



# **Parent-Student Handbook**

## **2009-2010**

### **First Grade through Fifth Grade**

This Handbook contains current information regarding policies, standards, principles, rules, and activities of Crossroads Christian Academy. The Center will try to give advance notice of change to this handbook whenever possible. However, the administration reserves the right to make changes when it is deemed advisable and/or necessary. Crossroads Christian Academy and Learning Center do not discriminate against students on the basis of race, color, national origin, disability, age, sex or religion. All students have equal access to all the rights, privileges, programs and activities generally accorded or made available to students. Crossroads Educational Ministries is also a Christian educational institution, and as such, requires the highest levels of conformance to Christian principles, ethics and beliefs. The administration of this school recognizes that it is not possible to meet the educational needs of all children or families due to our moral, ethical or religious philo

## **OUR MISSION**

***To equip students with the Biblical values and academic skills necessary to compete in the marketplace of ideas while bringing the witness of Christianity to the world.***

## Our Statement of Faith

As an integral ministry of Crossroads Community Church of the Nazarene, Crossroads Christian Academy has adopted a philosophy of teaching that incorporates God's Word as set forth in the Association of Christian School International's Statement of Faith.

We believe:

1. The Bible to be inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15)
2. There is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
3. In the deity of Jesus Christ (John 10:33)
  - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)
  - His sinless life (Hebrews 4:15, Hebrews 7:26)
  - His miracles (John 2:11)
  - His atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)
  - His resurrection (John 11:25, 1 Corinthians 15:4)
  - His ascension to the right hand of the Father (Mark 16:19)
  - His personal return in power and glory (Acts 1:11, Revelation 9:11)
4. In the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of the human nature; and that men are justified on the single ground of faith in the shed blood of Jesus Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. In the resurrection of both the saved and the lost; for those that are saved, to the resurrection of life and to those that are lost, to the resurrection of the damned. (John 5:28-29)
6. In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
7. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

Students and parents are encouraged to regularly attend and be involved in a Bible believing church.

Although CRCA is affiliated with the Church of the Nazarene by association and doctrine, all religious classes, devotions or chapel services are presented to acquaint the student with basic Bible knowledge and life application, and not for the purpose of indoctrination.

## **Crossroads Christian Academy Parent-Student Handbook**

This handbook contains current information regarding policies, standards, policies, rules and activities of the Crossroads Christian Academy. The school will try to give advance notice of changes to this handbook whenever possible. However, the administration reserves the right to make changes when it is deemed advisable.

Crossroads Christian Academy admits students who are able to meet our admission requirements who are of any sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, disability, age, sex or religion in administration of its educational policies, admissions' policies, scholarship and loan programs, and athletic and other school administered programs. It does not discriminate on the basis of race, color, national origin, disability, age, sex or religion in its hiring and personnel management practices. It is however, a Christian educational institution, and as such, requires the highest levels of conformance to Christian principles, ethics and beliefs. The administration of this school recognizes that it is not possible to meet the educational needs of all children or families due to our moral, ethical or religious philosophy. Crossroads Christian Academy is a school for the children of parents who desire an educational environment for their children where Jesus Christ is Lord.

Attendance at Crossroads Christian Academy is a privilege and not a right. Students forfeit the privilege if they refuse to conform to the standards and principles of the school. CRCA may insist on the withdrawal of a student at any time the student or parents (legal guardians) of the student, in the opinion of the administration, do not conform to the policies, standards, principles, and rules of the school.

Crossroads Christian Academy  
5834 Ray Ellison Drive  
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School Phone: (210) 623-4500  
School Fax: (210) 623-3758

## Philosophy of Christian Education

Our philosophy of education is built upon a God-centered view of truth and man as presented in the Bible. The process of education is seen as a means used by the Holy Spirit to bring students into fellowship with God and to train them in Christ likeness.

According to Deuteronomy 6:4-7, all education, and especially Christian education, begins first of all in the home. Parents are the primary developers of a child's education. This responsibility cannot be taken from them nor can they give it away.

Ephesians 4:11-16 teaches that God has given some the gift of teaching. Their responsibility is to "equip the students for works of service." They do not take the parental role of educating the students, but at the parents' request, the Christian school, along with the church, becomes a partner in giving this education.

Academically, the school endeavors to promote high academic standards within the potential of the individual as uniquely created by God and to help students realize their full academic potential with good study habits in an atmosphere conducive to concentration and self-discipline. The school strives to help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics. It also promotes good citizenship and stresses an understanding and appreciation for God's world. This in return will enable the student to adequately fulfill the Lord's commandment to "go out into all the world and preach the Gospel to every creature." (Mark 16:15)

Spiritually, CRCA seeks to teach the Bible as God's inspired Word, to teach the basic doctrines of the Bible, and to lead the student to a decision of confessing Christ as Savior and Lord. While we do not expect every student or parent to fully accept every decision made at CRCA, we do expect them to live by those decisions as long as they are with us. Those who come from other denominations are certainly welcome. We do not expect them to renounce their faith or doctrine in order to attend here; nor do we expect them to do anything that would cause us to compromise our faith or doctrine.

In the student's personal and social development, CRCA aims to help students develop their personalities based on a proper understanding and acceptance of themselves as unique individuals created in the image of God. As persons created in the image of God, their bodies are viewed as temples of God. Therefore CRCA promotes physical fitness, good health habits, and wise use of the body.

God and His Word are the acknowledged standards of all school goals, purposes, and activities. The key to reaching these worthy objectives is God's supreme love as expressed through dedicated teachers who know and love the Lord. Crossroads Christian Academy strives to cooperate closely with parents in every phase of the student's development, especially in God's command to "train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

## **History of Crossroads Christian Academy**

The Valley Hi Nazarene Christian School opened in 1984 with ten students in the first and second grades to expand the ministries of the Valley Hi Nazarene Church and Learning Center. We also wanted to provide an alternative to the growing perception of a concerned community that the public school system was failing to meet the moral and educational needs and expectations of many families with children. Therefore, our objectives have been aimed at training children in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship, as well as sound academics. Students and faculty are required to reflect these ideals in their dress, appearance, attitude and relationships. The stable educational environment that is represented at CRCA today is a direct result of a Godly vision for Christian education that compelled the Pastor, church board, and members of the Valley Hi Church of the Nazarene to establish a Christ-centered and safe environment where children may learn the foundations of traditional knowledge based on the more important knowledge of the Bible. In June of 2005, our name was changed from Valley Hi Nazarene Educational Ministries to Crossroads Christian Academy. As a leadership team, our desire has been to reflect who we are as opposed to where we are. This led to the name change for both the church and the school. We want our community to know that Crossroads Community is a place where lives change...in the crossroads of life.

## **Purpose of Crossroads Christian Academy**

1. To provide our students with the highest educational opportunity possible through a Christian-based curriculum and carefully selected staff.
2. To provide a disciplined, structured setting in an atmosphere saturated with Christian love and understanding so that the learning process can be effective.
3. To recognize students as individuals and to further their mental, physical, spiritual, and social development by providing a program that will challenge and encourage them to achieve their fullest potentials.
4. To seek not only a return to the basic, fundamentals of education, but also to endeavor to instill in each young life those principles upon which our nation was founded and which are alarmingly lacking in our present society. We speak specifically of integrity, respect for nation and fellow man, appreciation for democracy and freedom, morality, faith and hope.
5. To help each student know that God made and cares for the world and the people and things in it; and to provide happy experiences in expressing reverence and love for God through conversation, singing and prayer.
6. To seek to create a wholesome school environment and to provide such stimulating relationships as will develop each emerging personality.
7. To provide not only the opportunity for academic achievement, but also to enable each student to keep truth in focus and to relate intellectual training with the meaning of life.

# CHAPTER ONE

## Admissions

### **General Policy:**

Crossroads Christian Academy is a religious, non-profit educational institution and ministry with high moral and ethical standards, dedicated to the task of providing traditional education in a Christ-centered environment. It is not an alternative educational source, a corrective institution, nor a reform school. Consequently, we ask that you do not enroll your child with the sole expectation of reform, or as an alternative source of education when all other public and private sources have failed.

Our goals are not to reform, but to train in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Students and faculty are required to reflect these ideals in their dress, appearance, attitudes and relationships.

Some children do not adjust to a disciplined, structured, authoritative academic environment. In such cases, the school reserves the right to place such students on probation or suspension for a reasonable corrective period of time, and to dismiss any student who does not cooperate with the total educational process.

### **Learning Differences:**

If your child has any emotional or learning problems, please alert us so that we may determine if we are adequately qualified and trained to meet your child's needs. If after enrollment, symptoms of learning disabilities or special needs are recognized or suspected, the parent will be asked to have the child evaluated through the local public school district or a diagnostician or their choice. Results of these tests must be provided to the school to assist the administration in determining placement for the child or other suitable resources for the total development of the child.

### **Re-Enrollment**

Re-enrollment begins on the first school day in February. Parents may begin to enroll their children according to the guidelines in effect at that time. Because there are physical limitations pertaining to the size of the school, parents are encouraged to avail themselves of the early registration opportunity. No opening may be reserved for any student unless registration forms have been completed.

## **Medical Guidelines**

All students entering CRCA for the first time must be immunized before admission to class. These immunizations should be handled through the family physician or clinic. The students Immunization Certificate must be on file before the first day of school. **No student may be admitted to class until this is completed as required by law.** Hearing and visual acuity tests as well scoliosis screenings are required, and are generally administered during the school year. Fees are collected from the parents for these tests. If these tests have been administered by the family's physician within the last twelve months, please provide a record of them **before** in-house testing. If the student has any medical condition which would limit his or her activities, please provide the school with a written evaluation of the condition by a medical doctor with specific recommendations for variations in activities.

## **Health**

If your child is ill, has a temperature, or feels too sick to be active, **do not send him/her to school. This is a very firm health law!** A child who is obviously ill will not be admitted to class. Children with any communicable diseases must be kept at home. Students must have a statement from the doctor treating him/her stating they are no longer contagious, **before** he/she will be re-admitted to class. You will be notified if your child has been exposed to any contagious disease or head lice. Please report any such illness to the school. Our illness policy is to protect the health of all of the children. Fever, diarrhea, and vomiting are common symptoms for which a parent will be asked to come for a child. **Children will not be re-admitted to the school until they have been free of such symptoms for at least 24 hours.**

As you know, playground falls, skinned knees, etc., do occur sometimes. First aid supplies are available and trained personnel are on duty to administer first aid when needed. Every effort will be made to keep you informed of more serious incidents.

Periodic health checks are made for head lice. If we find lice on your child, he/she must leave the school and may return to school only when we have proof of treatment. (i.e., verbally sharing with the office staff what treatment you selected and used.)

## **Medication**

Medication can be administered at the school, and then only on specific instructions from the parents. All medications for a specific child must be kept in the original container and must bear the name of the pharmacy, prescription number, date, doctor's name and directions for use. All medication will be stored and administered by the teacher. This policy includes all medication including over the counter medication.

# CHAPTER TWO

## Financial Information

**As part of each student's registration packet, a signed promissory note is required. This is a binding contract. Families are responsible for the entire annual tuition. Annual tuition has been broken into 10 equal payments in order to allow families to provide quality Christian education for their children.**

Crossroads Christian School is a religious, non-profit educational institution with an annual budget dependent upon the tuition of students, fundraisers, and gifts from friends for operating expenses. Faithfulness in keeping school accounts current is essential in maintaining curriculum, supplies, salaries and other operating capital. All gifts and contributions, which do not offer a quid pro quo benefit, are tax deductible.

### **Payment Policies**

#### a. Monthly Payments

All tuition and fees are due in accordance with the mutual agreement and the promissory note signed by both the parent and the school representative at the time of registration. CRCA understands the needs of families to schedule payments over an extended period in order to relieve budgetary problems. CRCA offers a ten-month and twelve-month payment plan as well as discount incentives for early payment of yearly tuition.

#### b. Late Fees

**All payments are due on the 1<sup>st</sup> day of the month, and must be received by the school office no later than the 1<sup>st</sup> day of the month in order to avoid an automatic late charge of \$4.00 per day for the first three days. On the fourth day late a \$25.00 late fee per day will be applied to the account.**

**Late fees will be applied to all accounts.**

c. Delinquent Accounts

Late notices will be given and action taken on delinquent accounts. Chronic late payments may result in the dismissal of the student until the account is cleared. Students will not be allowed to return to class if the account is 3 weeks in arrears. Grade cards and awards will be held for any student whose financial account is not current when grades are posted. Delinquent accounts will result in students not being allowed to take final exams thus affecting promotion. School records will not be released to other schools if accounts are not clear. Accounts will not be allowed to remain over 6 weeks in arrears. After 6 weeks in arrears, accounts will be turned over to a collection agency and will be reported to 3 national credit bureaus. A collection fee of 40% of the total bill will be assessed to accounts turned over to the collection agency.

d. Refunds

The registration and book fees are **non-refundable** items as indicated in the Promissory note. Refunds of tuition may be granted on a prorated basis only for students who relocate, become disabled, or upon mutual agreement between the school and parent when it is in the best interest of the student to be educated elsewhere.

e. Returned Checks

Upon the return of a check that has not been honored by the bank because of insufficient funds, a \$30.00 fee will be charged by the school. Following the second occurrence, all tuition payments, or any other fees due, must be made in cash, cashier's check, or money order.

# CHAPTER THREE

## School Standards

### **Accreditation**

On April 16, 1989, Crossroads Christian Academy was officially recognized by the National Private School Accreditation Alliance as being accredited as an outstanding Academic institution, with all the rights and privileges thereunto appertaining, thereby demonstrating our commitment to the educational process and assuring public confidence in our reputation as an outstanding academic institution whose quality program deserves recognition.

The fulfillment of this process was achieved through a demonstrated willingness and ability on our part for implementing policies and procedures that will assure public acceptance and recognition of our program to the satisfaction of interested third parties, transfer institutions, grantors and others who have come to rely on accreditation, as a member of competency, in the field of education.

### **Christian-American Patriotism**

CRCA places emphasis upon the greatness of America's heritage and the sacrifice of her heroes and therefore unashamedly teaches love and allegiance for the American Flag, Christian flag, the Bible, and our country, as well as Biblical principles of self-discipline, respect for authority and obedience to the law. We are strong proponents of God in government and give our wholehearted support and prayer to our armed forces around the world.

### **Christian Training**

Since one of our goals is to develop Christian leaders, it is important that Christian training have a place in the life of the curriculum. This is accomplished through:

### **Chapel**

One session per week of age-appropriate, interactive spiritual and inspirational instruction provided by the pastoral staff or special speakers approved by the administrator.

### **Assemblies**

Occasional curriculum-driven/age-appropriate activities scheduled to meet the curriculum and educational needs of the children. Providers should have knowledge of their field and be capable of making meaningful age group presentations.

### **Bible Class**

A vital part of the curriculum is in the Bible class. Each student and teacher will begin the day with Bible class. Bible class will consist of a Bible lesson, singing, prayer and Bible memorization. Daily devotions will be part of our school programs.

### **Programs**

Throughout the year, special programs will be performed by the students in the school. When your child has a responsibility in a program, he/she is expected to attend and participate. Programs will usually be scheduled for Wednesday or Thursday nights.

### **Physical Education**

The Bible states that our body is the temple of the Holy Spirit and was created for the purpose of glorifying God. While skill development is an important part of any PE program, character development is more important. No student will be excused from PE classes unless the school office has a medical doctor's excuse on file. PE grades are based upon each student's participation in dressing out, practicing good character and Christian sportsmanship.

# CHAPTER FOUR

## Code of Conduct

Because its educational philosophy and programs are built on the principles of God's Word, CRCA must provide an environment conducive to the spiritual growth and development of children who are not yet mature Christians. The desired result of providing this kind of environment is a life consecrated to God and separated from the world.

One of the prerequisites for success in life is self-discipline. It is by self control that we learn discipline. Christian discipline is learned by submitting to the authority of the home, school, and the church. CRCA emphasizes the development of self-discipline and submission to authority in all students and faculty.

Parents are expected to be in support of the administration and teaching staff of CRCA. If there is an issue that must be reconciled, all discussions must take place with the staff and parent involved. Parents are expected to practice restraint in front of students and to strive to always bring peace where it is within their power.

Our desire in operating the ministry of Crossroads Christian Academy is to maintain a tradition of excellence and strive to improve the quality of care provided to children and parents. We realize that we are not perfect, but will make every effort to walk in the fruit of the Spirit.

There **must** be limits of service in regard to those parents who we find it impossible to serve, or there may be a few children that we are unable to provide care for due to abusive or inappropriate behavior toward classmates and/or teachers.

**Once again, though we a service ministry, we do have limits.**

Therefore, please be advised of the following notice:

Crossroads Christian Academy is a **private** Christian Academy. Enrollment in our academy is a privilege, not a right. Therefore, we reserve the right to refuse services to a child/family whom the administration believes may pose a threat to the spiritual, physical, mental and emotional well being of this ministry.

We reserve the right to terminate services to a child, children, parent, or family, who display an uncooperative attitude in regard to:

- The center policies
- The center staff
- Frequent complaints or insults toward the services we provide

We reserve the right to terminate services to a child, or children, whose behavior to other children or a teacher/staff member is abusive, inappropriate or threatening. The length of time from the "Notice of Termination" to the actual termination date will be determined by the director and Pastor.

Failure to submit to school authority or failure to comply with school regulations is considered a form of rebellion. CRCA will make firm and timely corrections in the lives students who have difficulty maintaining a posture of Godly submission to authority. Immediate changes of behavior are expected from students so corrected.

The student must understand and agree to follow the rules as written in the Parent-Student handbook and school wide classroom rules. He will understand that the rules, rewards, and consequences are in effect as long as he/she is in school or at school-sponsored events.

The parents must agree to support the school in the educating of his/her child and to address concerns and issues privately with those who are in authority (teacher and/or administrators.)

The teacher will provide the proper education and structure necessary to educate the whole student (mind, body and soul). The teacher will further consult with the parents of the student when he/she has concerns, issues or praise involving the child's progress.

Student discipline is handled with kindness, understanding, and in accordance with Christian principles. The teachers are required to enforce classroom and playground regulations.

CRCA uses Assertive Discipline as our discipline management plan for the school. Past experience has shown us that students respond positively when firm and enforced standards, coupled with kindness and rewards, produce the atmosphere necessary for proper education. If the child refuses to come under the authority of the teacher, he/she will be referred to the school director, who will take the necessary actions, including contacting the parents.

When punishment is required, the parents will be contacted. A cooperative effort between the school and home must exist in solving problems. Types of punishment that will be used at CRCA are loss of privileges, detention, in-school suspension, suspension and expulsion. Any student suspended is required to make up work, but will receive a grade of zero (0).

Each teacher will send home a classroom management plan during the first week of school. This will describe for you in detail the management system of the school and the teacher's particular classroom. **Certain behaviors will not be tolerated.** These are listed below:

- Lying
- Cheating
- Use of profane or vulgar language
- Stealing
- Fist fights
- Disrespect of school property (in the case of school property damage, the student will be expected to pay for damage)
- Physical or emotional intimidation of another student (including name calling, threats, etc.)
- Defiance of authority

Discipline and guidance will be consistent and based on an understanding of your child's individual needs and development. We will use positive reinforcement whenever possible, and your child will have his good behavior recognized and encouraged. Your child will not be humiliated or embarrassed.

In serious discipline situations, a student may be subjected to suspension. In this instance, they will be required to remain at home and will have course work that must be completed by the time they return to the classroom. Parents will be contacted upon suspension being given and will be informed of the situation as well as the length of suspension. All disciplinary action is subject to the discretion of the Director and may include suspension or expulsion.

Any weapons or instruments which may be considered dangerous to self or others will result in suspension or expulsion.

Inappropriate behavior will be dealt with by the Director. This may result in your child's dismissal.

### **Games and Toys**

Students will not be allowed to bring items from home such as cards, electronic hand held games, walkmans, dolls, cars, knives, guns, etc., unless specifically authorized by the teacher. Violation of this rule will result in confiscation of the items in question. Parents may retrieve the items from the school office.

Confiscation of knives, guns, or any other item of violence will result in suspension from class, notification of the parents and possible expulsion.

### **Attitude**

Students must conduct themselves at all times in a manner consistent with Christian principles and ethics. If your child comes home complaining about certain policies of discipline, please follow this simple procedure:

- Give the staff the benefit of the doubt.
- Realize that your child's report is emotionally biased.
- Realize that we have reasons for all of our rules.
- Know that we enforce the rules fairly, without bias.
- Support the school administration and call us for the facts.
- Know that we are always willing to discuss the issue fairly.

When the student's attitude is not in harmony or accord with school policies or principles, the student will be placed on probation, and parents will be called in for a conference. If the administration feels that the situation has not been repaired within two weeks following probation, parents may be required to withdraw the student from school.

Actions that suggest disrespect, indifference, dishonesty, abuse of permission and other disruptive actions shall be handled by the administration in such ways as seem best. In situations that are chronic, flagrant or severe, the school reserves the right to place student on probation or suspension for a reasonable period, or to dismiss by expulsion any student who does not cooperate with the total educational process.

## **Dress Code**

CRCA believes the wearing of a standardized school uniform promotes an atmosphere of solidarity and encourages the growth of school spirit and morale. All students are required to wear the prescribed school uniform daily except on specifically stated special occasions which will be announced.

### **ALL UNIFORMS MUST BE MARKED FOR IDENTIFICATION PURPOSES!**

#### **UNIFORM LIST**

##### **GIRLS**

\*Khaki uniform slacks only  
capris or cargos are not allowed

\*Socks or tights must be solid navy blue  
or white **only**

\* Hair ribbons, bows or any hair  
item must be:  
White , navy blue or khaki,

\*Khaki uniform walking shorts  
No Bermuda shorts

***Shorts may be worn until October 31<sup>st</sup> and after Spring Break week.***

\*Khaki uniform skorts, skirts and jumpers  
*(Shorts, skorts, skirts and jumpers must touch the knee in order to be modest when they are sitting).*

\*Navy blue polo shirt- Shirts with school logo will be available for purchase  
GIRLS:

Denim khakis, Low rise or hipster khakis are not allowed

Girls are expected to keep shirt tails tucked in and to wear a belt with all pants designed for one.

Navy blue sweatshirts may be worn in cold weather over their shirts.

No long dangling earrings or make up is allowed.

Fingernails must be cut to a reasonable length.

No dark colored fingernail polish or "gothic" jewelry

Winter coats may be worn outside but all cover ups worn in the classroom must be navy blue.

##### **BOYS:**

khaki slacks or walking shorts – Denim khakis are not allowed

No Bermuda shorts, or cargo slacks or shorts allowed

navy polo type shirts / uniform logo shirts are available

Boys are expected to keep shirt tails tucked in and to wear a belt with all pants designed for one.

Sagging pants designed to show boxer shorts will not be allowed.

Only navy blue sweaters, sweatshirts or jackets will be allowed inside the classroom. If your child needs a heavy jacket for outdoor wear, it can be any color. These will be stored upon entering the classroom. Long sleeve undershirts may be worn. Undershirts may be navy blue or white only. Solid navy blue sweatshirts are allowed over uniform shirt during cold weather.

School spirit shirts will be available for purchase. Students will be allowed to wear spirit shirts on assigned days as a reward incentive.

#### GIRLS AND BOYS:

\*If uniform slacks or skirts have belt loops, a black or brown belt must be worn at all times.

#### UNIFORM SHOES:

**\*Solid white, black or brown shoes may be worn.** Shoes are considered a solid color when the sole, heel, shoe laces and body are all the same color.

**“Heelies” and converse tennis shoes are not allowed** on school property during school hours and are not considered uniform

#### **PE Uniforms**

Third through Fifth grade are required to dress out for PE every day. PE is an academic grade and all students are expected to participate and have the necessary uniform for activities.

*Uniform:* Plain white or gray t-shirt

Blue or black gym shorts (basketball length shorts for boys and girls)

Tennis shoes

White socks

**School spirit shirts** will be available for purchase. Students will be allowed to wear spirit shirts on assigned days as a reward incentive. It is a privilege to participate in “Spirit Day” a student may lose this right according to his or her conduct.

On designated Fridays we have spirit day. Girls may wear skirts, dresses, slacks or modest jeans with a school spirit shirt. Splits in the skirts should be no higher than three (3) inches above the top of the knee. Skirts must touch the floor when kneeling to be appropriate. Sun dresses, halter tops and shorts are not allowed. No mesh or see through tops. Jeans must **not** be tight and form fitting. If clothing is deemed inappropriate, students will be sent home for the day and will lose the privilege of spirit day for three (3) weeks.

*Please make note:*

Walking shorts are an acceptable alternative to slacks for both boys and girls through October 31<sup>st</sup> and again beginning the week after Spring Break. No shorts can be worn any other time.

Hair styles for both girls and boys must be neatly cut and well groomed. No hair spikes, tails, unnatural hair colors or other fad hair styles will be permitted. No earrings are to be worn by boys. Tongue piercings and other unusual piercings are not allowed.

If school uniforms become faded or tattered, parents will receive a note from the teacher or school office requesting that uniforms be replaced. Please adhere to this request.

***PARENTS: We kindly ask your cooperation in the following matters. With the understanding that you have placed your child in a Christian school that strives to maintain God's standard of holiness; we ask, that as you, your family members and/or friends come and go to and from our school, that the attire (clothing, dress) worn by you would be respectable, decent, modest and proper.***

**Please help us take pride in our school by making certain that your child's uniform is neat and ready for the school day. Students are expected to enter the school campus prepared for the day. If they are not in uniform, they will not be allowed to proceed to the classroom.**

# CHAPTER FIVE

## Schedules and Attendance

### **School Hours**

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Children will be supervised no earlier than 7:45 a.m. and no later than 3:15 p.m. If your child is tardy, after 8:15am he/she must obtain a tardy slip from the school office to be permitted in class. Parents are responsible for their children outside these hours, except in the case of after school activities or extended care services. Parents must sign their children in if they arrive after 8:15 a.m. and sign them out if they leave before 3:00 p.m. ALL parents/visitors must stop at the office in the main building to receive a pass. NO ONE is to enter the halls without permission. Your child/children are still doing class work right up until 3:00 p.m. Please do not take them out early unless it is an emergency or they have an appointment.

### **Birthdays**

We are always happy to celebrate each child's birthday. Parents are encouraged to provide refreshments for your child's class on this special day. We will cooperate with you by taking pictures if you send your camera. All food must be purchased and not home made. All parties must be pre-arranged with your child's teacher. If your child is planning an off-campus birthday party, invitations are not allowed on campus unless **all** the children in your child's classroom receive an invitation. Failure to comply with this policy will result in invitations being discarded by the office.

### **Lunch Procedures**

All students are responsible for providing their own lunch, either by making use of our school cafeteria or bringing a healthy lunch from home. Milk will be provided at a specific cost and may be paid weekly or monthly. Each student is responsible for making sure that his/her eating area is clean and all trash is thrown away after eating. We ask that, because of time constraints and safety issues, children not be allowed to bring microwave able foods. Our cafeteria is USDA certified and prepares very healthy hot lunches if your child desires a hot, nutritious meal.

Please do not make a practice of bringing fast food to your child.

## **Food Allergies**

If your child has a food allergy, please alert the office so that we will be aware of the situation. However, if your child participates in our hot lunch program, we need a doctor's note regarding any food allergies or restrictions as well as a dietary substitution list signed by your doctor.

## **Before/After School Care**

The Crossroads Christian Academy Learning Center operates a before and after school program from 6:30 a.m. to 7:45 a.m. and from 3:15 p.m. to 6:30 p.m. Children under fourteen (14) years old are cared for and supervised by the staff of the Crossroads Christian Academy Learning Center. Registration and fee schedules are managed by the Learning Center. The daily transfer of students from one facility to the other is closely monitored and supervised.

## **Morning Arrivals**

Students not under Before/After school care **must not arrive** earlier than 7:45 a.m. Students may not enter their respective classrooms until 8:00 a.m., under the supervision of their teachers. Students may enter the main auditorium at 7:45 for opening exercises at 8:00 a.m.

## **School Dismissal**

All students will be expected to be off school premises by 3:15 p.m. unless under the direct supervision of a teacher, administrator, or parent (guardian). Students who violate this rule will be automatically enrolled in our after school program a registration fee of \$35.00 will be assessed and a tuition fee of \$156.00 will be billed for the month, to Crossroads Christian Academy.

## **Attendance/Absences**

School attendance is extremely important. There is a direct correlation between student attendance and academic success. Students are encouraged to be punctual and maintain good attendance. CRCA maintains a closed campus; therefore, no student will be allowed to leave school before dismissal time without the approval of the administration. Parents wishing to pick up their children early for any reason must notify the teacher/office and sign them out.

A student will not be given credit unless the student is in attendance at least 154 days during the school year. Therefore, any student missing **more than 15 days, excused or unexcused**, during the school year, is subject to failure unless make up work is completed. Extenuating circumstances may be considered by the administrator. Absences accrued because of long term illness will require verification with a doctor's note. The school office is to be notified as soon as possible when a student will be absent for a long duration.

**A note from home will be required for all absenteeism. If a note is not returned, the student will not be allowed to make up any missed work, and a grade of zero (0) will be given. Written notes are required. Please do not send a message by word of**

**mouth. If a student has excessive absences they will be considered ineligible for honor awards and/or trophies.**

### **Tardiness**

Three tardies equal one (1) absence. Your child will be counted tardy at 8:15 a.m. If your child is tardy he/she must obtain a tardy slip from the school office to be allowed in class. If a student is tardy more than 5 times in one month he/she will serve detention hall and may be fined \$20.00. Habitual tardiness will call for both parents and child to be involved in a conference with the teacher and administrator.

### **Make up work**

It is expected that students absent for any reason will make up work deemed necessary by the teacher including quizzes, tests, and homework. Failure to make up missed work will result in failing grades for that work and for the day. Time allotted for make up work will be equal to the number of school days missed.

### **Withdrawal**

Should the student be withdrawn from the school before the academic year is completed, parents are responsible for payment in full for the year's tuition as outlined in the Promissory Note.

If a student is withdrawn for one of the reasons listed on the Promissory Note, tuition payments will be required only for the months the student attended VHNCS.

In any case when the parent wishes to withdraw a student or when a student is administratively discharged, the student must be cleared through the school office. Tuition for that month will be pro-rated. **All other debts must be cleared before any records will be released or your child's work marked for promotion to the next grade.**

### **Cell Phones**

Crossroads Christian Academy prohibits use of cell phones during school hours. If there is an emergency the school office should be notified. If a student uses a cell phone during school hours, the phone will be confiscated and a fine will be assessed.

# CHAPTER SIX

## Academics

Our curriculum is geared toward the average student, and promotes skills in reading, math, written and verbal communication. Academic excellence is our goal. Literature and videos with the humanistic secular world view are not allowed at school. All students will take course work in the basic core subjects:

Bible Literature	Reading Spelling	Language Arts Composition	Penmanship Poetry	English
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Because of differing fine motor skills among children, Penmanship is not tabulated in a child's overall average.

In all grades, academic progress shall be reported by percentages equivalent to the scale listed below:

A	90-100
B	80-89
C	75-79
D	70-74
F	69 and below

Evaluations of "Excellent, Satisfactory, Needs Improvement, or Unsatisfactory" are given in art music, physical education, penmanship and in conduct and work habit areas. Parents of students who are failing in any area or receive a U in any area will be required to attend a conference to discuss the matter with the child's teacher.

1. The Stanford Achievement Test will be administered to all students in the spring. Students in the 3<sup>rd</sup>/5<sup>th</sup>/7<sup>th</sup> grades will also be given the Otis-Lennon Mental Ability Test. The results of the tests and interpretation will be handed out with the final report card or mailed to each home, depending upon the response from Harcourt Educational Testing.
2. The promotion policy of the Crossroads Christian Academy does not include promotion on a social basis. Promotion shall require at least a 70 cumulative average for the year in all grades. In addition, each student must maintain an average of 70 in reading, language arts, and mathematics to be promoted. Failure in any of the above subjects is cause for retention. All students are expected to pass Bible. Any student failing Bible the first semester will be placed on academic suspension. Any student that repeats a grade and fails the second time will be dismissed. It is our policy that no student will be promoted to the next grade until he/she is academically

- ready for that grade. A new student, or a student previously enrolled in our school, withdrawn, and re-enrolled, who is not working up to standard, or does not test at the level established for each grade, will be enrolled one grade level below his/her grade placement.
3. Any student who receives a suspension during the nine week grading period, or has any N's or U's on his/her report card, or is on behavior probation, will not be eligible for honor roll or class field trips. An award ceremony will be held the week following each grading period to honor those students making academic, spiritual, and social achievement. Year end awards are given on the yearly average for academics. Year end awards recognize outstanding achievement for A honor roll, Bible achievement and perfect attendance.
  4. Graded papers will be sent home periodically for you to look at, sign and return. Your help is essential in order to keep the lines of communication open. If you have any questions about any of the grades, please schedule a conference with your child's teacher.

### **Report Cards**

Report cards will be sent home at the end of each nine-week period. Parents should sign and return them the following day. Progress reports will be given out to all students during the 5<sup>th</sup> week of the grading period. It will show you how your child is doing as of the end of the 4<sup>th</sup> week. Those students maintaining a D or F average in any subject at the end of the 4 week grading period will also be given a deficiency notice. All reports are to be signed and returned. A copy will be sent to you after the signed one is returned.

Parent-Teacher Conferences will be scheduled during the fall semester for all students and for those needing it during the spring semester. Teachers are required to make personal contact with each of their students' parents once every nine weeks via telephone or personal conference. Please schedule conferences for after 3:00 p.m.

Grade cards will be held for any student whose financial account is not current when grades are posted. A student must have an "S" in conduct to go on field trips.

### **Homework**

It is a philosophy of Crossroads Christian Academy that homework is an important part of the school program. It is to serve as a review of concepts previously taught in the classroom. We consider homework a joint responsibility of the teacher, the student and the parent. All students will receive a homework sheet at the beginning of each week or daily homework list in each students agendas. It must be signed by the parent and returned the following morning.

## **Detention**

Detention will be assigned for classroom misbehavior, office referrals, and failure to complete work on a daily basis. Students will be assigned detention on a daily basis. Parents will be notified one day in advance if a student is to be in detention. Any student assigned to detention will be required to stay for the duration of the allocated time. Unacceptable behavior during detention will be grounds for an additional detention to be served the next school day. A parent-teacher conference will be requested when a student has three or more detentions per month. **All students must serve assigned detentions. Failure to do so for any reason will constitute suspension until detention is served.**

## **Tutoring**

Each teacher will conduct tutoring classes for any student who needs help in Language Arts or Mathematics. Students may be assigned to tutoring classes if they are unable to maintain a 70% test average in these core subjects. **If a student is referred to tutoring classes, attendance is mandatory.**

## **Field trips**

Field trips are scheduled at various times during the school year. When a class is scheduled for a field trip, advance notification will be given to parents. A field trip permission slip must be signed and returned for your child to participate. Some trips may require a fee. Parents may be welcomed on particular field trips we ask that siblings stay in class or that parents make arrangements for caring of younger siblings.

An "S" in conduct for each nine week grading period is required for the student to attend field trips.

# CHAPTER SEVEN

## General Information

### **Telephone Information**

Our school office phone number is (210) 623-4500. A school representative is on duty to assist you with any problems. An answering machine has been made available for you to leave any messages when there is no one in the office. Excessive use of the school phone by students is discouraged. Plans should be made ahead of time so the school phone does not need to be used except for emergencies. In the event the student needs to call home, the teacher or the office personnel will do the calling. No child will be allowed to call home for their homework. Cell phones will be allowed.

### **School Dismissal**

All students will be expected to be off school premises by 3:15 p.m. unless under the direct supervision of a teacher, administrator, or parent (guardian). Students who violate this rule will be subject to a \$20.00 charge payable to Crossroads Christian Academy. Payment of late pick-up charges are due the day after the occurrence.

### **Visitors**

Parents are welcome to observe classroom activities. However, for the security of the children, all visitors must register at the school office before proceeding to the classroom. Visitation by parents or others must be cleared through the office at least one day in advance to insure the best times for both students and visitors.

Anyone without approval should not be on premises.

### **Inclement Weather/School Closing**

Crossroads Christian Academy usually follows the lead of the South San Antonio Independent School District when making decisions regarding the closing of our

school. However, situations might arise when CCA is forced to close the school regardless of the decisions of other school districts. Announcements of school closings will be reported to radio stations KSLR (AM-630) and WOAI (AM 1200) and KCYY (FM 100.3)

### **Fire, Tornado and Lock Down Drills**

Fire drills are given without notice periodically throughout the school year. Tornado drills will be conducted during or shortly before tornado season in the spring.

From time to time, it is necessary to practice lock down drills in accordance with the Red Cross and Homeland Security recommendations. During lock down drills, there will be no entrance or exit from the campus.

### **Insurance**

The school carries accident insurance on each child. However, the parent's insurance is primary (pays first) and the school insurance is secondary (pays only after primary insurance has paid.)

### **Chewing Gum**

Chewing gum is not allowed. Appropriate action will be taken for those caught chewing gum. Please discourage your child from bringing gum on the school campus.

### **Cleanliness**

Each student is expected to help keep the school clean. Each student is expected to help pick up papers, clean chalkboards and chairs and do other light housekeeping.

### **Parent-Teacher Fellowship**

The PTF is an important organization designed to support and strengthen CCA through parental involvement, fellowship, education, and communication. There are four regular meetings scheduled during the school year, and parents are asked to participate. It is important to the school, and especially the children, that parents or guardians become involved. Classes with the best percentage of parents present at the PTF function will win a class ice cream or pop corn party.

## **Grievance Procedures**

When the parent has a question about a procedure or problem situation concerning CRCA, it is important to follow the principles set forth in Matthew 18, which are as follows:

1. Contact the classroom teacher to make sure the information is correct. Be honest in sharing the concern. The teacher will be eager to cooperate with the parent in solving the problem.
2. If the teacher is unable to solve the problem, contact the school administrator to make her aware of the situation. If warranted, a meeting will be scheduled between you, the teacher and the administrator.

It is our goal to keep problems to a minimum, and if they occur, to handle them at the lowest level possible.

When speaking with any staff member, we ask that professionalism be exhibited by both the involved parents. This includes disposition, attitude, vocal pitch, and appropriate dress. Any threats made to a faculty member will be received as such and necessary steps taken, including the dismissal of their child from our school.

## **Picture Taking**

I give Crossroads Christian Academy permission to periodically throughout the school year take pictures of parties, field trips, special activities, etc. These pictures may be used on our website or school brochures they will not be sold or used for profit, only for your viewing.

## **Pledges**

### ***American Flag***

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### ***Christian Flag***

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe.

### ***Bible***

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide its words in my heart that I might not sin against God.

**AGREEMENT**

Having read this booklet containing the policies herein stated of Crossroads Christian Academy, we/I hereby certify that we/I understand and agree to comply with the policies set forth. We/I acknowledge that abuse of these policies could cause dismissal of our/my child. We/I understand that failure to keep our/my account paid up will result in dismissal of our/my account paid up will result in dismissal of our/my child, and we/I will make payment promptly.

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***Please return this signed page to the school office and keep the handbook for your reference.  
Thank you.***