

# CROSSROADS CHRISTIAN ACADEMY

*A ministry of South Ridge Community Church*

## **Family Handbook**

**2017-2018**



**9 Pittstown Road  
Clinton, New Jersey 08809  
[www.crossroadschristianacademy.net](http://www.crossroadschristianacademy.net)**

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## PREFACE

In this age of information, knowledge is plentiful, but wisdom is scarce. Wisdom means far more than simply knowing a lot. It is a basic attitude that affects every aspect of life. The foundation of knowledge is to fear the Lord – to honor and respect God, to live in awe of His power, and to obey His Word. Faith in God should be the controlling principle for your understanding of the world, your attitudes, and your actions. Trust in God – He will make you truly wise. (NIV Commentary)

*“The fear of the Lord is the beginning of all understanding.” Proverbs 1:7.* This is where we begin. Teaching students to know, honor, and respect the Lord is why Crossroads exists. We seek to have our students develop a relationship with Jesus Christ and to have a biblical world view. It is where academic excellence begins; it is where contentment in life lies, and we value the opportunity to partner with you in educating your child.

The information contained within this Handbook is designed to help parents and students understand the policies and procedures of the school. Since we desire a partnership between home and school, we ask that you be familiar with and supportive of our policies.

The administration, faculty, and staff welcome you to the Crossroads family. We look forward to working together as we seek to fulfill our mission "to encourage and equip our students to develop a personal relationship with Christ and achieve their full academic potential."

## MISSION:

To challenge and equip our students to develop a personal relationship with Christ and achieve their full academic potential

## VISION:

To graduate biblically grounded followers of Jesus who:

- \* Succeed academically in high school and beyond
- \* Respond to life's challenges with wisdom, hope, courage, and integrity
- \* Impact their communities by fulfilling their God-given callings

## CORE VALUES:

**Biblical Integration** – Crossroads provides an excellent education that integrates and applies biblical truths into all areas of academic study and life.

**Intellectual Rigor** – Crossroads expects its students to stretch themselves intellectually and honor God with their academic effort.

**Personalized Attention** – Crossroads provides students with personalized attention that serves their individual needs, learning styles, and cognitive abilities.

**Family Partnership** – Crossroads is committed to partnering with families in assisting students to reach their highest potential.

**Uplifting Atmosphere** – Crossroads creates an environment of joy, celebration, and encouragement by teaching and modeling the Fruit of the Spirit (Galatians 5:22-23) and by intentionally incorporating experiences designed to build and strengthen relationships.

**Community Service** – Crossroads provides opportunities for its students to serve others both locally and globally.

*Crossroads does not discriminate on the basis of creed, race, color, or national or ethnic origin.*

## CROSSROADS CHRISTIAN ACADEMY

Crossroads Christian Academy is a ministry of South Ridge Community Church and is located in the church's facility in Franklin Township, Hunterdon County, New Jersey.

- The mailing address is 9 Pittstown Road, Clinton, New Jersey 08809.
- The telephone number is 908-735-5501. Fax number is 908-735-7517.
- Website is [www.crossroadschristianacademy.net](http://www.crossroadschristianacademy.net).

Crossroads Christian Academy is a member of ACSI (Association of Christian Schools International) and MACSA (Middle-Atlantic Christian Schools Association). Membership in these organizations is voluntary, and does not bind the school as to policy or procedure. They act in an advisory capacity and provide valuable resources to the school.

### STATEMENT OF FAITH

The following represents the Statement of Faith of South Ridge Community Church and Crossroads Christian Academy:

#### What we believe

##### About God

We believe in the personal existence of God, the Creator and Supreme Being, who is infinite and perfect and has chosen to reveal Himself in the Bible. By His sovereign power God continues to sustain His creation, and by His providence He orders the affairs of people and nations according to His own wisdom and eternal plan. The following are some of God's eternal characteristics: He is unchangeable, all-powerful, all-present, complete in holiness, righteousness, justice, love, mercy and grace. **Supporting Bible Verses:** *Genesis 1:1; Psalm 139:7-19; Hebrews 1:8; Romans 11:33; Deuteronomy 6:4-9*

##### About the Bible

We believe that the Holy Bible is the inspired Word of God without error as originally written. We believe that it is completely true in all that it affirms and teaches, and that it serves as the final authority for our faith and life. Only through the Word of God can we come to know God's plan of salvation, and the standards by which we all will be judged. **Supporting Bible Verses:** *2 Timothy 3:16-17; 2 Peter 1:21; Revelation 22:18-19*

##### About Jesus Christ

We believe that Jesus Christ is fully God and, therefore, has all the characteristics attributed to God. Jesus Christ became fully human by the miraculous process of the virgin birth. Although He was tempted in all the ways common to ordinary human beings, He lived a sinless life in perfect obedience to His Father. He voluntarily suffered death on the cross, satisfying the demands of God's justice and making full payment (atonement) for the sins of those who trust in Him alone for salvation. He physically and literally rose from the dead and ascended into heaven where He is now enthroned at the right hand of God as the mediator between God and humanity. **Supporting Bible Verses:** *Luke 1:26-35; John 1:1; John 3:16-18; 1 John 2:1-2; Matthew 28:5-7; Acts 1:11; 1 Corinthians 15:1-8; 1 Thessalonians 4:13-18*

### **About the Holy Spirit**

We believe that the Holy Spirit is fully God and, therefore, has all the characteristics attributed to God. The Holy Spirit applies the saving work of Jesus Christ to the lives of sinful human beings who repent of their sin, and He is active in convicting the world of sin, righteousness and judgment. The Holy Spirit provides assurance of salvation, strength, guidance, comfort, and instruction for living. At the time of salvation, every believer is permanently indwelt by the Holy Spirit and is equipped for godly living and service to God in the church. **Supporting Bible Verses:** *John 16:8-15; Acts 5:3-4; Romans 8:2; Romans 8:14; 1 Corinthians 12:12-13 Ephesians 5:18; Galatians 5:22-23; 2 Thessalonians 2:7; Ephesians 3:16; Ephesians 4:30*

### **About Human Beings and Sin**

We believe that human beings were distinctly created in the image of God; and, that through the spiritual nature of human beings, we were designed to have a special relationship with God. As a result of rebelling against God, every member of the human race has been alienated from God and is therefore morally guilty before God. Human beings are subject to sin's power, inclined toward disobedience to God's moral law, deserving of sin's death penalty, and unable to please God apart from His saving grace. **Supporting Bible Verses:** *Genesis 1:26-27; Genesis 3:1-7; Jeremiah 17:9-10; 1 Corinthians 15:44-45; Ephesians 2:1-5; Romans 3:10-11; Romans 3:10; Romans 6:23*

### **About Salvation**

We believe that through receiving Jesus Christ as personal Savior our relationship with God can be restored. Salvation is deliverance from alienation, guilt, bondage, and death, as well as restoration to fellowship, righteousness, freedom and life for all who trust in Jesus Christ. Salvation is provided for through the sovereign loving grace of God based on the saving work of Jesus Christ; it is received by faith alone, and results in a life of holiness, obedience, and love for God. **Supporting Bible Verses:** *John 1:12; Romans 5:12; Romans 8; Galatians 2:20; Ephesians 1:13; Ephesians 2:8-9*

### **About the Church**

We believe that the universal church is the body of Christ. As a universal community of believers, it is comprised of all those who have been united to Christ and to each other through the power of the Holy Spirit. As a local community of believers, we believe that we are called to worship God, grow in our relationship with Jesus Christ and with each other, seek to serve one another, and carry the good news of the Gospel to those who have not heard. **Supporting Bible Verses:** *Acts 2:41-42; Romans 12:4-5; 1 Corinthians 12:12-13; Ephesians 1:22-23; Matthew 28:18-20*

### **About Last Things**

We believe that Jesus Christ will return at the close of this age to raise the dead, judge all people, and consummate His kingdom. Jesus will take with Him to heaven those who have trusted in Jesus as Savior and Lord; and those who have died as believers in Christ will also be raised to eternal life. Those who have not believed in Christ, both the living and the dead, will also be judged and will be eternally separated from God and experience everlasting conscious torment in hell. **Supporting Bible Verses:** *Matthew 7:13-14; John 5:22-30; 2 Thessalonians 2:5-12; 1 Corinthians 3:11-15; Revelation 20:11-15*

### **About Faith and Practice**

We believe that Baptism and the Lord's Supper are two ordinances commanded by Christ that should faithfully be observed by the church. Baptism is the immersion in water of a believer. It demonstrates our faith in the crucified, buried, and risen Savior and is symbolic of our death to sin and our resurrection to a new life in Him. The Lord's Supper is a memorial of Christ's death for us and is a symbol that our spiritual growth and life is sustained by the work of Christ. **Supporting Bible Verses:** *Matthew 3:5-6; Acts 2:38; Acts 8:12; Acts 16:32-34; Romans 6:4; Matthew 26:23-29; 1 Corinthians 11:23-30*

## **PARENTAL SUPPORT**

We believe that the ministry of Crossroads Christian Academy is a team effort; therefore, we depend on parental involvement in the school. Your support is both needed and greatly appreciated.

Areas of parental support include:

1. Great communication – keep us informed of events or concerns that affect your child.
2. Discipline, dress code, and educational policies, including homework supervision.
3. Recognition of and respect for the authority of the classroom teacher, the administration, and church leadership.
4. Regular attendance at meetings, programs, and parent conferences by at least one parent.
5. Prayer, ever mindful of the fact that we must constantly look to God for guidance, direction, and provision.

Attending Crossroads Christian Academy is both a privilege and responsibility. If at any time the student's academic progress or his or her (or the student's parents) conduct or cooperation is of concern - the student and/or his or her family will meet with the administration to create a plan of action. If the situation cannot be rectified or reconciled, the student will no longer be permitted to attend Crossroads Christian Academy.

Classroom teachers will help each student understand acceptable behavior and will follow through with reasonable corrective measures as needed.

Parents are asked to support the school's efforts to train a child from a Biblical standpoint and support the spiritual goals and objectives of the school by encouraging each child spiritually and academically, in all phases of curriculum and school life, in word, deed, and participation.

## **PARENT-TEACHER FELLOWSHIP**

The PTF organization is a service organization, which raises funds for the school, provides various services to our teachers and students, and acts as a vehicle of communication between the parents and the school. Further information regarding the PTF is available through the school office.

## **ROOM MOTHERS**

The Room Mother Ministry is a ministry of Crossroads Christian Academy and is overseen by the Parent Teacher Fellowship (PTF). Room mothers act as liaisons between the classroom teacher and school parents. Room mothers are chosen from prior school year parents, and their child(ren) are required to have attended CCA for at least one year prior to room mother placement. Room Mothers are required to accept the terms listed in the Room Mother Commitment form and sign it. The position of Room Mother is one of example as well as responsibility. It is a commitment to Christ that is evident in accordance with these scriptures:

*“That if you confess with your mouth, ‘Jesus is Lord,’ and believe in your heart that God raised him from the dead, you will be saved. For it is with the heart that you believe and are justified, and it is with your mouth that you confess and are saved.” Romans 10: 9&10*

*“For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast.” Ephesians 2: 8&9*

## **FUND RAISING RESPONSIBILITY AND DONATIONS**

We are thankful to the Lord for the students and families He provides. Since tuition alone does not cover the total cost of educating our students, Crossroads relies on fund raising as well as contributions from parents. Fund raising activities are always important because they greatly help lower tuition costs. In addition, monetary gifts as well as donations of time and equipment are needed and always much appreciated.

An example of a major fundraising initiative includes the annual “Walk-by-Faith”.

It is important that we all work together as a team. Though our gifts and abilities may vary, we are all working toward a common goal - to make Crossroads a spiritually, academically, and financially strong Christian school.

*“The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ.” I Corinthians 12:12*

## **ADMISSIONS**

### **ADMISSION STANDARDS**

Admission into the school will be based upon available space, scholastic record, and a genuine desire of the parents to have their children enrolled in a Christian school. Parents must be in complete agreement with the school's statement of purpose.

Crossroads does not discriminate because of creed, race, color or nationality. It strives to meet the educational, social, and spiritual needs of each student regardless of cultural background.

### **ADMISSION PROCEDURES**

The following procedures need to be completed in order to enroll a student at Crossroads.

1. Attend an interview with the Principal and see the facility.
2. Submit a completed and signed application form, accompanied by a non-refundable registration fee.
3. Supply copies of Report Cards and Standardized Testing.
4. The student will be administered a screening test or have recent standardized test scores evaluated.
5. The parents will be informed as to the status of the enrollment.

The date of acceptance to Crossroads Christian Academy (grades K-8) will begin a 90-day probationary period. During that time a parent, the staff, and the Principal will maintain contact to discuss the adjustment of the student and family to CCA. This communication will enable us to address any concerns and offer assistance where needed.

### **ADMISSION CUT-OFF DATES**

#### **Preschool**

All children who have reached the age of three (3) by October 1st, and are toilet trained, are eligible for the three-year-old classes. All children who have reached the age of four (4) by October 1st, and are toilet trained, are eligible for the four-year-old classes.

#### **Kindergarten**

All children who have reached the age of five (5) by October 1st are eligible.

## STUDENT WITHDRAWAL AND RETURN

A student who has been enrolled at CCA and withdrawn may be reinstated as a student, if the following requirements have been satisfied.

1. All back financial obligations have been met, and school property returned in good condition.
2. The student is willing to abide by the policies and regulations of the school.
3. If the student was originally expelled for disciplinary reasons, reinstatement is not guaranteed. After a school-determined amount of time, the student may reapply. Evidence must be given of a change in behavior and attitude, and the student would be reinstated on a probationary status.
4. Parents must agree to uphold the policies, goals, and objectives of CCA.

## **FINANCIAL INFORMATION**

### **TUITION**

Tuition is due on the first day of each month. All payments received after the tenth day of the month are subject to a late fee of \$20.00.

### **TRANSPORTATION**

Families with children in the K-8 program may be eligible for transportation reimbursement from the State of New Jersey. Call the school office for more information.

### **TUITION ASSISTANCE AND SCHOLARSHIPS**

There are two programs available at Crossroads Christian Academy:

#### **TUITION ASSISTANCE FUND**

This fund provides assistance to those families who could not otherwise afford to send their children to Crossroads. Provision is made on a case-by-case basis after reviewing financial need and available funding. Crossroads makes every attempt to assist those families who sincerely desire a Christian education for their children but cannot raise all the funds themselves.

#### **POLSLEY MEMORIAL SCHOLARSHIP:**

This scholarship is awarded each year to two students who were enrolled in the school for at least one year previously. This award is in the amount of \$500 each. Criteria for this award are achievement commensurate with ability, demonstration of Christian commitment, attitude and consistent positive behavior, school spirit, and enrollment for the following year. Recommendations for these awards come from the classroom teachers and are ultimately selected by the Administration.

## ACADEMIC

### ACADEMIC CURRICULUM

We desire to provide solid academic skills. Paying close attention to the New Jersey Common Core Standards and modern teaching techniques, we continually evaluate our curricula. Textbooks and materials are purchased from both Christian and secular sources; however, all courses are taught from a Christian perspective.

### BIBLE MEMORIZATION

A requirement of the Bible curriculum is Bible memorization. All memorization is to be done from the New International Version, unless stated otherwise by the teacher.

### TEXTBOOKS

There are two types of textbooks used at CCA: consumable and non-consumable. Consumable textbooks are those which the student has permission to write in, i.e., workbooks. Non-consumable textbooks are those which are used repeatedly over many years.

ALL textbooks, whether hard or soft bound, consumable or non-consumable, are to be covered at all times. Textbooks are not the property of the student and are collected by CCA at the end of the year. Damage fees and replacement fees will be assessed if necessary at the end of the year.

### HOMEWORK GUIDELINES

#### Most Common Purposes

1. Concept reinforcement
2. Preparation for next lesson
3. Rote memorization
4. Extended projects

#### Benefits

1. Teaching and reinforcing skills (proficiency, organization, etc.)
2. Promoting time management (time usage, work pace, meeting deadlines, etc.)
3. Helping with identification of problem areas
4. Helping the parent(s) to stay better "in touch" with the student's progress

A) Approximately 10 minutes per grade level per day (**for the average student**)

K + 1	10 minutes	5	50 minutes
2	20 minutes	6	60 minutes
3	30 minutes	7	70 minutes
4	40 minutes	8	80 minutes

- B) A student in grades 6-8 should not work on Math homework for longer than 30 minutes per day.
- C) The only homework due on a Thursday that can be assigned on a Wednesday is Math.
- D) Only one day's worth of work is to be assigned on the weekend (Friday = one day, not Friday/Saturday/Sunday = 3 days)
- E) Christmas and Easter breaks are designed for rest, relaxation, and family time. Therefore, homework is not to be assigned that is due upon return from either of these breaks.

### **MISSED WORK**

1. Keep a record of student assignments missed.
2. In the absence of an emergency, assignments not completed/made up in the time allotted will be given a grade of zero.
3. In the absence of an emergency, major projects that are late will be downgraded. A day late = 1 grade down (i.e. A to B, etc.)

### **STANDARDS FOR WRITTEN WORK**

Each classroom teacher will instruct the students on the appropriate method and procedure for handing in written work. There are no set "standards" for all grade levels, as the requirements and expectations of each grade level are different. Consult with the classroom teacher for specific guidelines and procedures.

### **PARENT-TEACHER CONFERENCES**

All parents are encouraged to attend Parent-Teacher conferences in the fall. Additional conferences may be held by mutual agreement between parents and teachers. Parents are asked to contact the teacher directly to schedule these conferences. On the basis of Matthew 18:15, parents should confer directly with the person involved in a concern; e.g. the teacher. Frequent and open communication with the faculty guards against rumor and misunderstanding. We encourage you to stay in touch.

### **PROGRESS REPORTS**

Progress Reports will be issued at mid Marking Period.

### **REPORT CARDS**

Report Cards are issued four times per year. The dates are listed on the current school calendar.

## GRADING SYSTEM

Symbols to be used on report cards and their numerical equivalents are as follows.

### Penmanship, Work habits, Personal/Social growth:

O	Outstanding
S	Satisfactory
N	Needs improvement

### Skill Sets:

+	Worthy of special commendation
(no mark)	Satisfactory growth
-	Needs improvement

### Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grades:

M	Exceptional mastery of grade level
S	Solid mastery of grade level
P	Partial mastery of grade level
N	Little or no progress of grade level
( )	Skills at expected level of development
-	Skills below expected level of development

### 3-8 grades:

A	Excellent	90-100
B	Very Good	80-89
C	Satisfactory	70-79
D	Pass, but needs improvement	60-69

### Incomplete grades

A marking period grade of incomplete is issued in cases of student illness or other extenuating circumstances if required work cannot be submitted by the end of the marking quarter. A final course grade of incomplete cannot be given without the approval of the Principal.

When an incomplete is issued, the student must make up the work by a time agreed upon by the Principal and the parents. All outstanding work that is not made up by that time will receive a zero.

### Late submissions of required work

The Administration encourages its teachers to insist on timely submission of required work. The following procedures will be used for students who do not submit work in a timely manner.

1. Students who submit required work beyond its due date, but within a reasonable period of time as specified by the teacher, can expect that the grade will be lowered.
2. Students who do not submit required work can expect a failing grade on the specific item.

### Cheating and plagiarism

Cheating and plagiarism are not tolerated at Crossroads. Any student who is guilty of such activity will automatically receive a zero for the specific item on which the cheating or plagiarism occurred. Each situation will be reviewed by the Principal for possible further disciplinary action.

## **HONOR ROLLS**

**(Grades 3-8 are eligible)**

### **High Honor Roll:**

To attain this honor roll a student must have all "A's" in all areas.

### **Academic Honor Roll:**

To attain this honor roll a student must have all "A's" and "B's" in all areas, and NO C's.

## **EXTRA-CURRICULAR ACTIVITIES**

Each year the school offers students an opportunity to participate in a variety of activities such as athletics, the school play, clubs, etc. Students may be restricted from participation if:

1. They have an "F" in a major subject area on the most recent report card;
2. They have received a progress report indicating that their grade average is "F";
3. They have two "D's" in major subject areas;
4. They have received progress reports indicating that their average is two "D's".

## **ACHIEVEMENT TESTS:**

### **TERRA NOVA 3's Achievement Test**

As a member of ACSI, we administer the Terra Nova 3's Achievement Test to all Kindergarten through 8<sup>th</sup> graders in April. The test assesses national student performance in relation to standards and norms.

This is a tool to help us assess the students' knowledge and understanding as well as evaluate different aspects of the Crossroads curricula.

## **RETENTION OF STUDENTS**

There may be times when, in the best interest of the student, it will be recommended that a student be retained in his/her current grade level.

In the event that a student is being considered for possible retention, the following procedure will be followed.

The teacher(s) and the Administration will meet with the parents for the initial conference regarding retention. The parents, teacher(s), and the Principal will create a plan to bring the child up to grade level.

The teacher(s) and the Administration will meet with the parents a second time. This meeting is designed to chart the child's progress to further determine whether retention is still a possibility.

The parents will be notified of the final decision regarding retention.

No child failing to achieve passing grades may be re-enrolled except in certain instances where it may prove beneficial to the student to re-enroll him/her at the same grade level or if a child study is in process.

## **SCHOOL RECORDS**

When a student is transferring to another school, school records (academic and health) will only be transferred upon written request with parental consent from the new school.

Academic records will not be transferred nor report card issued if any financial obligations have not been met or if any school property has not been returned in good condition.

School records may be reviewed by parents, but they may not be removed or transferred out of the building by any parent or student.

## **ARRIVAL/DEPARTURE**

School hours are 8:45 am-3:15 pm for grades K-8, and 9:00-11:30 am for Preschool. On days when school closes early students need to be picked up by 15 minutes after the closing time. School office hours are 8:00 am-4:00 pm.

## **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds on their own for any reason during school hours or at dismissal.

## **CARPOOLS**

Most of our parents find that carpooling is the most convenient method of transporting children to and from school. A parent listing is available.

If you need to change your carpool arrangements, please notify the school office, especially if it requires students to be picked up after 3:30 pm.

If you need to change your arrangements during the school day, please call the school office so we can get the messages to the students prior to 3:15 pm.

## **STUDENTS LEAVING PRIOR TO DISMISSAL**

All students who must leave prior to 3:15 pm should bring a note to their teacher stating what time they are to leave. Students are to be picked up at the school office where they must be signed out by the person picking up. Please let the school office know if someone other than the parent will be picking up your child. Parents are NOT to take children directly out of class.

## **BUILDING ACCESS**

We value the safety of the children that are on our campus, and it is our desire to do as much as is reasonably possible to ensure their protection. We take this responsibility very seriously.

After students have entered the building in the morning, access is controlled. Parents are able to enter the building for child drop-off and pick-up at standard times and by “buzzing” the School Office at other times.

## **STUDENT DROP-OFF and PICK-UP**

**Please arrive promptly between 8:25-8:35 am for drop-off and 3:15-3:30 pm for pick-up.** All students must be in their Homeroom seats with all necessary materials by 8:45 am to be considered present and on time.

We need your cooperation to help keep our parking lot area safe. The safety of our children is our top priority.

Please review the information that follows. These practices **MUST** be adhered to in order to provide safety for all our students.

### **Speed limits AT ALL TIMES**

- Driveway - 10 miles per hour
- Parking Lot and Traffic Lanes - 10 miles per hour

### **MORNING DROP-OFF and TRAFFIC PATTERN**

- Please make sure a staff member is on duty before you leave your child.
- We ask that all parents/car-poolers come up the driveway proceeding in the back lane of the parking lot only.
- Go all the way to the gym and turn around before the island. (Do not enter the area between the island and the sidewalk marked, “Fire Lane.”)
- Drop off students by the brick paver area that leads to the church entrance.
- Please **DO NOT** let students out of the car before the car reaches the school drop off area.

If you wish to fellowship with other parents or if you need to conduct business in the school, please park in the back parking spaces, always facing the school. This position allows you to pull forward when leaving. This helps those supervising to see the children and keep them safe. **NO BACKING OUT AT ANY TIME.** Please do not park in the first row facing the school.

Please remember that all students arriving prior to 8:25 am need to be supervised in Extended Care and an adult needs to escort them to the assigned room.

If you are late, please obey the 10 mile speed limit. Another minute will not make a difference.

## **AFTERNOON PICK-UP**

The dismissal process is as follows:

### **Parents of K-5<sup>th</sup> grade**

- Students are ready for pick up at 3:15 pm.
- Please park facing the school entrance but not in the front row. Turn off your engine, and come to the school entrance.
- Tell the teacher on duty your name and any names in your car pool, and she will page the students to come to the door.
- When students arrive, please take them to your car, or away from the canopy area.
- If you cannot leave your car because of an infant or toddler, speak to your child's teacher or the staff member on duty. We will arrange for someone to escort your child to your car.

### **Parents of 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade**

- Students are usually ready by 3:25 pm. Their classes end at 3:15 pm, and they need time to collect coats and books from their lockers.
- If you are picking up a Jr. High student, please park in the upper lot facing the church entrance. When we see you or when your student has been paged, we will allow the student to go to your car.
- If you are picking up both elementary and Jr. High students, we recommend that you park in the Jr. High area.

### **We need your cooperation! Please remember:**

- We value safety: Once transferred to you, the student needs to remain with you. Your child may not run around or be unattended.
- We value good communication: Please wait until 3:30 pm to speak to teachers and staff. We are tending to your children until then.
- We value community: Sharing information, making play dates, and enjoying each other are all good activities. Please be aware of your location. If your children have arrived, please move to the side, in order to avoid blocking the entrances.

Pick up time is 3:15 pm. Any students remaining after 3:30 pm will automatically be included in the Extended Care, and an adult will have to sign them out.

## **EXTENDED CARE**

Extended Care is available for families needing child care from 7:30-8:30 am and/or 3:30-5:30 pm. The cost is \$5.00 per hour. Students in Extended Care must stay in the designated area and be picked up by 5:30 pm. Any students remaining after 5:30 pm will be charged \$2.50 per child every 5 minutes.

Extended Care Student Emergency forms must be completed and given to the school office. If you plan to use both morning and afternoon care you must submit two forms (one for morning care and another for after care).

**The safety of your children is of paramount importance. Please understand that students must be supervised at all times. Therefore, at 3:30 pm all students remaining in the building will be placed in Extended Care.**

P.M. Extended Care's separate cell phone number is 908-310-0455. (This cell phone is only to be called during the hours 3:15-5:45 pm). If you cannot make contact with this cell phone, you may call the school line at 908-735-5501.

Bills are sent out at the end of every month for Extended Care.

## **COMMUNICATION**

Most communication is accomplished through e-mail. Please make it a priority to check your e-mail daily. The school office e-mail is [cca@crossroadschristianacademy.net](mailto:cca@crossroadschristianacademy.net).

### **EMERGENCY COMMUNICATION**

Our Emergency Communication system (Parent Alert) is handled by RenWeb, our information data management system. We use Parent Alert to communicate inclement weather/school closings or any other important CCA information.

We will send voice mail messages to the cell phone and home numbers on our Family Directory on RenWeb. Remember: if your information changes, notify the office right away to make sure you receive important communications.

## **DISCIPLINE**

### **PRINCIPLES OF DISCIPLINE**

All of us at CCA strive to create an atmosphere that is physically and emotionally safe for everyone. Through positive reinforcement we encourage students to be kind, sensitive, and respectful.

Correction is administered fairly, lovingly, and with the philosophy of replacing a negative behavior with a positive one. Most discipline problems can be handled by the classroom teacher. Teachers may use a variety of methods to implement discipline, based on the student and the severity and frequency of the offense. If a problem warrants it, the teacher will contact the parent for a conference; however, not every problem requires a parent conference.

Prior to CCA acceptance/entry, all students and parents need to sign a Behavior Contract.

### **DETENTION**

A teacher or the Administration may assign detention if an offense warrants it. The parent will be informed of a detention so that proper transportation arrangements may be made. Detentions will be recorded in the school office but not on the report card.

### **SUSPENSION**

With serious offenses, no prior warning will be given. During the suspension, no credit is given for schoolwork, nor can any work be made up. After three In-school suspensions the Administration may issue an expulsion by written notice to the parents.

### **EXPULSION**

If any student's behavior is such that is deemed necessary to be expelled from school, the Administration, by written notice to the parents, will issue an expulsion.

### **AUTOMATIC SUSPENSION/EXPULSION**

Any student who possesses or smokes cigarettes, possesses or drinks alcoholic beverages, possesses or uses any illicit drugs, or is under the influence of the aforementioned during school or any school activity, shall be immediately suspended for a period of at least three school days. A second offense of the above will result in immediate expulsion. Any student known to distribute any of the above will be immediately expelled from the school.

If a student brings a knife, a gun, or any such weapon to school, the authorities will be immediately contacted, and the student may be expelled. Weapons include guns, knives, or other objects intended to harm.

## GUIDELINES FOR BEHAVIOR

- I. “Show proper respect to everyone; Love the brotherhood of believers, fear God, honor those in authority.” 1 Peter 2:17. Each student must show respect for teachers, staff, parents, and other students at all times.**
- A. Profane language or “trash talk” is prohibited. Verbal abuse of any adult or student is unacceptable. Verbal abuse is defined as derogatory language used while speaking to or when referring to a student or staff member.
  - B. The student must recognize that the classroom belongs to all students and is not to be dominated by a few.
  - C. The student must realize that there can be **NO** disruptive behavior in the classroom such as: speaking out instead of raising a hand, making unnecessary noises, getting out of his/her seat without permission, bothering a neighbor, name calling and teasing or invading the privacy or property of others.
  - D. The students must show respect for all adults in charge at all times.
  - E. The students must show respect for the school and the church by being quiet in the hallways, respecting the property of others by not damaging or defacing property, etc. Damaging or defacing school or church property will result in an expense to the parent to cover the cost of repair or replacement.
- II. Students will observe all safety rules.**
- A. There will be **NO** talking during a fire drill.
  - B. There will be **NO** running in the hallways.
  - C. There will be **NO** chewing of gum in school.
  - D. Students should inform a teacher or the office of a problem with another student. There is to be **ABSOLUTELY NO FIGHTING - NO PUSHING, PULLING, TACKLING, BITING, HITTING, OR KICKING OTHER STUDENTS.**
  - E. Students will observe the safety of others by not throwing objects, such as stones, wood chips, food, rubber bands, etc.
  - F. Students will not bring anything to school that will cause harm to other students. **NO** drugs, cigarettes, matches, lighters, knives, firecrackers. Students are not allowed to bring electronic devices, or any other distracting items to school.

### **III. Students will demonstrate responsibility.**

- A. Students will be prepared with pens, pencils, notebooks and other needed materials.
- B. Students are expected to complete ALL assignments on time.
- C. Students must make up assignments missed due to absence.
- D. Students must come to school properly attired according to the dress code. Continued violation of the dress code will result in a parent conference.

### **DISCIPLINARY PROCEDURE**

The ordinary procedure for administering discipline is as follows. However, serious cases (e.g. fighting, deliberately harming another) of misbehavior or attitude may result in immediate action being taken without these steps being followed.

1. Discipline reports will be sent home for willful misbehavior, negative attitude, or a pattern of inappropriate behavior.
2. Repeated or serious misconduct will result in a conference between the student, teacher and administration, with a notice thereafter sent home to the parents requesting a conference to create a plan of action to improve the unsatisfactory behavior.
3. If the fore-mentioned behavior remains unsatisfactory, or has not improved, this will result in a conference with the parents and the administration, which may also be attended by the teacher. The student may also be required to attend. Continued unsatisfactory conduct or attitude may result in \*suspension or \*\*expulsion.

\*In-School Suspension - length of time will be determined, student will not be allowed to return to class until after the elapsed time of suspension.

\*\*Expulsion is removal from school. Paid tuition is not refundable.

**Crossroads Christian Academy  
Behavior Contract**

Both student and parent/guardian must sign this contract each year.

As a student of Crossroads Christian Academy, I promise to abide by the following “Guidelines for Behavior.” I understand that these rules are intended to provide an emotionally and physically safe environment that honors the Lord.

**Guidelines for Behavior**

1. I will show respect to all teachers, staff, parents, and other students.
2. I will respect school property.
3. I will respect the property and privacy of others.
4. I will be kind with words, gestures, and deeds.
5. I will put forth my best effort and behavior in all classes.
6. I will do my own work and complete my assignments on time.
7. I will abide by the school dress code.
8. I will not swear or use rude or derogatory language toward others.
9. I will not fight verbally or physically with another student.
10. I will not chew gum in school.
11. I will not leave the classroom or the campus without permission.
12. I will ask permission before I use a cell phone or any electronic device.

I understand that any infraction of the above rules will lead to disciplinary action, with no recourse against Crossroads Christian Academy or its employees.

I hereby agree to obey all the rules of Crossroads Christian Academy.

## **THINGS NOT TO BRING TO SCHOOL**

Students are not allowed to bring electronic devices, animals, toys, etc. to school or school-related activities, unless permission has been granted by a teacher or the Principal.

Students may bring cell phones to school; however, phones must be turned off and kept in lockers or backpacks. They should not be used at school, unless permission has been granted by a teacher or the Principal.

## **THINGS TO BRING TO SCHOOL**

All students in grades 2-8 should supply their own pencils, pens, rulers, notebook if necessary, and notebook paper, etc.

## **RECESS AND PLAYGROUND RULES**

We have outdoor recess as frequently as weather allows.

- a) During recess, students must be appropriately dressed for the weather.
- b) Students are supervised at all times, and students must stay in designated areas.
- c) During outdoor recess, no student may enter the gym without teacher permission.
- d) On days when there are wet grounds, students may play on the blacktop if it is ice-free.
- e) Pushing, shoving, or tackling is not permitted.
- f) Throwing stones, wood chips, or sticks is not permitted.
- g) Students are not allowed on the hill behind the playground.
- h) Students are not to sit on or jump over the fence at the edge of the playground.
- i) K-2<sup>nd</sup> grade may not use the zip line or the horizontal monkey bars.
- j) Only PreSchool through 2nd grade students are allowed to use the smaller slides.
- k) The Gaga Pit is recommended for students in 4th grade and up.

## **PLAYGROUND EQUIPMENT RULES**

- a) Students must maintain a safe distance from other students who are on the swings. In addition, students must sit on the swings rather than stand.
- b) Students are to use the zip line one at a time.
- c) Generally, only school-issued equipment is to be used (exceptions would be footballs, basketballs or other items used in the older children's recess).
- d) Students should take turns, especially when other students are waiting to use that equipment.
- e) A maximum of two students may be in the slide tower at one time. Students must come down the slide in a sitting position, feet first.
- f) There is to be no jumping off the various pieces of equipment.
- g) There is to be no sitting on top of the horizontal ladder.

## **DRESS CODE**

**Guiding Principles:** It is our desire that school dress at Crossroads Christian Academy be safe, conservatively modest, not disruptive to learning, and neat and clean.

### **Expectations:**

- 1) The outermost top layer worn in the classroom (whether a shirt, jacket, sweater, fleece, sweatshirt, jumper, or dress) must be a CCA-approved Lands' End product or one issued directly by CCA (Walk-By-Faith, Drama Club, Basketball, etc.).
- 2) Shirts must be modest and long enough to cover the midriff when the student is sitting, standing, or moving (bending over, raising one's hand, etc.), without being too tight.
- 3) The only types of pants or capris that may be worn by CCA students are dress pants, jeans, khakis, or corduroys. All pants must be well-fitting (not too tight or too loose) and may not be torn or frayed.
- 4) Girls may wear dresses, jumpers, or skirts that come to the tops of their knees. Leggings may **only** be worn when underneath one of those items.
- 5) Jeans shorts, khaki shorts, Bermuda shorts, and dress shorts that are not too tight, too loose, torn, or frayed may be worn. In addition, the shorts may not be shorter than the student's hand width above his/her knees when standing.
- 6) Athletic wear (sports shorts, sweat pants, etc.) is only allowed during Gym class.
- 7) All shoes, including sandals, must have backs. Dress shoes and sneakers must be tied or fastened by Velcro. Work and snow boots are not allowed in the classrooms.
- 8.) Hair must be clean. It cannot cover the student's eyes or be distracting to others (for example, green hair).

**★ CCA reserves the right to deem articles of clothing or accessories inappropriate for school.**

## **Dress Code Enforcement**

In order to insure that our dress code standards are upheld, we have adopted the following plan for non-compliance:

**First Violation:** The administration will inform the parents/guardians via email of the specific violation and the consequences for a subsequent violation.

- We will try to rectify the problem in house.
- If the violation can be resolved in class, ex: A student wears snow boots to class, but has a pair of shoes in school to change into, the child does not need to come to the office. However, the teacher will still send a completed “Dress Code Violation” form to the office.
- If the violation cannot be resolved in class:
  - Kindergarten through Grade 3 teachers will address the first violation and send a “Dress Code Violation” form to the office. The child will not go to the office.
  - In grades 4-8, the teacher will inform the student that he or she is in violation of the dress code and will send the child to the office with a completed “Dress Code Violation” form.
  - The student will be sent to the nurse’s office, and when she is available, the nurse will supply the child with Crossroads approved clothing to borrow for the day. If clothes are not available, the student will be sent back to class with a warning.

**Second Violation:** The administration will call the parents/guardians to inform them of the child’s specific violation, the steps to rectify it, and the consequences for a subsequent violation.

- A parent/guardian will be required to bring a CCA approved outfit for the child in order for the child to be allowed to return to class.

**Third Violation:** The administration will call the parents/guardians to inform them of the child’s specific violation, the steps to rectify it, and the consequences for a subsequent violation.

- A parent/guardian will be required to bring a CCA approved outfit for the child in order for the child to be allowed to return to class.
- The parents/guardians and the student will have a meeting with an administrator to discuss the problem and make a plan to prevent further violations.

**Fourth Violation:** The administration will call the parents/guardians to inform them of the child’s specific violation, the steps to rectify it, and the consequences for a subsequent violation.

- A parent/guardian will be required to bring a CCA approved outfit for the child in order for the child to be allowed to return to class.
- A fourth violation will result in either a before or after school detention.

**Fifth Violation:** The administration will call the parents/guardians to inform them of the child’s specific violation, the steps to rectify it, and the consequences for a subsequent violation.

- A parent/guardian will be required to bring a CCA approved outfit for the child in order for the child to be allowed to return to class.
- A fifth violation will result in an in-school suspension. The student will be required to complete all of the day’s work, but will not receive credit for that day’s work.

## **GENERAL**

### **CLASS TRIPS**

Visual and hands-on experiences enhance education. Class trips afford our students these unique opportunities. Teachers organize and schedule all class trips with the approval of the Administration. Each class trip will have adequate supervision under the direction of the teacher. Parents are responsible for the fees.

Chaperones are needed for most trips. Each parent driver is required to supply a copy of his/her current driver's license, registration, and insurance card. Vehicles must have seat belts or booster seats (if applicable). Children must travel in five-point harness car seats or booster seats until they are 8 years old and 57" tall in accordance with New Jersey law. All drivers must adhere to speed limits and other state laws. Since chaperones need to supervise CCA students, we ask that no siblings accompany the classes on school trips.

### **TELEPHONE**

An integral part of education is learning to be responsible. We encourage our students to remember to bring in what is necessary for the day (lunches, homework, books, gym clothes, etc.). Students are not permitted to call home each time something is forgotten. Students are only permitted to call home in emergency situations, e.g. carpool needs to be changed, games or practices are canceled, etc. The nurse or office will call home if a student is sick, has gotten hurt, or is in need of a parent-teacher conference. Please place all calls to students through the office.

### **CHAPEL**

Weekly Chapel meetings are a vital part of the school's program, a time for students to worship the Lord together. Chapel is a time to connect as a community and to be encouraged and challenged to grow in our faith and service to the Lord. Song, prayer, videos, and guest speakers help our students to focus on Christ and understand God's Word. Every other week, the elementary grades and middle school grades will have their own times of worship with age-appropriate messages.

### **CLASSROOM PARTIES**

CCA strives to reflect the glory of God in Christ Jesus. We, therefore, do not celebrate Halloween or Santa Claus at Christmas. Harvest parties in late October emphasizing God's creation are appropriate. Christmas and Easter festivities will focus on the birth and Resurrection of our Savior and Lord. Birthday and other parties may be planned through the teacher.

## **STUDENT INSURANCE**

CCA is covered by a student accident insurance policy. The policy covers accidents that occur during school-related activities, whether on or off campus.

The process for receiving benefits is as follows:

1. The administration informs the insurance agent that an accident has taken place.
2. The accident report is filled out and submitted to the company.
3. The parent's primary health-care insurance (i.e., Blue Cross/Blue Shield, etc.) is responsible to cover that which is included within the parent's policy. If there is no insurance or if the insurance does not cover the full amount, CCA's insurance may assume responsibility.
4. The insurance company may issue payment for related charges.

As you can imagine, it takes time to process all the information and receive payment. We ask you to be patient in the event that you need to file a claim with the insurance company. All inquiries are to be handled by the Business Manager.

## **SUBSTITUTE TEACHING**

Any parent interested in working as a substitute teacher should contact the school office. Candidates are required to provide a written Christian testimony, current résumé, and three references. Substitutes need to have an associate's degree or equivalent credit hours (60) of an undergraduate degree to qualify and must be approved by the Administration.

## **LOST AND FOUND**

Lost and found items are located in the hall across from the computer lab. We will hold jewelry, watches, glasses, and books in the school office. Please check periodically if your child has lost anything. Items not claimed by the end of the school year will be donated away to charitable organizations.

## **LUNCH PROGRAM**

A balanced lunch is vitally important to your child's health and to his/her performance in school. The school provides a hot-lunch program each day of the week. Lunch can be ordered and paid for online through RenWeb.

We need your help. Please consider volunteering on a regular basis to make lunch, serve it to the children and staff, and/or to clean up afterwards. We encourage you to contact the Lunch Coordinator, Dawn Mihalik, to offer assistance. Thanks!



Each day at CCA begins with our pledges, devotions, and prayer.

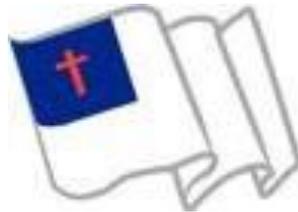
### **PLEDGE TO THE AMERICAN FLAG**

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.



### **PLEDGE TO THE 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 to all who believe.



### **PLEDGE TO THE BIBLE**

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



## HEALTH

**An Emergency form** is needed from each family by the first day of school. This form records health/medical issues, insurance and medical contacts as well as the student's emergency contact numbers. Report any change in this information to the main office. **All Health Forms are available on RenWeb under Resource Documents.**

**The Emergency Form, Dental Form, Physical Form, Medication Dispensing Form, Allergy Treatment Plan, Asthma Treatment Plan, and all Medications are due no later than the first day of school each year.** Please contact the health office if there are extenuating circumstances that don't allow you to meet this deadline.

We value the health and safety of our students. Therefore, to maintain a healthy, safe environment, and to be in compliance with the State of New Jersey laws and regulations, we will adhere to the following:

**PHYSICAL EXAMS:** physical exams are due by the first day of school. We reserve the right to request that your child not be admitted to school until these forms are received.

\*Documented physical exams are **required** by the state for the Preschool, Kindergarten and all new/transfer students. CCA policy **requires** that students have a physical in 3<sup>rd</sup> and 6<sup>th</sup> grades as they enter new developmental stages.

\*If it is anticipated that your child will partake in a school sports activity, use of an **Annual Athletic Pre-participation Physical (PPE)** form is **required** by the state for grades 6 thru 12 in order to participate in intramural and/or interscholastic sports. **The PPE may ONLY be completed by a licensed physician, advanced practice nurse (APN) or physician's assistant (PA) that has completed the Student-Athlete Cardiac Professional development module.**

The PPE must be conducted within 365 days prior to the first official practice in an athletic season.

The parent/guardian must complete the *History Form* (page one) and insert the date of the required physical exam at the top of the page.

The parent/guardian must complete *The Athlete with Special Needs; Supplemental History Form* (page two), if applicable for a student with a disability that limits major life activities, and insert the date of the required physical exam on the top of the page.

The licensed physician, APN or PA who performs the physical exam must complete the remaining two pages of the PPE, and insert the date of the examination on the *Physical Exam Form* (page three) and the *Clearance Form* (page four)

The school district will provide written notification to the parent/guardian, signed by the school physician, indicating approval of the student's participation or must provide the reason(s) for the disapproval of the student's participation.

For student athletes who had a medical examination completed more than 90 days prior to the first official practice in an athletic season, The Health History Update Questionnaire (HHQ) form must be completed, and signed by the parent/guardian. The HHQ must be reviewed by the school nurse.

**STUDENTS WITH SPECIAL NEEDS:** If your child has **asthma, life threatening allergies, or any other serious medical conditions**, report this information to the Health Office before the child's entrance to school.

An Individual **Health Care Plan** is required by the state for all students with special needs and will be established by the school nurse and the parent based on physician orders so that we may provide the safest environment for the student. This needs to be done at the start of the school year. Therefore it is imperative that we have the necessary information from the pediatrician BEFORE the start of the school year. Forms must be complete with physician signature and stamp as well as parent signature annually.

**Asthma:** An **Asthma Action/ Treatment Plan** needs to be completed by a health care provider. This provides information to assist with clinical decision making for individual student needs and will provide the basis for an Individualized Care Plan that will be established by the school nurse and parent.

**If a child is permitted by the health care provider and the parent agrees that the student may self-administer his/her inhaler, the parent needs to sign a release on the back of the Asthma Treatment Plan.**

**Allergies:** Students with life threatening allergies will have their health care provider complete, sign and stamp the front of the **Allergy Treatment Plan** which provides information to assist with clinical decision making for an Individualized Care Plan. This form is available on the school web site and has 3 pages. The parent needs to complete and sign sections 2 and 3.

**CCA STATEMENT ON FOOD ALLERGIES: Please review Allergy Policy for details.**

Food allergies are a growing concern of schools across the country. Even a miniscule amount of allergenic food is sufficient to cause a life-threatening reaction known as anaphylaxis in millions of school-aged children across the country. While Crossroads Christian Academy cannot provide a completely allergen free environment for students with food allergies, we can - through education and compassion- create a safe and respectful place of learning for all students.

We follow an allergy conscious approach, recognizing that strict avoidance of the allergen is the only way to prevent a potentially life-threatening reaction. We also follow an inclusive approach, ensuring that students with food allergies can safely participate in all school activities.

Over 90% of all fatal and near-fatal reactions are caused by peanuts and tree nuts. For some students, it is not necessary to eat peanuts/tree nuts. Ingestion through inadvertent contact (eyes, nose, mouth) can be sufficient to cause such a reaction.

At CCA, we recognize and respect varied nutritional choices and needs of all of our students. As such, we do not prohibit peanut and tree nut products in school. We do ask, however, that when your family's nutritional choices permit an alternative to peanuts/tree nuts, you refrain from sending these products to school.

**MEDICATIONS:** (excluding inhalers and auto-injectors \*\*see Asthma/Allergies)

Medications will not be administered without a completed Medication Dispensing Form. This form lists over the counter medications available in the health office for possible use at the discretion of the parent and physician. Medications requiring a prescription are also

documented on the form by the physician as necessary. The form is signed by both the parent and the physician.

All medications, prescribed and over-the-counter, should be brought to school by the parent or guardian in the original, labeled bottle or container. Medication that is in a plastic bag or unmarked container will not be accepted.

When a medication becomes outdated, is no longer necessary, or the pupil is no longer enrolled at CCA, the parent/guardian will be notified and should pick up any unused portion of the medicine. **Any medication not picked up within 30 days of notification will be discarded.**

All medication brought to the office needs to be signed into the health office at the beginning of school and will be signed out on the last day of school.

## **HEALTH SCREENINGS:**

Eye examinations, hearing screens, growth screens (including height, weight, BMI and blood pressure) and scoliosis screens will be conducted by the school nurse during the school year. Parent(s)/Guardian(s) may refuse any or all health screens with a signed written notification that is sent to the health office prior to the health screening. Results will be reported to the parent in a timely manner. If your child requires follow up, a note is sent home that needs to be taken to your health care provider and returned with the results of their findings. This information is recorded in your child's health record. BMI's will only be reported if they are out of range for 2 school years.

## **School Exclusion List**

Dear Parents,

We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child has a good night's sleep, makes healthy choices for snacks/meals, exercises, uses good hand washing techniques and receives immunizations.

**Here are questions to ask when deciding if your child should come to school due to illness:**

1. Does your child's illness keep him/her from comfortably taking part in activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?
4. Has your child had a fever in the last 24 hours?

**If you answered "YES" to any of these questions, please keep your child out of school.**

**Below are medical conditions and details about the time frame for which your child needs to be kept home before returning to school. *These are guidelines and may be adjusted accordingly at the discretion of the school nurse.***

## **GENERAL ILLNESS**

**Fever:** Keep your child home for a fever of 100.4 degrees Fahrenheit or higher by mouth or 100 degrees Fahrenheit or higher if taken under the arm. Your child can return to school with a

**Parent Note** when the fever is gone. That means that the child needs to be fever free for 24 hours without Tylenol or Motrin before returning to school.

**Chicken Pox/Varicella**

Children with chicken pox may return with a **Parent Note** once all of the sores and blisters are dried/scabbed over, or if there are no scabs, until no new sores appear for 24 hours.

**Diarrhea: (defined as 3 or more loose stools in 24 hours)**

† Your child can return with a note (signed by a **physician** or **parent** according to cause) when the diarrhea has stopped for at least 24 hours or until a physician clears the child to return to school:

† A medical note is required for return to school after having diarrhea that contains blood or mucus or is caused by E.Coli

† A parent note is required for diarrhea caused by Campylobacter, Norovirus, Rotavirus, Shigella, Giardia and most types of Salmonella and diarrhea of unknown cause.

**German Measles/Rubella:** Keep your child home until 7 days after the rash starts. He/she may return with a **Medical Note**.

**Head Lice:** Students found with head lice will be sent home for treatment with a medicated shampoo. The student will be checked by the school nurse on the returning day *before* being allowed to return to the classroom. Students may be allowed to return to the classroom with nits at the discretion of the school nurse after evaluation.

**Impetigo:** If your child has dry, honey-colored, weepy, wet, or crusty sores he/she will be sent home until 24 hours after antibiotics are started. A **Medical Note** is required to return to school.

**Measles:** Children with measles can return with a **Medical Note** 4 days after the rash begins, if they have no fever and feel well enough to participate in regular school activities.

**Meningitis:** A student with signs of meningitis (high fever, rash, stiff neck) must remain out of school until their healthcare provider says that the student may return to school. A **Medical Note** is required.

**Mumps:** Children with mumps can return with a **Medical note** 9 days after the beginning of swelling.

**Mononucleosis (Mono):** Children with mono can return to school when cleared by a healthcare provider. A **Medical Note** is required.

**Pink-Eye/Conjunctivitis:** Students whose eyes are red or pink, and who have eye pain or itching eyelids, with white or yellow discharge will be excluded for 24 hours after the prescribed treatment has begun and may return to school with a parent note.

**Rash:** Students who have a rapidly spreading rash or a rash with fever or behavior change are excluded from school immediately. A **Medical Note** is required.

**Ringworm:** Students will be excluded from school until prescribed treatment has begun and the child has been on medication for 48 hours. A **Medical Note** is required.

**Scabies:** Children with scabies will be out of school until treatment/medication has been applied. A **Medical Note** is required.

**Shingles:** Children will be excluded until all lesions/sores/blisters are dried/scabbed. A **Parent Note** is required.

**Strep Throat/Streptococcal Pharyngitis:** Your child is excluded for 24 hours after the antibiotics are started and there is no fever. A **Parent Note** is required.

**Tuberculosis:** A child with TB should be kept home until the doctor treating the child writes a **Medical Note** that states the child is no longer contagious.

**Whooping Cough/Pertussis:** Children with whooping cough can return to school with a **Medical Note** 7 days after the prescribed treatment has begun or 4 weeks from onset.

**Scarlet Fever/Other Respiratory Illnesses:** Child will be excluded for 7 days from onset or 24 hours after treatment has begun.

Please call the Health Office if you have questions or concerns regarding your child's health.

Please notify the Health Office as soon as possible if your child has been diagnosed with an infectious and/or contagious illness i.e. strep, pink eye, etc. This enables us to raise awareness in the school and at home of any contagious illnesses. Please note disclosure of illness is per FERPA regulations to maintain confidentiality.

**A parent's note must accompany any student returning to school following ANY absence. If your child has been sick for more than three days or hospitalized, a written doctor's note will be required for readmission to school.**

Any student attending school with an injury requiring limited activity must have a doctor's note stating specific restrictions, the length of time the student needs these restrictions and the date the student may return to normal activities.

## **IMMUNIZATIONS:**

All students must receive and maintain all New Jersey State required immunizations unless they have a letter of medical or religious exemption. **If your child has not received immunizations to protect against diseases like Measles, Mumps, German Measles, or Chickenpox, he/she may need to be out of school if there are cases of these conditions in the school until we deem it safe for him/her to return. You will be provided with information if there is an exposure.**

## **STUDENT ATTENDANCE**

We encourage our students to be in school every day to ensure optimum learning. However, excused absences are recognized for sickness, death in the family, and special doctor's appointments.

When planning a family trip, we would suggest referring to our school calendar for dates when school will be closed. If this is not possible, please consider your student so that he/she is not adversely affected academically from days out of classes. Please notify the Administration (copy to teacher) in writing at least two weeks in advance of planned absence so that appropriate plans can be made.

Any student who is absent, whether excused or unexcused, in excess of a total of 40 days during the school year, risks being retained at the current grade level. A parent conference will be required to determine the final decision. In the case of extended illness or other unusual circumstances, a student may meet the requirements through homebound instruction or instructional tutoring.

## **UNEXCUSED ABSENCE**

An unexcused absence means that no credit is given for the missing work; however, all work **MUST** be made up by the student.

## **TARDINESS**

Each morning, students need to be in their seats at 8:45 am. The tone is set with flag salutes, devotions and prayers; directions are given, and the day begins with a timely, orderly routine in which the students thrive. Students who arrive late start their day quite differently. The day begins in a rush with forgotten books and papers. Students can feel embarrassed as they enter a room late; they may be frustrated if they miss a lesson or the necessary directions to begin their work.

Making school a priority, planning ahead, and allotting enough time to ensure punctuality, teaches your child the message that school is important and that you respect its rules. This message will have a positive impact on your child's own attitude toward school rules.

Excused tardies will include:

- A doctor or dentist appointment
- Severe weather conditions
- A school-approved situation

A student is considered tardy if he/she enters the classroom past 8:45 am. The parent, carpool driver, or student is required to sign in at the school office, in order to admit the student to school that day.

- A student who arrives at school late, but before 11:00 am is considered present for a full day but tardy (either excused or unexcused).
- A student who arrives after 11:00 am but before 12:15 pm is considered present for a half day and tardy.
- A student arriving after 12:15 pm is not given credit for the school day.
- If a student must leave school prior to 3:15 pm dismissal, but after 1:00 pm, the student is considered present for a full day. A student who leaves prior to 12:15 pm is considered absent for the full day.

## **CROSSROADS CHRISTIAN ACADEMY**

### **Acceptable Use Policy for Technology**

#### **General Regulations:**

- School tablets and desktop computers are intended solely for educational purposes and classroom activities, and are not to be used for commercial or personal purposes.
- School officials may search the tablets and desktop computers, including software and Internet access records at any time, for any reason and without student or parent consent.
- Students acknowledge that they do not have any expectation of privacy regarding any of the information, data or other material, in whatever form, stored, collected or maintained on the tablets or desktop computers including related hardware, peripherals, and software, internal or external computer networks, the Internet, e-mail, and related electronic communication systems.
- School-assigned Chromebooks will remain the property of Crossroads Christian Academy, and will be periodically collected from students for planned maintenance.
- Students are responsible and accountable for the data, Internet visitation history, e-mail records, and other computer files on the Chromebook that has been assigned to them.

#### **Unacceptable Use:**

- Accessing, downloading, posting, or publishing any obscene, pornographic, profane, threatening, illegal or inappropriate material is prohibited, even if such use takes place off school property.
- Writing on, defacing, or placing stickers on the equipment is prohibited. A student who engages in any willful destruction of the equipment is subject to disciplinary action.
- Any attempt to disable the firewall is prohibited and will result in disciplinary action.
- Illegal use or transfer of copyrighted materials is prohibited.

#### **Alteration of Pre-set Software Image or Hardware:**

Altering/modifying the original CCA pre-set software image is prohibited. Examples include, but are not limited to the following:

- Loading software applications or apps not authorized by CCA
- Changing the desktop picture
- Changing the computer name or system settings
- Changing or removing operating system components or files
- Removing or clearing your Internet browsing history or files
- Altering security/filtering software
- Altering the pre-loaded operating system or applications
- Taking apart the computer for access to internal parts

#### **Computer Security, and Personal Responsibility and Integrity:**

Users of Crossroads Christian Academy technology resources must recognize that the work of all users is valuable. Every user must respect the privacy of others. Users shall not intentionally access the data of others or obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

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