Missed tests and quizzes will be valued at 50% of the grade earned.

After two suspensions (in-school and/or out-of-school) occur for any reason in the same school year, the student may be expelled from Crossroads Christian Academy.

Examples for which suspensions may be given are but not limited to:

- Fighting-on school property, aboard buses, or at school functions. This would include assault of one student by another student while on school property, aboard buses, and at school functions.
- Flagrantly abusive language, bullying, racial disrespect, and/or disrespectful conduct.
- Having any weapons on campus.

- Cheating on any test or assignment. In addition to suspension, the student will receive a zero on the test or assignment.
 - Unauthorized use and/or entry of computer files are strictly prohibited. By-passing any security measure installed on computers without faculty permission constitutes cheating. In addition to suspension, the student will receive a zero on the test or assignment. Note: Plagiarism falls under the definition of cheating.
- Skipping class or leaving school without permission.
- Repeated detentions.
- Possession, use, supplying, or selling of tobacco or tobacco products. Possession of Tobacco is reported to the Local Sheriff's office in addition to school issued discipline.
- Possession of pornography and computer/Internet use for pornographic, defiant, or vicious purposes.
- Repeated public display of affection while on school property (handholding, hugging, kissing, body contact)
- Acts of defiance or disrespect toward any school personnel, including repeated minor offenses that appear to be disregard for authority.
- Gambling
- Aiding or encouraging others to participate in any of the above

Any Tier III offense can be moved to a Tier IV offense by the school administration.

Tier IV

Tier IV discipline may include out of suspension or an expulsion. Expulsions are a permanent dismissal from school.

Out of School Suspensions will be administered by the Crossroads Christian Academy School Board. Out of school suspensions can be up to a period of 10 days. The CCA Director will make out of school suspension notifications in writing to the student, parent/guardian and the school principal. Suspensions will generally take place the day following written notification. If this occurs on a Friday the suspension will take place the next school day.

A student assigned an out-of-school suspension is not permitted on school grounds, except for church services, during the suspension period. A suspension is an unexcused absence from school. The student is not allowed to participate in any school sponsored extracurricular activities during the suspension period. The student is expected to make up all assignments and will earn 50% of the grade earned. Missed tests and quizzes will be valued at 50% of the grade earned.

Expulsions

Expulsion may occur when any one of the following takes place:

- Possession or use of non-prescribed drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off school property. Any student suspended for drugs rather than expelled

and who returns to school, will be required to enroll in a Drug Counseling and/or Drug Rehabilitation program. Periodic, regular reports will be made from the program counselor or director to the CCA Director.

- Using, selling, or supplying prescribed or illegal drugs.
- Possession, consumption, supplying, or selling of alcohol on school property or at school-sponsored events.
- Repeated violations of discipline which have previously resulted in suspensions.
- Failure of parents to cooperate with the school in discipline of their children.
- Threats related to the school environment and/or to people, assault, or battery of a teacher.
- Bullying and/or harassment on school property, at school sponsored events, or on social media. Harassment or bullying is any sustained gesture, written, verbal, graphic, or physical act or communication (including an electronically transmitted act or communication) that is reasonably perceived to be directed at one or more students; substantially interferes with educational opportunities, benefits, or programs of one or more students; adversely affects the ability of a student to participate in or benefit from the school's education programs or activities because the conduct, as reasonably perceived by the student and school staff to be so severe, pervasive, and objectively offensive as to have this effect and clearly in violations of the school's standards of conduct.
- Since bystander support of harassment or bullying can support these behaviors, the school prohibits both active and passive support for acts of harassment or bullying. Students are expected to support their peers, constructively attempt to discourage acts of bullying, or report them to the school staff.
- The school prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administration based on the facts of the case.
- The school prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate action for a person to have falsely accused another, as a means of harassment or bullying will be determined by the administration on a case-by-case basis.
- Sexual misconduct
 - Physical conduct/and or contact of a sexual nature
 - Homosexual behavior
 - Verbal abuse of a sexual nature
 - Sexual innuendos and gestures
 - Inappropriate/explicit media use or sharing
 - Other sexual misconduct
- Other moral misconduct
 1. Computer/Internet/cell phone/electronic device use including but not limited to, online journals such as Facebook, blogs, email, web pages, chat, texting, etc....that is deemed by the school administration to be immoral, harmful, threatening,

demeaning, bullying and or harassing, derogatory, defaming of the reputation and character of others, or other conduct or content that is inconsistent with school policies and Biblical teaching and standards or is in violation of local, state, or federal law.

2. Other moral misconduct inconsistent with Biblical teaching and the standards and policies of Crossroads Christian Academy and/or Crossroads Church Circleville.

- Stealing
- Possession or use of a knife in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on school property or at any school-related activity
- Arson
- Committing a serious breach of conduct inside or outside the school which has an adverse effect on the testimony of the school
- Habitual committing of less serious offenses
- Extortion
- Forgery
- Violating Computer/Network Acceptable Use Policy
- Aiding or encouraging others to participate in any of the above

All schools must record expulsions on permanent records, and teachers or administrators may not be able to discuss the circumstances of the expulsion with other school personnel unless parents provide a release. Parents are also responsible for all charges for the child up to the time of expulsion and, if the disciplinary action occurs within the last quarter of the year, parents will be responsible for full tuition. Transcripts or grade cards showing work completed will not be released until all financial obligations are settled.

Students who are expelled cannot be considered for re-enrollment for a period of one year after the expulsion and must be able to demonstrate a change in character since the dismissal. The Crossroads Christian Academy School Board will meet to consider re-applications. If a student is allowed to re-enroll, he/she will be placed on probationary status for the next year.

Reporting Serious Offenses

The school reserves the right to report serious offenses (those offenses that may constitute the violation of criminal laws established by the State of Ohio) to the proper authorities and to press charges against the student if the situation should so warrant. This action would require the approval of the CCA director and the Crossroads Christian Academy School Board.

Receiving Information-Confidentiality

Information received from students and others is acted upon only after an investigation has occurred. When parents are willing, they are encouraged to communicate the information to the

parent of the student being accused. When the parents are unwilling to do this, the administration may investigate the credible information and possibly act upon the information given.

1. No information is acted upon without an investigation. Date, place, time, action, witness, and affected parties are usually known before any meeting with students/parents occurs.
2. It is not necessary that the person who has given the information be present or identified during the investigation or meetings.
3. School policy is written to serve and help people. When disciplinary action is needed, it will be taken. Although discipline may be firm, it is intended to benefit the student and assist him/her in developing life skills that result in an understanding of the consequences for wrong actions.

Dress Code

The purpose of a dress code is to ensure that certain standards are maintained in the classrooms of Crossroads Christian Academy and beyond. Those standards include personal modesty, safety, and appropriate image that does not distract from the culture of learning we seek to maintain at CCA. We seek to demonstrate our desire to do all to the glory of God (1 Cor 10:31).

Basic Uniform:

- Casual pants which include Dockers, dress pants, khaki pants, or shorts (of modest length and of the same material as dress pants), with no holes or rips. Colors acceptable to the above options are black, khaki, navy, and gray.
- Jeans and sweatpants are not permitted on uniform days.
- Athletic clothing is only permitted for P.E. class or special event days that will be announced.
- Solid color t-shirts (long or short sleeved), polo shirts, and sweatshirts (crew neck or hooded) and sweaters in shades of white, gray, blue, black, and green are required. These may contain one of the CCA logos printed or embroidered on it or may remain plain.

Additional Options for Girls Uniform:

- Capris style pants with no holes or rips, skirts, and jumpers in black, khaki, navy, and gray and the approved uniform plaid are permitted for girls.
- Leggings, tights, or hosiery of a solid color are only permitted as an accessory under the approved uniform dress/jumper, or a skirt. Modesty is expected.

Jeans Days:

On jeans days non CCA graphics or artwork on clothing is permitted. However, if the artwork or graphics do not represent the character and standards of CCA and the church,

students will be asked to turn the shirt inside out. Jeans, jean skirts, or jean shorts are only permitted on days specified by the administration. Rips or holes in any clothing will not be permitted. Athletic pants, sweatpants, leggings not under a skirt or jumper, etc. are not acceptable attire for jeans days.

All students are expected to comply with the following regulations:

1. Appropriate shoes should always be worn while in the building. Flip-flops are not permitted. Sandals that are secure on the foot and suitable for outside play are allowed. Sneakers or Tennis Shoes are required for Gym Class.
2. Clothing must cover the student's mid-section and back while sitting or standing and have a sleeve that covers the shoulder.
3. Clothing that is of an athletic nature is only permitted during P.E. class.
4. Jackets and coats are not permitted to be worn in the classroom.
5. Tattoos or visible body piercings are not allowed, except for earrings. (No more than two earrings per lobe.) Temporary tattoos are not to be worn.
6. Chains worn anywhere but the neck, dog collars, skulls, chokers, bandanas, and other items that could be considered gang, goth or evil related will not be permitted.
7. Fingernails need to be neat, clean, short, and not seen as a distraction to the class.
8. Any changes in hair color must stay within range of natural hair colors.
9. No rubber boots, muddy shoes or muddy boots will be permitted inside the school. If these are worn to school the student must change shoes before they enter the building. There will be a spot inside the first set of doors to change shoes/boots prior to entering the lobby/school area.

The administration will always exercise judgment regarding appropriate dress. Students who fail to conform to the dress standards will:

1. Receive a written dress code violation form that requires a signature from a parent/guardian, and,
2. Be asked to call parents to bring a change of clothing.

Repeated violations will result in disciplinary action.

...And whatever you do, do all for the glory of God.

I Corinthians 10:31

Emergency Procedures

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the school's care. In order to prepare children for the unlikely need to evacuate, the school does conduct monthly fire, tornado and safety drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the school, our emergency destination is the Ministry Annex Building, "Tin Can," beyond the back parking lot. Parents will be contacted as soon as possible to come to pick up their child.

Staff will follow an emergency plan outlined in their handbook which includes required precautions, guidelines for when to call emergency services, and completion of accident reports.

Field Trips

Field trips are planned as an extension of classroom learning. Field trip costs are in addition to tuition and fees. Field trip permission forms are signed at the beginning of the year. However, notification will always be given prior these events and to any time a student is taken off campus.

Field trip guidelines:

1. Students are required to attend field trips, always remaining with the group.
2. Parent chaperones are often needed. Chaperones are responsible for an assigned group of students. ***Chaperones should not bring other children on any field trips.***
3. Parents not serving as chaperones are welcome to participate in many of the field trips at their own expense and by making their own arrangements. Interested parents should first check with the child's teacher.
4. CCA's faculty will make travel arrangements for students and official chaperones only.
5. Students will not be allowed to leave the group with anyone but an official chaperone.

Financial Information

Crossroads Christian Academy is a ministry, but one which must be accountable for its accounts and obligations to its staff. Therefore, it is imperative that each family does its part to meet the obligations to which they agree for the education of their child/children. The following policies are in effect to help each family shoulder its responsibility.

- Payments of 1/10th of the annual tuition cost are due on the 1st day of School at the church or school office.
- Each subsequent payment is due on the 1st of the next month. If payment is not received by the 1st of the month; reminders will be sent.

- If payment is not received by the 30th of the month, a reminder phone call will be made to make arrangements for payment. If payment is still not paid, a notice of suspension will be mailed: indicating the last day the student(s) will be allowed to attend until the account is paid up to date. We understand that there are times when extenuating circumstances make it impossible to make a payment on time. It is very important that the school is notified of any such circumstances and arrangements will be made that are satisfactory for late payments. Please contact the School Administrator at 474-3500.
- Late Fee: 1.5% interest fees will be attached to all balances past due 60 days or more.
- Registration Fees and Curriculum/Technology Fees are due upon application. Registration Fees (not curriculum/technology fees) are waived for church members.

Payments may be made in one of two ways:

1. Full payment on or before August 1st. Families will receive a 20% discount if the entire balance is paid early.
2. Ten monthly payments may be made with the first payment due on August 1st (Payment can be deferred until the first day of School) and the last payment due on May 1st. (September – June for new families.)

Late Enrollment

Adjustments will be made in tuition and fees for students enrolling after the first month of school.

Withdrawal from School

If a student is withdrawn from school during the school year, tuition is to be paid through the last month in which the student attends. If full payment was made in the summer and a student withdraws, a refund will be given only for the month(s) in which the student did not attend.

(FOR EXAMPLE: If a student withdraws in the first week of April, tuition is owed for the full month of April.)

Grade Reports

Grades K-12 Report cards are sent home at the end of each quarter in a non-sealed envelope. These envelopes are to be signed by parents or Guardians and returned the next school day during the first three quarters of the school year. If a child is struggling in a certain subject area during the quarter, the teacher will inform the parents of the problem, and will request a conference with the parent.

Grading Scale

Grades K & 1

4	Above grade level
3	At grade level
2	Developing
1	Not demonstrating

Grades 2-12

A	93-100%
B	85-92%
C	76-84%
D	70-75%
F	69 and below

Grievances

CCA wants what is best for your child. Most problems in school result from misunderstandings which are not communicated and resolved. Handled quickly and honestly, problems are merely challenges which provide opportunities for growth—for both the families and the CCA faculty. Christ gives us the basic principles for settling differences in Matthew 18:15-20.

When there is a problem between a child and teacher—or a parent and teacher—that grievance must be prayerfully considered before being communicated to the appropriate person. Then, keep in mind who the appropriate person may be.

- Questions concerning the functioning of the classroom—Teacher
- Questions concerning the school building or grounds—School Director
- Questions concerning finances—CCA Secretary
- Questions concerning the performance of a teacher—School Director. If issue cannot be resolved the concern will be forwarded to the School Board
- Questions concerning the curriculum—School Director
- Questions concerning the vision and future of the school—School Director
- Questions concerning child care—The Creation Station Director or staff
- Questions concerning volunteers in our school—School Director

If a grievance has been communicated to the appropriate person as stated above, and a satisfactory resolution has not occurred, then the grievance is taken to the next level of authority. The progression of these levels is:

1. Teacher
2. School Director
3. Chairman of the School Board

Homework

Homework is given regularly in grades K-12 according to the class/course syllabus provided to the student/family at the beginning of the academic year. Homework will be graded and matters to the success of your student. CCA values their students' home life and time to spend with their families. We believe students need balance in the time they spend on their school work and downtime. Homework is meant to support and enrich what is happening in the classroom or provide extra practice for difficult concepts. Teachers will monitor closely the amount of homework students are given and be sensitive to work overload.

Hours of Operation

School is in session from 8:40 to 3:15. The doors will be opened at 8:40 each morning to allow students in the building. CCA families, for security reasons, may not use the Creation Station entrance. Staff members will greet the students at the CCA entrance each morning. Teachers will be on the premises a minimum of 15 minutes before and after school.

Injury and Illness Policy

Children's emergency medical information is located in the teachers' desks in the child's classroom and in the school office. It is important that parents communicate any information regarding medical issues with the teacher. The first aid kit is located in the school's office and a smaller kit is in each classroom. A complete first aid kit is also kept in our van.

The state of Ohio requires that each student have on file in the school office an immunization record that shows the student is current with all immunizations. Any student not complying with these state requirements may be asked to withdraw until immunizations are current.

Good attendance is encouraged but when a child is sick, he/she must be kept at home. Parents will be notified if their child is running a fever, vomiting, has diarrhea, or have any other contagious symptoms, and asked to pick up that child. Any sign of lice or nits will also give cause to ask the parent to pick up the child. Children should be fever-free without use of a fever reducing medication for a 24 hour period before returning to school. If a child is on an antibiotic, he/she may not return to the school until at least 24 hours after the 1st dose.

ALL medications must be distributed and recorded by the school office. Please complete the necessary form for your child to take medication during the day. All medication, prescription and non-prescription, must be in original containers. Prescription labels must be current and dated within six months of prescribed dates.

No student is excused from a required PE class without a doctor's excuse.

Lost and Found

Students are responsible for their personal property; the school does not accept responsibility for lost property. Students are cautioned not to bring valuables or large amounts of money to school. All personal items used at school should be clearly marked with the student's name. Students who find lost items are instructed to take them to the school office to be placed in "Lost and Found". Donations are made to local ministries when these items are not claimed by the end of the semester.

Lunches

Lunchtime is thirty minutes. No student is allowed to leave the school for lunch unless previous arrangements have been made. There is no refrigeration or microwave available for lunch. If a student who packs lunch forgets their lunch, they will be allowed to call their parents to see if a lunch can be brought for them. If a parent brings a lunch in for a student, it should be left in the office for delivery to the student. If a parent is unable to be reached, the school will provide a lunch to the student for the cost of \$3.50. Parents will be asked to reimburse CCA for the lunch provided.

Lunchroom rules:

- Students are to remain in the lunch areas unless given permission to leave.
- Students will maintain an acceptable noise level.
- Students will keep their hands, property, and food to themselves. Due to allergy concerns, no sharing of food is permissible.
- Students will be responsible for cleaning the area in which they eat.
- Students will show respect for all lunchroom personnel.

Make-up Work Policy

Students will be given one day for each day missed to complete make-up work. Extensions may be made for extenuating circumstances. Parents should call the office before 10 AM if missed work is to be picked up for the student to complete at home. All requested assignments will be available at the school office at appropriate school dismissal time or will be sent home with an attending sibling. When a parent knows in advance that a child will miss school, they will notify the teacher, and plan to have assignments given in advance for the student to complete before they return to school.

Messages

If a parent needs to get a message to the student, they should call the School Office, and leave a message. The message will be relayed, or the student be brought to the office to address the issue or concern. Parents should not go directly to the classroom during school hours. Some teachers permit parents to text them (the teacher) during school hours if it is an emergency.

Off Limits

Areas that are off limits are: other student's desks or offices, teachers' desks, classrooms when teachers are not present, automobiles, and parking areas during school. Before and after school, students are to wait in the assigned area.

Orientation

Orientation programs may be held for students and their families the week before school begins. There will be an Open House prior to or at the beginning of the school year.

Photography/Video Policy

This policy applies to the use of photographs and/or videos for the purpose of publicity printed materials including but not limited to yearbook, newsletters, postings and flyers, on digital media including school website, school social media feeds, and in the press. For the purposes of this Policy, the words "photograph and/or video" includes any kind of still or moving image with or without sound and whether stored/transmitted electronically or as hard copy.

Schools need and welcome positive publicity. Children's photographs add color, life and interest to photographs of the school activities and initiatives. Making use of photographs and videos in school publicity materials can increase pupil motivation and staff morale as well as help parents and the local community identify and celebrate the school's achievements.

Crossroads Christian Academy & Creation Station referred to in this document as CCA/CS, adopts the following guidelines when using photographs of children in school publicity materials, including use of images / names on the school website, newsletters, displays.

GUIDELINES FOR TAKING PHOTOGRAPHS/VIDEOS

Staff are permitted to take photographs and/or videos to support educational aims e.g. for classroom displays or projects.

Photographs are to be stored securely and only used by those authorized to do so.

Staff will ensure that images are appropriate in nature and reflect the values and image of CCA/CS.

Students are identified only by their first name or not at all in all public forums.

Students must not take, use, share or publish images of others without consent.

GUIDELINES FOR TAKING PHOTOGRAPHS/VIDEOS AT SCHOOL EVENTS

It is up to school governance to decide whether to allow videos or photographs to be taken by parents during school events such as Graduation or Award Ceremonies.

Parents/guardians are permitted to take photographs of their own children, for their own private use, at any organized event.

Permission is to be obtained from the parent/guardian if any child other than your own is in a photograph/video from a school event.

It is acknowledged that in a public setting there is an understood assumption that persons in attendance may be inadvertently in a photograph/video and therefore should not hold Crossroads Christian Academy, Creation Station or Crossroads Church liable if a photograph or video with their image is used by any persons in attendance.

GUIDELINES FOR PUBLISHING PHOTOGRAPHS

Parents may at any time withdraw their consent/ non-consent for the use of pupil images and digital recordings in school publicity printed materials, on the digital media and in the press. Any such request must be made in writing to the school Principal.

Photographs of pupils or staff should not be published on the school website after they leave the school, without their consent.

An event attended by a large crowd is regarded as a public area, so it is not necessary to get the permission of everyone in a crowd shot before publishing the image.

CONCERNS

If parents have any concerns about inappropriate or intrusive photography at a school event, they should report their concerns to the School Director or Principal (or to a Staff member if the Director or Principal is not present).

If a parent or child wishes to have a photograph removed from the school website, etc. at any time, they should contact the School Director or Principal.

When a press image has been captured, the data controller for that image is the media concerned and not the school. Therefore, parents will need to make any objections to that organization and not the school.

Pick-up, Drop-off

Students will enter the building at the Main Church entrance in the morning. Students should be dropped off along the entire sidewalk from the white fence to under the awning of the main entrance. A staff member will open the door at 8:40AM to allow students to enter the building. If a student is in the building early, they will be taken to The Creation Station, and the parent will be asked to follow through on enrollment and costs of the before school and after school program. Students are dismissed at the same door. Parents may park alongside the sidewalk to await their children. The staff will avoid sending the children across the parking lot to their cars unattended. Students still on the premises after 3:20PM will be taken to the Creation Station, with the above procedures followed.

Praxi

All families must have an account active on Praxi. It is imperative that every family has their information up to date and accurate in the system at all times. Each family has their own log in they can use to make payments, check grades and communicate with staff.

Promotion

As a rule, retention is not an option CCA typically embraces. However, if indicators are such that the teacher and parents agree the student needs more time to master grade level standards then all options will be explored. If a student in grades K-3 shows a lack of readiness for the next level, as indicated by grades, standardized test scores, and teacher's recommendation, then the student may be asked to repeat the previous year's work.

Property damage

Marked on, defaced or broken property is to be replaced at the offending student's expense. This is inclusive of technology components that are assigned to specific students. Parents will be asked to sign the Technology Agreement (located at the end of this document) to cover replacement costs if technology is damaged or lost.

School Closings

For reasons of extreme weather, school will be called off. Closings are announced on 10TV, (CBS) NBC4, and Fox 28. In addition to news outlets, we will use our Facebook pages (Crossroads Christian Academy and/or Crossroads Christian Academy PTA) as well as Praxi to send text alerts and emails. Parents need to use their own judgment as to the safety of transporting their own child. Students should bring a written excuse with them when the parents have felt it necessary to delay bringing them.

Students are drilled in emergency procedures in the school building, and in the event of a storm during the day; the procedures will be carefully followed.

Security

Any visitors who enter the school must sign-in in the CCA office and wear a visitor's pass. This includes parents, relatives, parent volunteers, and former students. This policy will be strictly enforced.

**Due to covid-19 restrictions, this policy will often change for the 2023-24 school year. Please contact the office to ask if visitors are permitted in the building at that time. **

If a parent is picking up a child from school early, the parent must first check in at the CCA office and follow sign-in procedure. Parents are not to enter the classrooms during school time.

Please be aware that from time to time, CCA has students who are involved in custody battles, and the school is legally responsible for protecting our students. Any visitors in the hallways or classrooms after the start of school will be asked to leave unless they have a visitor's pass. If a parent wishes to observe a child's classroom, they must have authorization from the School Director. We must be cognizant of the affects this may have on operations and other students.

Children will be supervised while waiting for a parent outside the building or at the school door.

Specials

All students must participate in special classes each week. Specials include Gym/Physical Education, Art/Music and Life Skills. Bible Study, chapel and other devotional times ARE NOT SPECIALS. This is mandatory for all students.

Special Education Services

CCA offers the following services for those students who qualify for special accommodations.

<i>Speech:</i>	<i>\$95.00 per hour</i>
<i>Intervention Services:</i>	<i>\$65.00 per hour</i>
<i>Educational (Aide) Services:</i>	<i>\$20.00 per hour</i>
<i>Physical/Occupational Therapy:</i>	<i>\$70.00/\$130 per hour</i>

Your child may be eligible for a scholarship under the Jon Peterson Special Needs Scholarship Program to attend a special education program that implements the child's individualized education program and that is operated by an alternative public provider or by a registered private provider.

Standard of Conduct

Crossroads Christian Academy is governed by Biblical principles and seeks to provide an environment conducive to Christian growth. All students attending Crossroads Christian

Academy will conduct themselves in a positive Christian manner by observing the following standards both while in and out of school.

Student Social Media Policy

At Crossroads Christian Academy, teachers, students, staff, and other school community members use social networking/media to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. Social media refers to online tools and services that allow any Internet user to create and publish content. Examples of social media platforms are Facebook, Parler, Twitter, blogs, YouTube, Flickr, etc. There have been allegations of one-sided censorship of certain ideologies in some of these platforms you should be aware of, however, in spite of that, there can be communication value added by using these platforms.

Some common points to consider:

1. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools.
2. In the social media world, the lines are often blurred between what is public or private, personal or professional.
3. Many social media sites use personal profiles where users post information about themselves.
4. Social media allows those with common interests (such as our school) to share content easily, expanding the reach of their ideas and work.

Below are guidelines to follow 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 you and others proud and reflect well on you.
- Know and follow rules set forth by your parents, regardless of your privacy settings, and assume that all the information you have shared on your social network is public information.

Be respectful.

- Always treat others in a respectful, positive, and considerate manner. (Philippians 2:1-5, Ephesians 4:29)

Be responsible and ethical.

- Share and interact in a way that will enhance your reputation, the reputation of others, rather than damage them.
- Social media should never be used to defame or speak unkindly of others.

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. (James 1:19-20, Proverbs 18:2,
- Be responsive to others when conversing online. Provide answers in a timely manner, thank people for their comments, and ask for further feedback, etc. (Colossians 4:6, Romans 12:16

Be accurate and appropriate.

- Check all work for correct use of grammar and spelling before posting. (Colossians 3:23-24)
- 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. (Proverbs 19:2, Zechariah 8:16, Ephesians 4:25)

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. (Matthew 5:23-24)

Be confidential.

- Do not publish, post, or release information that is considered confidential or private. Online “conversations” are never private. (Proverbs 17:27)
- Use caution if asked to share your birth date, address, or cell phone number on any website. (Matthew 10:16)

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.
- 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.

(Matthew 10:16, Matthew 22:37-40)

Post images with care

- Always think about the appropriateness of an image, meme, or video clip that you post or share.

(Romans 13:1-2. 1Peter 2:13-17)

1. Students are expected to act in a polite, Christ like manner. Students are to always treat the staff and each other with respect. This includes refraining from arguing, fighting, complaining, and gossiping.

2. Students are expected to use language that is positive and edifying to others. Students should abstain from the use of profanity, indecent language, obscenity, vulgar speech and taking God's name in vain.

3. All books, magazines, DVD's, computer software and other electronic devices that are not related to class are not permitted on school property at any time without permission of the teacher. This includes items such as game devices and MP3 players. Cellphones may not be used unless teachers give prior authorization.

4. Objects or toys that potentially are injurious shall not be carried onto school premises by anyone at any time. This includes such items as guns, knives, or any other item, that may contribute to problems.

5. Students are the model for Crossroads Christian Academy and should reflect the ideals of Crossroads Christian Academy at all times. They should maintain Christian standards in attitude, courtesy, modest attire, kindness, morality, and honesty. This also includes following the "six-inch rule." There will be no public display of affection.

Student Supplies

Students are expected to be responsible for their own school supplies on a daily basis. Once the initial supplies have been used, parents will be informed by the classroom teacher what specific supplies need replacing. On a year-to-year basis, teachers will inform parents what supplies are needed for the classroom.

Take-home Folders

Students grades K-8 have folders which will be taken home most days with homework, teacher notes, and other communications. Parents should make sure they know their classroom teacher's procedure for their folders. Praxi School is a good resource for keeping up to date with school activities.

Technology Agreement K-12th Students

Terms and Conditions of Use

By signing this form, the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession and use of a CCA issued device. (Generally, a "chromebook" but may also consist of iPad or laptop in some situations: device references any academy owned device and all of its components.) The student and the student's parent/guardian also certify that they will always comply with these terms while the device is in their possession or under their control. Participation in this program is voluntary. However, CCA is a one-to-one school that provides technological opportunity, therefore a majority of our everyday task incorporates / involves some form of technology. This includes, but is not limited to curriculum, online classrooms, learning management systems, placement testing, courses, collaboration assignments / projects, state and district test. Note this form must be completed to use any technology within CCA. This would include, but not limited to: cameras, computers, copiers, document cameras, G Suite Tools, iPads, Chromebooks, printers, projectors.

General Terms & Conditions

- The device is being made available to the student on the terms and conditions described in this document / Board Policies / any and all other district Technology Agreements only for purposes of educational services provided by CCA.
- The device is and will always remain the property of CCA. CCA may recall the device or place additional restrictions on the use or possession of the device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any CCA teacher or administrator, the student or the student's parent/guardian will immediately surrender the device and all the components to the teacher or administrator.
- CCA reserves the right to change the terms or conditions of the student's possession or use of the device, or to impose new restrictions on the use or possession of the device, at any time.
- The student's possession and use of the device will be subject at all times, both on and off campus, to the terms and conditions described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by CCA.
- The student's possession and use of the device will always comply, both on and off campus, with all applicable state and federal laws and regulations.
- Under no circumstances will the students use the device or permit the device be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.

- Under no circumstances will the students use the device, or permit the device to be used, to access any networks, websites, or online resources that have not been approved by CCA.
- Under no circumstances will the device be used for instant messaging (“IM”) or visiting chat rooms or non-school social networking websites such as but not limited to Facebook, Twitter, Instagram, or TikTok unless access has been specifically approved by CCA.
- If a device is taken home, students will use their device to access the internet only in public or common family areas. Parents or guardians will supervise and monitor student’s internet use whenever possible.
- By signing this document, the student and the student’s parent/guardian acknowledge that they are solely responsible for ensuring that the student’s use of the device to access the internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and student’s parent/guardian will not hold CCA accountable for any harm that may come to the student or any other person as a result of the student’s off-campus internet activities.
- Because the device is school property and is intended only for approved educational uses, the student’s use of the device will be governed by this document and the rules, policies, and guidelines described in this document/handbook/board policies at all times and in all locations, both on and off campus and both during and outside of instructional time.
- The student will not share the device with any other person unless expressly authorized to do so by a CCA teacher or administrator
- Any violation of the terms or conditions set forth or referenced in this document may result in the possession or use of the device being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of CCA.
- The student’s possession and use of the device is a privilege, not a right. By signing this document, the student and the student’s parent/guardian acknowledge that they have no right or entitlement to possession or use of the device and that neither this document nor any conversation, correspondence or understanding between themselves and any representative of CCA gives them any ownership or contractual rights of any kind whatsoever in the device.

Issuance & Return of Device

- After the student and parent/guardian understands and signed CCA’s Device agreement the device will be issued to the student.
- The student’s agreement / privilege to use the device terminates on the last day of the school year, unless terminated earlier by CCA. Devices will be collected on or before the last day of the school year.
- If the device is not returned within 7 days (1 week) of the last day of the school year, the student and the student’s parent/guardian may be assessed the full replacement cost for the device and all components.
- A student will not be issued a device if the previous year’s device has not been returned, replacement cost of device and / or components has not been received, or costs to repair the device has not been received.

Care, Maintenance, and Inspection

- Under no circumstances will the student install or permit to be installed on the device any hardware, software, drivers, or other programs or devices without the advance written approval of the administration. Under no circumstances will the student delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the device by CCA.
- The device may be inspected at any time by CCA officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/or to monitor the student's use of the device (including any email communications and internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document. By signing this document, the student and parent/guardian acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the device, which shall always remain CCA property and which is intended to be used only for school purposes. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Code of Student Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

Loss, Theft, & Damage

- The device is a valuable piece of property that is being made available to the student by CCA for purposes of advancing the student's education.
- The student is responsible for ensuring that the device is always kept safe and secure while it is in the student's possession or under the student's control.
- Under no circumstances will the student leave the device unattended at any location, either on or off campus, unless it is safely secured at the student's home or at school in its' assigned location.
- Under no circumstances will the student leave the device in the care or custody of any person other than the student's parent or guardian or approved CCA teacher or administrator.
- If the device is lost, stolen, damaged or malfunctioning in any way, the student will immediately inform the teacher and/or administration.
- In recognition of the advantages that come from being issued a device and the considerable expense to CCA in funding the device program, the student and student's parent/guardian acknowledge that they must bear some risk for the possibility that the device may be lost, damaged, or stolen.
- If for any reason the device is lost, stolen, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the actual replacement costs

- If the device is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost or repair or replacement, whichever is less.
- For purposes of this document, the replacement cost is the actual cost to CCA at the time of replacement of a new device.
- The student will not be issued a replacement device until the costs described above have been paid in full.
- CCA reserves the right to decline to issue a replacement device if it determines, in its sole discretion, that the risk of loss or damage to the replacement device is unacceptable. The decision not to issue a replacement device shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously issued CCA devices.

Google G Suite

Crossroads Christian Academy uses Google G Suite for Education. As part of this continued implementation, the tools and resources Google has to offer are approved by the administration for faculty, staff, and students to utilize.

Withdrawals

Student withdrawals are handled by the Director. To transfer academic records, all fees must have been paid, all school belongings returned, and the proper forms completed. Please refer to the financial policy section of this handbook for information regarding withdrawals.

Required forms and documents for Enrollment:

ENROLLMENT CHECK LIST

Family Name: _____

Student(s) Name: _____

Grade: _____

Email Address: _____

Phone Number: _____

GIVEN:

- Praxi link
- Fees and Financial Form
- Medical Form
- Handbook
- Records Request (if applicable)
- EdChoice/Jon Peterson forms (if applicable)
- Scholarship Form (if applicable)

RECEIVED:

- Praxi Application
- EdChoice/Jon Peterson forms
 - Proof of address
 - Birth Certificate
 - Financial Docs (if applicable)
- Scholarship Forms
- Medical Form
- Policy Forms from Handbook
 - Handbook Acknowledgement
 - Praxi Acknowledgement
 - Parent Pledge
 - Tech Agreement
 - Field Trip
 - Photo/Video
- Records (if applicable)
 - Shot Record
 - Birth Certificate
 - SS card
 - SSID
 - IEP
 - Test Scores

Enrollment Fee Received: \$ _____ Payment Type: _____

Requirements for Enrollment

Applicants will be presented with the written policies of the school. Agreement to abide by these policies will be indicated by signing the Handbook Acknowledgment Form, Praxi School Acknowledgement, Parent Pledge, Technology Agreement, Field Trip Permission, Photo and Video Consent as part of the application process.



Crossroads Christian Academy Student Handbook Acknowledgment Form

Please remove from the Student Handbook, sign and have your student bring this form back to their teacher. Each student must have a form.

I have read, reviewed and explained this Student Handbook with my student(s). I and my student agree to abide by these rules and policies.

I will keep the school office up to date on any changes in family information, to include, phone, address, email addresses, medical and custodial issues or changes.

I will pay strict attention to the dress code policies of CCA. I understand that my student and my personal preference for clothing and attire does not outweigh the principles that the school has adopted for modesty.

Parent Name: _____ Signature: _____
Print Name

Student Name: _____ Signature: _____
Print Name

Grade: _____ Teacher: _____

PRAXI-SCHOOL ACKNOWLEDGEMENT

I, _____ parent/legal guardian

of _____ acknowledge that I have reviewed our family information, child information, emergency contact information and any/all other pertinent information that pertains to my family and/or child on the PRAXI SCHOOL system for the **2022-2023** school year and agree that it is correct and up to date as of _____. If there are any changes to this information, I realize it is my responsibility to update our family/child/emergency contact information on the PRAXI Parent Portal which will automatically notify the school of such a change. If I am unable to use the online system, I will notify the school directly of any changes in a timely manner. I also acknowledge that I have reviewed and/or received a copy of the 2022-2023 Crossroads Christian Academy Student Handbook and will review the information contained in it with my student. sure

Signed: _____ Date: _____

PARENT PLEDGE

I understand that Crossroads Christian Academy is a Christian school whose curriculum and teaching embrace a Christian Worldview and are based on the Word of God. I recognize that CCA has a qualified, trained staff and I have confidence in their ability to perform the education functions due my child at their discretion. I realize that from time to time children take issue with actions that they do not agree with and that they are prone to criticize statements out of context. This being normal for children, I pledge that should such occur, I will not support the criticism; that I will correct my child, support the academy personnel, and call for full details at any time I have a question concerning the incident.

Signed: _____ Date: _____

Technology Agreement K-12th Students

I understand and have read the technology agreement and agree to comply with the terms set forth in the document. I also will encourage my child to abide by the agreement and understand I have a responsibility to help them remain accountable for their devices and actions while using them. I understand that any damage, theft, or loss of the technology given to them for the school year is my financial responsibility.

Printed Name: _____ Date: _____

Signed: _____

As a CCA student, I understand the rules and guidelines of all loaned technology provided to me for use. I know it is my responsibility to care for my technology and notify my teacher if there is a problem. I will be sure to use my device in a responsible and careful way.

Student Signature: _____

Parental Permission for Field Trips

Realizing that activity trips and tours of industry, business, etc. have real value in educational programs, most teachers and activity leaders desire to arrange some such events for their pupils during the year.

We have found that the policy of requiring releases for such individual trips proves burdensome for both the home and school. Therefore, we ask your cooperation in signing one blanket release, which can be in effect while your child is enrolled in our school.

Parents will continue to receive advance notice of each field trip through weekly newsletters or other school communications. This will allow parents to have sufficient time to inform the school if they do not want their child to participate.

My child _____ has my permission to participate in class, activity or team groups of the Crossroads Christian Academy on educational and activity tours and field trips. I understand that the group will always be accompanied by the teacher or other activity leader and by other adults.

Date: _____

Signed: _____

(Father, Mother or Legal Guardian)

PHOTOGRAPHY/VIDEO PARENTAL CONSENT FORM

*Please initial only the following statement to which you agree.

_____ I give my consent for CCA/CS to use images and or video of my child for the 20____/20____ school year, and summer program of the same school year, in **all public forums** (social media, website, printed materials, etc.).

_____ I give my consent for CCA/CS to use images and or video of my child for the 20____/20____ school year, and summer program of the same school year, to be used in the **building or classroom use only**. This includes group/individual photos or videos that may be used during programs or in special projects for families of CCA/CS.

_____ I do not give my consent for my child to have images or videos taken for the 20____/20____ school year, and summer program of the same school year. I acknowledge that for safety purposes my child's ID card does contain their photo taken by a staff member upon enrollment.

Signed: _____ Date: _____

Printed: _____

Child's Name: _____