



## Family Handbook

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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 honor and respect the Lord is why Crossroads exists. 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 guide our students to their highest potential spiritually, academically, physically, and socially.

## OUR MISSION

To provide an excellent and biblically based education that equips students to reach their highest potential spiritually, academically, physically, and socially.

## OUR VISION

**Biblical Integration:** CCA provides an education that integrates and applies Biblical truths into all areas of academic study and life.

**Academic Excellence:** CCA's credentialed faculty provides a strong educational foundation and academic excellence in all subject areas.

**Personalized Attention:** CCA provides students with personalized attention that seeks to serve their individual needs and learning abilities.

**Learning environment:** CCA is committed to creating a classroom atmosphere that facilitates learning through a healthy balance of nurture and discipline.

**Parental Involvement:** CCA is committed to the Biblical model of partnering with parents to assist students in reaching their highest potential.

*Crossroads does not discriminate on the basis of creed, race, color, or nationality.*

## **CROSSROADS CHRISTIAN ACADEMY**

Crossroads Christian Academy is a ministry of the 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.southridgecc.org](http://www.southridgecc.org)

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 Crossroads Christian Academy:

**WE BELIEVE:**

the Bible to be inspired, the only infallible, authoritative Word of God;

there is one God, eternally existent in three (3) persons: the Father, the Son, and the Holy Spirit;

in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His Lordship over all of life, and in His personal return in power and glory;

in the absolute necessity of regeneration by the Holy Spirit for salvation, that the Holy Spirit indwells the believer;

in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation;

in the spiritual unity of believers in Christ.

## PARENTAL SUPPORT

We believe that Crossroads ministry is a team effort, and therefore, we depend on parents becoming involved in the ministry of the school. Your support is both needed and appreciated.

Areas of parental support include:

1. discipline, dress code and educational policies, including homework supervision.
2. recognition and respecting the authority of the classroom teacher, the Administration and church leadership.
3. regular attendance at meetings, programs, and parent conferences by at least one parent.
4. 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 needs improvement - the student and/or his or her family will meet with the administration to reconcile. If the situation is not rectified or reconciled, the student will be no longer permitted to attend Crossroads Christian Academy.

In the classroom, the teacher has full discretion in the Christian discipline of each student. This does not mean corporal punishment, but helping the student understand acceptable behavior and following through with reasonable corrective measures. (Proverbs 22:6)

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.

A parent should encourage each child spiritually and academically in all phases of curriculum and school life in word, deed, and participation.

No child may be re-enrolled where the parents' goals and objectives do not coincide with those of Crossroads Christian Academy.

## **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.

## **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 of money and time by parents. Fund raising activities are always important because they greatly help to lower tuition costs. In addition, monetary gifts as well as the donation of time and equipment are needed and always much appreciated.

Examples of major fund-raising initiatives include the annual golf tournament and the “Walk-by-Faith” marathon.

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. Preference for acceptance into the school will be given to qualified students within the South Ridge Community Church membership.

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

### ADMISSION PROCEDURES

The following procedure needs to be completed in order to enroll a student at Crossroads.

1. Attend an interview with the Principal or Administrator and see the facility.
2. Submit a completed and signed application form, accompanied by a non-refundable registration fee.
3. For transferring students, a completed student reference form is to be submitted.
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 1-8) will begin a 90-day probationary period. During that time a parent and the Principal will meet at least once each month to discuss the adjustment of the student and family to CCA. The meetings will enable us to address any concerns and offer assistance where needed. At the close of the 90 days, the application to CCA will be reviewed and the student's acceptance will either be formalized, denied, or have the probationary period extended.

### 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.

#### **PreK 5's**

All children who have reached the age of five (5) by December 31st are eligible.

#### **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, evidence must be given of a change in behavior and attitude. The student would be reinstated on a probationary status for one marking period.
4. Parents must agree to uphold the policies, goals and objectives of CCA.

## **FINANCIAL**

### **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.

### **SCHOLARSHIPS**

There are two scholarship programs available at Crossroads Christian Academy:

#### **CRUSADER SCHOLARSHIP:**

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 an 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 core curriculum 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. Bibles may be purchased at the school office.

### **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. Consumable 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**

Homework is a necessary and integral part of a child's education providing reinforcement and practice in various skills and review of already learned skills. Each classroom teacher will regulate the amount of homework to be given, making sure that the amount is appropriate for the age of the child, the subject matter studied, and the reinforcement necessary. It is the responsibility of parents to supervise homework. Homework will not be assigned just for the sake of giving homework. Questions regarding the amount of homework should be directed to the classroom teacher who issued the assignment.

## **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 the prescheduled conferences held in the fall of each school year. Other conferences during the year may be held by mutual agreement between parents and teachers. Parents are asked to contact the teacher directly to schedule these conferences. On basis of Matthew 18:15, parents should confer directly with the person involved in a concern; e.g. the teacher. God's Word encourages us to refrain from tale bearing and glorify Him with our lives. Colossians 3:23

## **PROGRESS REPORTS**

Progress reports will be issued to students who have missing assignments or are making unsatisfactory progress.

They will be issued at the mid-point of each marking period to inform the student and parent of the student's academic progress during that marking period.

These reports are to be signed by the parents and returned to the sending teacher. Parent-teacher conferences may be scheduled as indicated on a given report.

## **REPORT CARDS**

Report cards will be issued four times per year in grades 1-8, twice in Kindergarten (January and June), the dates of which are listed on the current school calendar.

Parents are to review these report cards, sign them, and return to the school promptly. Parent-teacher conferences may be scheduled if indicated on the report card.

## **GRADING SYSTEM**

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

### **Kindergarten:**

- + Worthy of special commendation
- √ Satisfactory growth
- Needs improvement

### **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
F	Not passing/no credit	59 and below

### **Incomplete grades**

A marking period grade of incomplete is issued in cases of student illness or other extenuating circumstances where it has been determined that all required work cannot reasonably 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 the mid-point of the subsequent marking period. Extensions may be granted in extenuating circumstances. If outstanding work is not made up by this time, a failing grade will result, even if previously submitted work earned passing grades.

### 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 on the specific item 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 failing grade for the specific item on which the cheating or plagiarism occurred.

## **HONOR ROLLS**

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

We encourage each student to "study to show thyself approved unto God." We have established two Honor Rolls, which a student may attain at the end of each marking period.

### **High Honor Roll:**

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

### **Academic Honor Roll:**

To attain this honor roll a student must have all "A's" and "B's", and NO C's in any subject or effort area.

## **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:

### **First Grade Readiness**

The Scholastic School Readiness test (SSRT) is an effective and efficient tool for determining the readiness of students for first grade work. The test also identifies strengths and weaknesses, thereby providing valuable information to help maximize the time spent with each student.

The SSRT is administered to our Kindergarten students in the spring and to all incoming first graders.

The entire battery of testing is divided into eight subtests. These subtests are:

Vocabulary	Identifying Letters
Visual Discrimination	Auditory Discrimination
Number Knowledge	Comprehension and Interpretation
Handwriting Ability	Developmental Spelling Ability

After scores have been determined for the subtests, they are added together for a complete composite.

### **STANFORD Achievement Test**

As a member of ACSI, we administer the Stanford Achievement Test, Tenth Edition, to all 1<sup>st</sup> through 8<sup>th</sup> graders in April. The test provides nationally recognized standards with the latest norms.

This is a tool to help us assess the students' knowledge and understanding as well as to evaluate different aspects of 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 their current grade level.

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

1. The teacher(s) and the Administration will meet with the parents at the end of the second marking period for the initial conference regarding retention. The parent will be informed that the possibility of retention exists for that child. Suggestions will be given as to bringing the child up to grade level.
2. The teacher(s) and the Administration will meet with the parents a second time at the end of the third marking period. This meeting is designed to chart the child's progress to further determine whether retention is still a possibility.
3. The parents will be notified no less than 30 days prior to the last day of school of the final decision regarding retention. This decision will be forwarded to the parents in writing.
4. 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 from the new school.

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; 8:45-12:00 noon for PreK; 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**

During school hours students are not permitted to leave the school grounds on their own for any reason. Therefore, they may not walk to Shop Rite, Wal Mart Plaza or into town.

## **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 them 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. These precautions are for your child's safety.

## **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**

We need your cooperation to help keep our parking lot area safe. The safety of our children is our first 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 - 5 miles per hour

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

We ask that all parents/car-poolers come up the driveway proceeding in the back lane of the parking lot only. Turn left at the gym, go around the island, and drop off students in the drive-through lane at the school entrance. They may not be left off in a traffic back-up to run to their line.

PARENTS ARE ASKED NOT TO ESCORT THEIR CHILDREN TO THE LINE-UP.  
PLEASE UNDERSTAND, THIS IS FOR THE SAFETY OF ALL THE CHILDREN.

If you wish to fellowship with other parents or 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 adds to safety. **NO BACKING OUT AT ANY TIME!** Please do not park in the first row facing the school, these spaces are reserved for church staff and CCA staff.

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 do not zoom through the parking lot.

## 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 on 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 do 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.

Any students remaining after 3:30 pm will automatically be included in the Extended Care and an adult needs to sign them out.

## **EXTENDED CARE**

This is a service, which is available for families needing student care from 7:30-8:30 am and/or 3:30-5:30 pm. It is available only to full-day students. The cost is \$4.75 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 \$5.00 per child every quarter hour (15 minutes).

Extended Care Student Emergency forms must be completed and given to the caregiver or 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).

Usually Extended Care will begin on the playground or in the gym. Signs are posted each day stating our starting location. These signs are posted on the front school door and on the inside extended care door.

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

Bills are sent out at the end of every month for extended care use.

## **DISCIPLINE**

### **PRINCIPLES OF DISCIPLINE**

Crossroads Christian Academy bases its discipline policies upon the principles of the Word of God, the Bible. All discipline is administered fairly, lovingly, and with the philosophy of changing a wrong behavior into a correct 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, the severity of the offense, the frequency of the offense, etc. If a problem warrants it, the teacher will contact the parent for a conference; however, not every problem requires a parental conference. This is left up to the discretion of the teacher.

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. After a student is assigned a third detention for the same offense, he/she will be eligible for an in-school suspension. In-school suspensions will be issued by written notice from the office to the parent prior to being served. The Administration may invoke a suspension at any time, for any reason. With very 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.

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.

Prior to CCA acceptance/entry, all students/parents need to sign a Behavior/Guidelines contract.

### **DETENTION**

Parents need to have alternate carpool plans in the event a detention is assigned for the day infraction occurs.

### **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 above 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.

## GUIDELINES FOR BEHAVIOR

### I. “Show proper respect to everyone; Love the brotherhood of believers, fear God, honor those in authority.” 1 Peter 2:17. The 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 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, bothering a neighbor, name calling and teasing, and not keeping hands to themselves.
- D. The students will show respect for all adults in charge during lunch, recess, morning duty, afternoon duty, extended care, etc.
- E. The students will show respect for others by being quiet in the hallways, respecting the property of others by not damaging or defacing property that is not their own, no name calling, etc. Damaging or defacing school property will result in an expense to the parent not to exceed 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 tape recorders, radios, or any other disturbing equipment to school.

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

- A. Students will be prepared with pens, pencils, notebooks and other needed equipment. Materials needed to complete homework assignments such as newspapers, magazines, library information are the parent's responsibility to obtain for the student.
- B. The student must complete ALL assignments on time.
- C. The student must make up assignments missed due to an excused absence.
- D. The student 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.
3. Unsatisfactory correction or failure to improve 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.
4. Continued unsatisfactory conduct or attitude may result in \*suspension or \*\*expulsion.

\*Suspension - sent home - length of time will be determined, student will not be allowed to return to school until accompanied by his/her parent only after the elapsed time of suspension.

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

**Crossroads Christian Academy  
9 Pittstown Road  
Clinton, New Jersey 08809  
(908) 735-5501**

**As a student of Crossroads Christian Academy, I will abide by the school's Guidelines For Behavior. (listed below)**

- 1. I will show respect to all teachers, staff, parents and other students.**
- 2. I will abide by the school dress code.**
- 3. I will put forth my best effort in all classes.**
- 4. I will complete all assignments on time.**
- 5. I will not use foul language, "trash talk", or any derogatory language toward teachers, other students or any adult in charge.**
- 6. I will not bring to school any cigarettes, alcohol, drugs, knives, firecrackers or any such thing that compromises the standard of Crossroads.**
- 7. I will not bring to school magazines unless authorized.**
- 8. I will not pick on another student.**
- 9. I will respect the privacy of others.**
- 10. I will not fight verbally or physically with another student.**
- 11. I will not throw stones, wood chips, snowballs, food, rubber bands, etc.**
- 12. I will not chew gum in school.**
- 13. I will not run in the hallways or any part of the school building.**

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

**I hereby will obey all the rules of  
Crossroads Christian Academy**

**Both student and parent/guardian need to sign this each year.**

## **DEALING WITH PROBLEMS**

If a student/teacher problem should arise, we will endeavor to apply the principle of Matthew 18 and deal with each issue or problem directly with the teacher involved. In this chapter we are told by Christ that when there is a concern, we are to “go to our brother and reprove him in private; if he listens to you, you have won your brother.” In relation to this matter, we should be challenged not to speak of teacher concerns with others but to directly approach that individual and establish a "one-to-one relationship". Therefore, in the event of a problem, contact the teacher involved rather than approaching unrelated parties.

## **CONDUCT**

We encourage our students to show respect to God, to teachers and Administration, to each other and to the building in which we operate.

Therefore the following examples are considered unacceptable behavior at CCA.

1. Back talking or disrespectful conversation
2. Lying
3. Stealing
4. Swearing
5. Physical hostility (fighting, hitting, tripping, etc.)
6. Cheating, plagiarizing
7. Abusing the rights of others
8. Smoking
9. Use or possession of alcohol or drugs
10. Running in the halls or facility
11. Entering or attending chapel in an irreverent manner
12. Defacing the property of the Academy, church or any individual
13. Reporting to class late without valid excuse
14. Gum chewing

15. Defacing or littering of the bathrooms
16. Leaving the school/church property without permission until picked up by a parent or guardian
17. Running or hiding in off-limit areas of the facility (example: baptistry, balcony, etc.)
18. Bringing to school radios, tape recorders, electronic games or devices, or Pokemon items.
19. Bringing to school knives, guns or any type of weapon.
20. General misbehavior in any class including special subject areas. This includes throwing objects, seeking attention, creating a nuisance, displaying a poor attitude, or disrupting a class.
21. Defying the directive of an authority figure (includes aides and parents on duty)
22. Not reporting to the proper location after 3:30 pm
23. Being found in a classroom at an inappropriate time
24. Misbehavior during morning line up
25. Threatening or "bad mouthing" another student
26. Note passing during school hours
27. Unauthorized borrowing or lending of gym uniforms
28. Writing on walls, desks, or anywhere else will result in immediate discipline and perhaps monetary assessment to the family
29. No littering
30. Hallways are to be kept neat and clean.
31. Rooms should be neat, clean and free of papers and trash on the floors
32. Shoes should be wiped BEFORE coming into the school
33. Students should not "hang" on coat racks nor basketball rims.

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

Unless permission is granted, students are not allowed to bring radios, Walkman, CD players, iPods, Game Boys, or any other electronic games, computer devices, animals, toys, etc. to school or school-related activities.

Cell phones may be brought to school, however, phones must be off and kept in lockers or backpacks. They should not be used during school hours.

## **THINGS TO BRING TO SCHOOL**

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

## **RECESS AND PLAYGROUND RULES**

We have outdoor recess as frequently as weather allows.

- a) Students are supervised at all times and students must stay in designated areas.
- b) During recess, no student may enter the gym without teacher permission.
- c) On days when there are wet grounds, students may play on the blacktop if it is ice-free.
- d) No pushing, shoving, or tackling is permitted.
- e) The throwing of stones, wood chips, or sticks is absolutely forbidden.
- f) Students are not allowed on the hill behind the playground.
- g) Generally, students are encouraged to play with other students in their own grade or at their age level.
- h) Students are not to sit on or jump over the fence at the edge of the playground.
- i) During recess, students are expected to be appropriately dressed, for example, they must have coats, hats and gloves during the winter months.
- j) The Zip Line and the Horizontal Monkey Bars may not be used by K-2<sup>nd</sup> grade.
- k) The red PreSchool slide is only for students in 2<sup>nd</sup> grade and under.

## **PLAYGROUND EQUIPMENT RULES**

- a) Students are not allowed to play near the swings nor are they allowed to push other students on the swings. In addition, students must sit on the swings rather than stand. Jumping off the swings is not permitted.
- b) Students using the teeter-totter are to sit on the equipment with one student seated on each seat (i.e. students are not to sit on the middle of the teeter-totter).
- c) Students are to use the zip line one at a time.
- d) Generally, only school-issued equipment is to be used (an exception would be footballs, basketballs or other items used in the older children's recess).
- e) Students are not allowed to monopolize the equipment and should take turns, especially when other students are waiting to use that equipment.
- f) A maximum of two students may be in the slide tower at one time and there is to be no loitering there. Students must come down the slide in a sitting position, feet first.
- g) There is to be no jumping off the various pieces of equipment.
- h) There is to be no sitting on top of the horizontal ladder.

**STUDENTS WHO DISOBEY THE ABOVE RULES WILL BE WARNED. VIOLATION OF THESE RULES WILL RESULT IN APPROPRIATE DISCIPLINE, INCLUDING SITTING OUT THE REST OF RECESS.**

## **BEHAVIOR/DISCIPLINE**

- 1. Blatant disrespect/defiance - immediate detention.
- 2. Blatant disobedience/bad language - immediate detention.
- 3. Always deal with offending student, one-to-one, outside classroom. Refer to scripture and pray with that student.

The office will notify parent of change in pick up if we assign detentions on the day the incident occurred.

## **DRESS CODE**

The Crossroads' dress code requires that students attend school in clothing that is neat, clean and modest. Ideally, we believe that a child should be educated to choose appropriate clothing from a parent-approved selection. We believe that school or work clothing is different from play clothing and that learning to dress for each is a life skill. Therefore, at this juncture, we will strive for the ideal. However, in order to do so, cooperation and support from parents is needed.

We believe that we should dress to honor the Lord; and clothing should be neat, clean, appropriate, and modest. However, since our culture has a wide and varied definition of these words, and because we have spent a significant amount of time monitoring clothing it is necessary to be clear and specific regarding the dress code.

To enforce the dress code, the following procedure will apply.

Any student who appears to be inappropriately dressed will be taken aside by the teacher and spoken to privately, explaining the reason for the inappropriateness. A dress code infraction notice will be sent home with each infraction, a copy will be filed in the student file.

If the student appears at another time in the same or similar outfit, a phone call will be made to the parent, stating that the next time the student comes to school in this particular outfit, a detention will be issued. Parents will be asked to bring a change of clothes if there is a serious infraction.

## At CCA students may wear:

### Pants/Capris:

Well fitting JEANS or straight leg or KHAKI type slacks/shorts with flat side pockets and back pockets only. No BAGGY cargo pockets.

Slacks must not be too long, too tight, or hanging. The seat of the pants must be on the seat of the body.

- Cuffs should not drag on the floor.
- NO holes or fraying.
- No writing on the seat of clothing.

### Skirts

- (or skorts that look like skirts) must reach the top of the knee.

### Walking shorts/culottes/split skirts

- must be not more than 3 inches above top of knee. If you cannot find shorts the required length, please wear capris or light slacks.

### Shirts:

- LOOSE FITTING short sleeved or long sleeved shirts or blouses that COMPLETELY COVER the midriff when student moves, stretches, or sits.
- Collarless polo shirts, or Henley shirts. These shirts often have a pocket.
- No sleeveless clothing during school hours.
- No low necklines or see-through materials.
- No slogans, sayings, or advertisements on shirts.
- No T-shirts (defined as a colored undershirt often with writing).
- **While a small brand name to the side of the shirt may be visible, there should be no character pictures or writing on clothing.**

**Sweatshirts:** School or professional athletic team names are acceptable.

### Shoes:

Sneakers are acceptable, if they are clean and in good repair (except Chapel day).

Shoes must have front and back. Backless sandals are dangerous on stairs and playground. High heels are also dangerous. Ladies, please keep the heels to 2" or less.

### Hair – All students:

Hair needs to be clean and neatly combed; it must not be hanging in a student's eyes. Our young men need to have hair neat and clean and above their collars.

### Chapel Dress:

Chapel is a special day and care should be taken to "dress-up" for it. Dress shirts, dress slacks (boys & girls), dresses or skirts, and dress shoes are all appropriate.

NO SWEATSHIRTS. No jeans. No shorts. No capris. No sneakers.

★ **Extreme hair, clothing, or accessories are not allowed.**

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

**GENERAL**  
**CLASS TRIPS**

Education is greatly enhanced by visual and hands-on experiences. Class trips afford our students these unique opportunities. All class trips are organized and scheduled by the teacher with the approval of the Administration. Any costs involved will be the responsibility of the parents. Each class trip will have adequate supervision under the direction of the teacher.

Chaperones are needed for each trip. Each driver will be required to supply a copy of a current driver's license, registration, and insurance card. Vehicles need to be equipped with seat belts or booster seats, if applicable. Children under the age of eight years and weighing less than 80 pounds must be secured in a child passenger restraint system, or booster seat, 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 those things necessary for the day, lunches, homework and books, gym clothes, etc. Students will not be permitted to call home each time something is forgotten. Students will only be 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. Calls to students should be placed through the office.

**CHAPEL**

Chapel is a vital part of the school's program, a time for students to worship the Lord together. Two age appropriate chapels are held Wednesday mornings in the Worship Center. However, all-school chapels are scheduled for various special occasions. Songs, prayer, videos, and guest speakers help our students to understand God's Word. All students are to enter and leave this service in a respectful manner, and talking during chapel is not permitted.

**CHAPEL DRESS**

We encourage our students to dress up for Chapel on Wednesdays in grades K-8.

- Boys are required to wear slacks, shirts and shoes other than sneakers.
- Girls are required to wear dresses, skirts, or dress pants and blouses or sweaters, and shoes.
- NO JEANS OR SNEAKERS ON CHAPEL DAYS.

**CLASSROOM PARTIES**

Since CCA is a Christian School, we strive 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 need to focus upon the birth and Resurrection of our Savior and Lord. Birthday and other parties may be planned through the teacher. All parties will be scheduled for a period in the afternoon.

## **STUDENT INSURANCE**

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

Please be aware that 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 will be required to provide a written Christian testimony, current résumé, and three references. Subs 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.

## **PHONE CHAIN**

Each year, a phone chain will be established for the purpose of communication between CCA and parents. It will be used as notification of delayed openings and school closings due to inclement weather. Our Message Line will also be used for inclement weather announcements, or other important information - (908) 713-8078.

Each family is only on the phone list of the oldest child's class. In the event there is a need to contact parents via phone, please call only the person(s) assigned to you. Let them know you are conveying a chain message regarding class status for CCA that must be passed on.

Occasionally, school may be closed after a delayed opening has been announced. Please try to keep your phone lines free before 10:00 AM in case there is a change of status.

## **LOST AND FOUND**

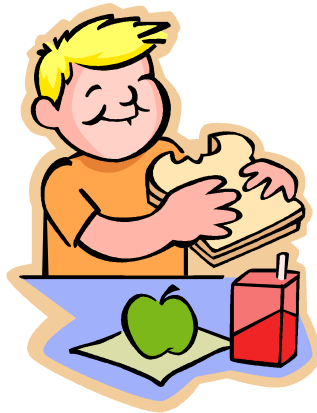
Lost and found items are located in the hall across from the computer lab. Jewelry, watches, glasses and books that are lost can be found in the school office. Please check periodically if your child has lost anything. Items not claimed by the end of the year will be given away to charitable organizations.

## **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. An order form will be sent home for you to order lunches and beverages for the following month.

Volunteers are needed daily to help make lunch, serve it to the children and staff as well as to clean up afterwards. We encourage you to contact the Lunch Coordinator and offer to assist on a regular basis.



### **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

The health and safety of our students is very important. Therefore, we will adhere to the following statements.

1. Physical examinations will be required for the PreSchool, PreK 5's, Kindergarten and grades 3 and 6. Children entering Kindergarten must have a physical before school starts. This is in accordance to New Jersey Law.
2. Physical examinations will be required for admission to the school in any grade level.
3. All students must have and maintain all required immunizations. Any students with medical or religious exemptions will be excluded from school during any contagious outbreaks.
4. Emergency forms are required from each family so that we can reach someone when an emergency arises. Any change of information on this form should be reported to the school office.
5. Physical examinations may be required to participate in our sports program.
6. All required physical examinations, except for sports, are due in the Nurse's Office by the first day of school. If these forms are not turned in by September 30, we reserve the right to request that your child not be admitted to school until these forms are received.
7. A written and signed order from a legal prescriber (physician, dentist or nurse practitioner) must accompany all medications, **including prescribed and over-the-counter medicines**. In reviewing the completeness of the written order, the school nurse may seek clarification if there is missing information regarding the following:
  - An outline of the pupil's diagnosis;
  - The name of the drug, the dosage and the time of administration, the duration of administration and the potential side effects;
  - An outline of any restrictions the medication might make on the student's daily activities (e.g., physical education, science lab, class trips);
  - If the medication is to be used on a "prn" or as needed basis, the order should clearly describe the conditions under which the drug is to be used;
  - Other medications the pupil receives that might enhance, alter or impact the effects of the ordered medication.

Written permission to administer medication needs to be sent also by the pupil's parent or legal guardian. Medication Dispensing forms may be used for any medications ordered by a physician. They are available in the school office. **No medication will be administered to any student without proper completion of the medication Dispensing Form or a physician's order form.**

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.

A proper dosing spoon should accompany all liquid medicine.

When a medication becomes outdated, or is no longer necessary, or the pupil is no longer enrolled, the parent/guardian should pick up any unused portion of the medicine.

8. Dental forms will be due in the Nurse's Office by January 31.
9. Eye examinations will be conducted in the school once a year by an eye doctor. Notification of this exam will be sent home prior to the date.
10. The Nurse will perform several screenings during the school year - height & weight, blood pressure, hearing, head lice, and Scoliosis.
11. If your child has any symptoms of sickness, such as sore throat, earache, temperature, cough or nausea, he/she should not be in school. Students with a temperature of 100.4° must remain at home. Please keep your child at home at least 24 hours.
12.
  - Chicken Pox - excluded six days after last outbreak of "pox".
  - Conjunctivitis (Pink eye) - excluded 24 hours after prescribed treatment has begun or condition judged non-infectious by a physician.
  - Head Lice - student must be treated with medicated shampoo and be free from nits before being readmitted. The student will be checked by the school nurse before being allowed to return to class.
  - Impetigo/Ringworm - excluded until prescribed treatment has begun or condition judged non-infectious by a physician.
  - Measles - excluded four days from onset of rash.
  - Mumps - excluded nine days from onset or until swelling subsides.
  - Rubella (German Measles) - excluded four days from onset of rash.
  - Pertussis (Whooping Cough) - excluded four weeks from onset or seven days after prescribed treatment has begun.
  - Scarlet Fever and other respiratory infections - excluded seven days from onset or 24 hours after treatment has begun.
  - Strep throat - excluded until on prescribed treatment for 24 hours.

Please feel free to call the Health Office if you have questions or if we can help in any way. Also, we appreciate knowing what illnesses are going around. Please call and advise us, if you can, the first day of your child's illness. We would like to keep you informed, when necessary, of any contagious illnesses that you should watch for.

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, hospitalized, or has a contagious disease, a written doctor's note will be required to re-admit the student to class.

14. Any student returning to school from an injury, requiring restrictions on activity must have a doctor's note stating what the restrictions are, the length of time the student needs these restrictions, and the date the student may return to normal classes.

## **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, special doctor's appointments and family trips.

When planning a family trip, we would suggest using our school calendar for already appointed times that 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. At the discretion of the Administration, post-vacation instruction, if necessary, will be at the parent's expense.

Any student who is absent, whether excused or unexcused, in excess of a total of 40 days during the school year, may not receive full credit for the year. 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 work that is missed, however, all work **MUST** be made up by the student.

## **TARDINESS**

Each morning, classes begin with flag salutes, devotions and prayer. The tone is set, 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; often forgotten books and papers are a consequence of it. They often feel embarrassed as they enter a room late; they are upset because lessons have been missed, and they are frustrated by not having the directions with which to begin their work. Teachers will accommodate late students, but often they must spend time waiting, since classes have begun.

Making school a priority, planning ahead, and allotting enough extra time to assure punctuality, conveys to 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 8:50 am. The parent, carpool driver, or student is required to sign in, 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 but after 11:00 am is considered absent for the full day.
- Upon the third tardy incident in a marking period, the parents will receive a notification from the classroom teacher indicating that the next tardy incident in that marking period will result in the child's receiving a detention. This will occur regardless of reason or excuse for the tardiness.