CROSSWAY
CHRISTIAN ACADEMY

Crossway Christian Academy
Student and Parent Handbook

2026-2027

www.crosswaychristianacademy.com

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Letter from the Pastor

Dear Parents and Students,

We are so excited for this year of Crossway Christian Academy and grateful for your trust in us. We are praying that many boys and girls will benefit from this wonderful ministry of Crossway Baptist Church. Our ultimate vision for CCA is the equipping of students to be disciples of Christ. Our goal is to become a K – 12th Grade school that launches students into the workforce or ministry with an excellent education, Biblical worldview, and a servant's heart.

Crossway Baptist Church is committed to the success of Crossway Christian Academy. CCA has been charged with the mission to provide a Biblically based, academically challenging, and culturally relevant educational environment. Our faculty and staff will focus on the spiritual formation of each student and help them walk out and defend their faith in the culture surrounding them.

The investment you are making in children through CCA is of great value. I look forward to working with you as we invest in the lives of these future leaders. Thanks for your support of Crossway Christian Academy. May the Lord bless you, your family, and CCA in this new school year!

For His glory,

Pastor Eddie Bumpers

Letter from the Head of School

Students and Parents,

At Crossway Christian Academy, we are committed to providing our students with an exceptional educational experience that extends far beyond academic instruction. Our vision is to equip students to become disciples of Christ, embodying His teachings and carrying His light into the world. It is our desire to partner with families in helping our students grow physically, academically, and spiritually. We want to prepare our students to defend their faith and train them to stand upon the Solid Rock who is the Author and Finisher of our faith. We desire to play a part in creating disciples that will impact the world for Christ.

Academic excellence is undoubtedly a top priority, as we strive to challenge students intellectually and foster a love for learning. However, we believe that true success is measured not only by academic achievements but also by the development of Christ-like character. Through our curriculum, extracurricular activities, and daily interactions, we aim to instill in our students the values of integrity, compassion, humility, and service qualities that will shape individuals who positively impact their communities.

As you navigate your journey at Crossway Christian Academy, I encourage you to embrace our vision wholeheartedly. Seek opportunities to grow in your faith, to serve others selflessly, and to share the hope of the Gospel with those around you. Remember that you are called to be light bearers, shining the love of Christ in every aspect of your lives. Together, we can create a community that reflects the transformative power of God's grace and change the world for Christ.

In Christ,

Jim Flora

Crossway Christian Academy Head of School

School Leadership and Personnel

Head of School

Jim Flora	jimflora@crosswayca.org

School Review Board Members

Shelly Wallin

Carrie Letterman

John Collins

Cheryl Wrinkle

Faculty

Junior Kindergarten	Meghan McClellan
Kindergarten	Nicole Cates
Kindergarten	Rebekah Flora
First Grade	Millie Cummings
Second Grade	Valerie Anderlik
Third Grade	Cooper Rodman
Fourth Grade	Sarah Brown
Fifth Grade	Tracy Dennis

Support Staff

TBD

Section 1- Governance and Beliefs

Governance Structure

Crossway Christian Academy operates under the governance of Crossway Baptist Church, which holds the final approval of all policies and procedures, as well as hiring and other personnel issues. The Senior Pastor of Crossway Baptist Church serves as the head of the Church Council, with other members including the Executive Pastor, President, Treasurer, Chairman of Finance, Chairman of Personnel, Chairman of Deacons, and Chairman of Building/Grounds.

Additionally, a School Review Board exists, which is responsible for reviewing and overseeing any changes to the school's policies and procedures. The School Review Board serves as a grievance committee when issues cannot be resolved at the Head of School level. The Board members are appointed by the Church Council/Church Pastoral Leadership Team with Head of School recommendations. The School Review Board committee members do not have administrative authority. No teacher or staff member employed by the school shall be eligible to serve on the School Review Board. The Head of School serves as a non-voting member of the School Review Board. The Head of School reports directly to the Executive Pastor/Church Council.

Administration

Crossway Christian Academy operates under the bylaws of Crossway Baptist Church and under applicable Missouri state school policies for non-public schools. The School Review Board is responsible for the development, review, and recommendation of all policies and procedures to the Church Council and serves as the second step in all grievance issues. The daily management of the school is overseen by the Head of School who may or may not be a member of Crossway Baptist Church. The Head of School is evaluated annually by the Executive Pastor/Church Council and is responsible for the immediate supervision and daily practices of the school including the hiring of all staff and the development of administrative policies in accordance with the Articles of Incorporation, Board By-Laws, and Board Policies.

Philosophy of Education

At Crossway Christian Academy, providing a Christian education means more to us than simply providing Bible curriculum. In collaboration with home and church, our faculty and staff will focus on the spiritual formation of each student and help them walk out and defend their faith in the culture surrounding them.

Core Values:

- ★ **Academic excellence**-maintaining high-quality educators that produce academic success
- ★ Spiritual formation with **Christ-like character**-creating a culture of integrity and grace
- ★ **Biblical worldview**- presenting all content with a Biblical worldview, intersecting the culture with truth in love
- ★ **Mission minded**/purpose driven- cultivating servant hearted leaders and students
- ★ **Apologetic skills-** teaching students to defend and share their faith with effective communication.

Notice of Nondiscrimination

Crossway Christian Academy and Crossway Baptist Church do not discriminate against students of any race, color, nationality, ethnic origin for admission or in the administration of its educational policies, or other school-administered programs. Crossway Christian Academy is a ministry of Crossway Baptist Church which is founded on the principles of Christian faith and utilizes a covenant-model. As a religious ministry, we reserve the right to select students with the same religious affiliation and values (including sexual orientation).

Staff will be expected to support the Statement of Faith and the Biblical-Morality Statement detailed in the Staff Handbook and by signing the Staff Code of Conduct without mental reservation. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student or staff member if the atmosphere or conduct within a particular home or the activities of the student/staff are counter to or are in opposition to the Statement of Faith. Substantial disagreement with school policies or philosophy is sufficient for dismissal of a student or staff after due process has been followed.

Mission Statement

Crossway Christian Academy is providing academic excellence while developing students with Christ-like character who serve and share in their community.

Vision Statement

Crossway Christian Academy is a ministry that equips students to be **disciples of Christ.**

Statement of Faith

- **We believe** the Bible is inspired by God and is without error (*2 Timothy 3:16*).
- **We believe** in the virgin birth (*Matthew 1:18*).
- **We believe** in the Holy Trinity (*2 Corinthians 13:14*).
- **We believe** in the substitutionary death of Jesus on the cross (*1 Peter 2:24*).

- **We believe** in the bodily resurrection of Jesus (*1 Corinthians 15:3-4*).
- **We believe** Jesus will come again (*Acts 1:11*).
- **We believe** man is sinful (*Romans 3:23*).
- **We believe** salvation is by faith alone (*Ephesians 2:8-9*).
- **We believe** in the eternal security of the believer (*1 John 5:11-13*).
- **We believe** in a literal heaven for those who accept Jesus as Savior and a literal hell for those who reject Him (*John 14:1-6, 2 Thessalonians 1:8*).
- We are a Southern Baptist Church ministry and adhere to the doctrinal statement as published in the Baptist Faith and Message (2000). Additional details can be found at www.crosswaybc.org/beliefs

Statement on Gender, Marriage, and Sexuality

Preamble - We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide. (2 Timothy 3:16–17) Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters. We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one biological man and one biological woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and long-standing principles of scriptural truth.

Religious Beliefs - Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

Marriage - Crossway Christian Academy defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one biological man and one biological woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)

Sexual Immorality - Crossway Christian Academy believes that sexual acts outside marriage are prohibited as sinful. Consequently, **Crossway Christian Academy** members must resist and refrain from any and all sexual acts outside marriage — including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, same-sex sexual acts, or any other sexually deviant acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Romans 1:26-27, 1

Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)

Gender Identity - Crossway Christian Academy believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, **Crossway Christian Academy** members must affirm their biological sex and refrain from any, and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary "genderqueer" acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

Sexual Orientation - Crossway Christian Academy believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of biological man and biological woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, **Crossway Christian Academy** members must affirm the sexual complementarity of man and woman and resist any, and all same-sex sexual attractions and refrain from any, and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

Celibacy - Crossway Christian Academy believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal "one flesh" marital union of one biological man and one biological woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within the Crossway Academy. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)

Holy Scripture

Marriage and Human Sexuality

(Genesis 1:26-28; Genesis 2:18-24; Genesis 19:5-10; Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Judges 19:22-24; Matthew 5:27-28; Matthew 15:19; Matthew 19:4-9; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-13; 1 Corinthians 5:11; Galatians 5:19; Ephesians 4:17-19; Ephesians 5:25-27; Ephesians 5:31; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4; 1 Timothy 1:8-10; Jude 1:7; Revelation 19:7-9; Revelation 21:2)

Pastoral Care
(Matthew 11:28-30; Romans 3:23; Ephesians 2:1-10; 1 Corinthians 10:13; Hebrews 2:17-18; Hebrews 4:14-16)

Application
All our covenant members, employees, and volunteers must affirm and adhere to this Doctrinal and Religious Absolute statement on marriage and human sexuality to qualify for involvement with the **Crossway Christian Academy**. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe the slate of guilt and sin, though the consequences are still incurred.

Authority
The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The leadership of Crossway Christian Academy, operating under the authority of Crossway Baptist Church, is charged with the ministerial responsibility of Biblical fidelity, promulgating religious policy, and determining adherence in Christian practice.

Sanctity of Human Life Statement

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps 139).

Marriage Policy Statement

Because God has ordained marriage and defined it as the covenant relationship between a biological man, a biological woman, and Himself, CCA will only recognize marriages between a biological man and biological woman at the chromosomal level. Further, the Church Council, School Review Board, Head of School, and Staff of CCA shall only participate in weddings and solemnize marriages between one man and one woman at a chromosomal level. Finally, the facilities and property of CCA shall only host weddings between one man and one woman.

ACSI Membership and Activities

Crossway Christian Academy will be a continuing member of the Association of Christian Schools International.

Section 2- Student Expectations and Academic Information

School-Wide Expected Student Outcomes (ESOs)

Crossway Christian Academy seeks to provide its students with a comprehensive education that prepares them for productive lives, rooted in Biblical truths. The following are the school-wide expected student outcomes:

A. **Students will develop Biblical excellence by**:

1. Accepting Jesus Christ as their personal Savior;
2. Understanding and embracing a biblical worldview and biblical literacy;
3. Demonstrating Christ-like character through honesty, self-discipline, generosity, and a loving nature.
4. Actively defending and sharing their faith with effective communication.
5. Displaying a servant's heart by stewarding resources to improve the lives of others.

B**. Students will develop academic excellence by**:

1. Progressing in their unique, God-given abilities and talents.
2. Excelling in all academic standards and disciplines, including critical thinking, logical reasoning, innovation and creativity, and technological literacy.
3. Fostering life-long learning and mature work habits rooted in personal responsibility, thoughtful planning/effort, and generating research and essential questions.

Additionally, students will demonstrate continued developmental excellence in the learning environment by:

1. **Spiritually** - moving from head knowledge to heart engagement, as revealed by comprehending, conveying, and acting on Truth to glorify God, and edifying and displaying care and respect for family, educators, and peers.
2. **Socially** - cultivating leadership and good citizenship by actively participating and sharing thoughts and ideas, effectively cooperating and collaborating with peers, and submitting to appropriate authority.
3. **Culturally** - displaying compassion and mission by growing an appreciation for the cultures and diversity within God's creation, and actively stewarding resources to improve the lives of others in their school and community.
4. **Emotionally** - developing Godly self-esteem by recognizing and experiencing Godly acceptance and love and showing self-respect.

Disciplinary Policy Statement

The discipline policy of the school is intended to establish a classroom environment toward learning. Discipline is training that develops self-control, character, and the attitude of submission to authority. The Academy's discipline policies include instruction, correction, punishment, and reward. All these elements are biblical principles and a balance between punishment and reward is essential. The school's discipline policy can be found in Appendix A.

Bullying

Bullying of any kind will not be tolerated at Crossway Christian Academy. Instances of bullying should first be addressed with the classroom teacher and the children involved. If the problem persists in the school the Head of School should be made aware and will develop a plan of action per school policy that is individualized based on the instance and its severity.

School Safety

The following items are prohibited on school grounds or activities sponsored by CCA:

1. Guns
2. Knives
3. Tobacco products
4. Illegal Drugs
5. Fireworks
6. Other items deemed inappropriate by the administration.

Students may bring backpacks to school for purposes of carrying textbooks, lunch boxes, etc.; however, they may not be used throughout the day

General Dress Code Philosophy

The following guidelines are designed to promote a standard of appearance, which enhances the learning environment while allowing for reasonable comfort and individuality of all students. Dress reflects an attitude and CCA seeks to establish an atmosphere and attitude that reflects a positive learning environment. Standard of dress is a part of the curriculum for a student enrolled at CCA. Neat, clean, well kept, and modest appearance and the absence of extremes are expected. Parent/guardian cooperation in this area will be expected. All dress code violations are expected to be reported by a teacher or staff member within the first period of each school day. Students whose clothing is out of dress code may be given school issued clothing to wear for the day. Repeated violations will be considered as willful defiance of authority and will result in administrative action. Dress code interpretation is at the discretion of the school staff.

Boys

1. Appropriate khaki shorts may be worn and must not be more than three inches above the knee when standing.
2. Khaki pants may be worn.
3. Dressy collared shirts in the colors of navy blue and white are expected to be worn at all times.
4. Hair is to be neat, clean, becoming, and must be above the eyebrows in front. Extreme hairstyles and colorations are not acceptable.
5. Jewelry is to be moderate in style and not distracting in the classroom. Chains, dog collars, and spiked jewelry may not be worn.
6. Body piercing, tattoos, temporary or permanent, and writing on the body are not allowed.
7. Appropriate shoes should be worn for classroom activities, recess, and physical education.
8. Hats, stocking caps, and bandanas are not to be worn inside the building at any time.
9. Bandannas may not be worn for any school activity.

Girls

1. Dressy collared shirts in the colors of navy blue and white are expected to be worn at all times. School uniform type dresses in these colors may also be worn.
2. Appropriate khaki shorts may be worn and must not be more than three inches above the knee when standing.
3. Khaki pants may be worn.
4. Grey or khaki skirts may be worn and must not be more than three inches above the knee in length.
5. Hair is to be neat, clean, becoming, and must not cover the eyes. Extreme hairstyles and extreme colorations are not acceptable.
6. Jewelry is to be moderate in style and not distracting in the classroom. Chains, dog collars, and spiked jewelry may not be worn.
7. Hats and bandannas are not to be worn inside the building at any time.

Dress Enforcement

Students in major dress guideline violations will not be allowed to attend class until the violation is corrected. Minor violations may receive one warning. Parents may be requested to bring appropriate clothes, or the student may be sent home. Continued violations of dress guidelines may result in loss of privileges. Students in violation of dress guidelines at extracurricular events or on field trips will not be allowed to attend until/unless the violation is corrected.

Academic Probation

Academic probation is invoked when a student has a serious academic problem. A notice is given to the parent/guardian and student so a mutual effort on the part of both school and

home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the student will not be able to continue at CCA.

Absences and Makeup Work

Good attendance is key to student success at CCA. In all absences, the parents/guardians are responsible for notifying the school office to verify the absence. A call to the school office should be placed between the times of 7 a.m. - 8am on the day that the student is absent.

- Students absent over twelve (12) days in one (1) semester, or twenty-four (24) days in two (2) semesters, may fail the grade. It is critical that parents/guardians communicate with the office when excessive absences occur. It is also strongly recommended that doctor's notes or other documentation be turned into the office when absences occur. All documentation will be placed in the student's file. It is the student or parents/guardians' responsibility to start make-up work for missed time. Upon request from the parents/guardians, the office will gather the student's books and assignments to be picked up during periods of extended absences lasting more than one day.
- Students who are absent will have the number of days absent plus one to make up work. All assignments not completed on time will receive zero credit.
- Exceptions may be made due to extended illness (with a doctor's note) or under extreme circumstances, with the permission of the Head of School. Extenuating circumstances will be considered individually. Excessive absences for any reason could result in academic dismissal from CCA.

Tardies

Like absenteeism, tardiness disrupts the learning process and other members of the class. It is important to teach punctuality as an integral part of life. The student must learn to make appropriate adjustments to be assured of being at school on time. Students are considered tardy if they are not seated in the classroom when class begins. Students who are late for any reason are considered tardy. Elementary parents will be contacted by the Head of School after their sixth tardy. The Head of School will determine disciplinary action. Students start each quarter with a clean slate.

Grades and Progress

Grades for Junior Kindergarten – 1st Grade use different grading scales to reflect academic and behavioral development and achievement. Grades for -5th will be reported as percentages on the report card.

The school year is divided into four quarters. Grades are sent to parents at the end of each quarter. Honor roll lists will be published each quarter.

Grading Scale:

Grades Kindergarten-1st

3	Independent (Complete understanding of concept or skill)
2	Developing (Developing understanding of concept or skill)
1	Initial (Concept introduced/beginning stage of understanding concept or skill)
NA	Not applicable this quarter

Grades 2 – 12

Percentage	Grade	Grade Scale	Rating
90-100%	A	4.0	Excellent
80-89%	B	3.0	Very Good
70-79%	C	2.0	Satisfactory
60-69%	D	1.0	Unsatisfactory
0-59%	F	0	Non-passing

Homework

Homework is a vital part of the total learning process. Grade-level practices are communicated to the students during the first week of school. The following list serves as a reminder about the importance of homework:

- Provides essential practice in needed skills
- Trains students in good work habits
- Affords opportunities for increasing self-direction
- Enriches and extends school experience
- Helps students learn to budget time
- Promotes growth in responsibility
- Brings students into contact with out-of-school learning resources

Homework Time Guidelines per Grade Level

Recognizing that children learn at different rates and need different amounts of time to complete independent assignments at home, the homework guidelines (on average) for elementary school students are as follows:
Grade 1: Approximately 10 minutes per night
Grade 2: Approximately 10 minutes per night
Grade 3: Approximately 20 minutes per night

Class time is usually provided to complete assignments. If the student takes longer to process concepts or chooses not to use this time wisely, there may be additional time needed at home to complete assignments. We encourage parents to set aside time each evening for their child(ren) to complete the assigned homework in a quiet place and to take an active interest in what they are learning in school. If you notice that your student is spending, on average, significantly or consistently higher amounts of time on their homework above the guidelines listed, please contact the teacher.

Testing- Placement, Achievement and Ability

Placement Tests

The administrative staff will determine grade placement for all students upon review of appropriate placement documentation. All new students will be given an entrance test or screening to help with this placement, unless adequate documentation, as determined by the administration and/or counselor, already exists.

Promotion and Retention

Placement, promotion, and retention shall be made in the best interest of the student after a careful evaluation by the administration, teachers, and parents of all the factors relating to the advantages and disadvantages of alternatives. Promotion, from grade to grade, for purely social reasons is discouraged. Students are promoted or retained on the basis of their total preparedness to do satisfactory work at the next grade level. Ability, achievement, and social factors are taken into consideration. Students must pass all major subjects, English, Math, Social Studies, and Science, before being promoted to the next grade level. The final determination for placement, promotion, or retention rests with the Head of School.

Procedure for Identifying Student Individual Needs

Teachers are the primary monitors of learning for their classroom. As they teach, they are constantly assessing the learning needs of their students. When teachers identify specific student learning needs in their classroom, the teachers will conference with the Head of School to determine the best plan of action to help the students be successful. Parents will be notified, and a meeting will be scheduled to discuss their student's needs moving forward and how the school can meet those needs. CCA may not be able to meet all special needs in all areas, but the school will be dedicated to helping parents find the resources they need for their child.

Section 3- Admissions

Admission Policies

To establish uniform guidelines for admission to Crossway Christian Academy, the following procedures will be followed:

A. General Procedure

1. The Head of School is given authority to admit qualified students.
2. Special approval by the Head of School is required for exceptions to stated policies and/or procedures.

B. Admission Policies

1. Students entering kindergarten must be five years old on/or before August 1, and first graders must be six years old on/or before August 1. Kindergarteners are administered a Kindergarten Readiness Test to help determine their readiness for kindergarten. The child's chronological age is not nearly as important as his/her physical, emotional, and social maturity. We believe strongly in the "gift of time" when needed for proper academic/social development of students. Families of students who do not meet this admission requirement may petition the Head of School and the Head of School has the discretion to decide student admission on a case-by-case basis.
2. Any student entering Crossway Christian Academy for the first time will be given a math and reading assessment as an evaluation for placement unless adequate documentation already exists. Proper placement for the student's skill level of achievement will be discussed.
3. All students transferring to Crossway Christian Academy, from out of state or county, and/or entering Kindergarten must provide a copy of his/her birth certificate, completed physical/immunization, dental, and vision examinations prior to the beginning of school. All students in 2nd/6th grade must have a dental examination within the last 6 months. 6th/9th grade students must have a physical/immunization examination completed and on file before school begins. Families requesting immunization exemption may fill out the

exemption form and have it signed by a member of their church staff. These forms are available online or in the Crossway Christian Academy Office.

4. Transferring students must provide a "Student in Good Standing" form from their previous school, a copy of the previous grade report and school records, and their most recent standardized test scores with the application.
5. Students who have been suspended or expelled from other schools prior to enrolling will not be considered for admission to Crossway Christian Academy for one year following the suspension/expulsion and then only with approval from the School Review Board.
6. Applicants and parents must agree to support the Statement of Faith/Biblical Morality Statement, all policies, and parent expectations of Crossway Christian Academy which are defined in the student/parent handbook, as well as assume financial responsibility for the child by signing the Parent Pledge of Acceptance form. Parents must read and agree to the Statement of Faith/Biblical Morality Statement and cooperate with the school in pursuing our Mission of developing their child so that he/she might become an effective Christian, living according to Biblical standards.
7. First year applicants and their parents must complete an interview with the Head of School prior to enrollment.
8. Crossway Christian Academy is not equipped to provide specialized programs for students with physical, behavioral, or learning disabilities. Such limitations require special attention, resources, and facilities for the students' maximum development. If the staff, through testing and/or observation, notes that the child requires special services, we ask your cooperation in placing your child in an educational environment that more adequately meets his/her needs. The teacher, Head of School, and/or testing agent will be involved in the decision-making process. After enrollment, if a student requires special services, CCA reserves the right to suspend services and/or enrollment immediately. Refundable fees will be reimbursed on a prorated basis.
9. Tuition and fees payments must be met to maintain placement as per the tuition schedule/cost sheet. Failure to meet tuition accounts may result in student termination.
10. Students enrolling once the semester is already in progress will pay tuition based upon the quarter that student first attends classes according to the following prorated scale:

    First Quarter = 100% of tuition
    Second Quarter = 75% of tuition
    Third Quarter = 50% of tuition
    Fourth Quarter = 25% of tuition
11. Exceptions to this policy must be taken into advisement with the administration.

C. Class Waiting Pool

Once classes have reached their enrollment capacity, a waiting pool will be formed. Parents who wish to place their child in the waiting pool must complete the application for admission and submit the non-refundable application fee to the office. As openings become available, parents/students will be notified of the vacancy based on a review of admission criteria.

Families will have 24 hours from the time of notification to complete the admission process and pay student fees.

Enrollment

Enrollment for Crossway Christian Academy is opened first to returning students. After the re-enrollment period for current families has ended, waiting pool students will be placed, then enrollment will be opened to Crossway Baptist Church and Crossway Christian Academy families, and then open enrollment/registration for new and prospective families will begin in February immediately following the re-enrollment period. Eligibility to re-enroll will be determined by the following criteria:

- A student may be re-enrolled for the following year only if all tuition and fees from the prior year have been paid.
- A student's name will not be placed on the class list until required fees for the present year are paid and admission criteria are met.
- Students are evaluated at the end of each year for eligibility to re-enroll. Academic progress and discipline issues are major criteria in the evaluation process.
- Crossway Christian Academy reserves the right to expel any family who fails to make timely tuition payments or whose family/child's lifestyle and attitude is contrary to the standards of the school (see student expectations, Biblical Morality Statement, and Statement of Faith outlined in handbook).

Tuition/Fees Agreement

We agree to pay the tuition according to arrangements outlined in the contract. We also understand that any monthly payment not made by the 15th of the month will result in a $25.00 late fee. If financial problems arise, we understand that it is our responsibility to make special arrangements with the school. Failure to do so will require further consequences and could result in dismissal from the school. Applications for Tuition Assistance are based on need and available in the Crossway Christian Academy Office. Slight annual increases in tuition rates and fees can be expected.

Withdrawal or Dismissal

Withdrawals from Crossway Christian Academy are completed through the school office by notifying the Head of School at least one month prior to withdrawal. Students leaving prior to the end of a semester forfeit tuition for that semester. If a student leaves during the first semester and a full year of tuition has been paid, a refund will be given for the second semester. Textbook and registration fees are nonrefundable. All school accounts must be paid in full before school records or grades are released. To transfer grades and records to another school, a formal request must be received from the transferring school. If all financial accounts are settled,

records will be sent. No withdrawal is complete until all steps outlined above have been followed. Crossway Christian Academy may terminate the provision of educational services with the violation of any of the provisions described in this handbook by students or their parents/guardians. Should termination occur, a prorated reimbursement of tuition will be returned to the parent.

Parents Pledge of Acceptance

See Appendix B

Section 4- Parent Expectations and General Information

Communication

The faculty and administration at CCA value open lines of communication between parents and school. To this end, teachers, Head of School and others regularly utilize multiple and varied communication avenues to keep parents fully informed. These avenues may include Thursday folders, daily binders, Family Portal, classroom newsletters, e-mail, and the telephone. Sometimes, questions or concerns may arise. It is important to the relationship between home and school that proper channels of communication be respected and followed. Questions that relate to classroom practices and procedures need to be directed to the teacher responsible. Once the teacher has been contacted, the Head of School is available if further assistance is needed or if a question is more general in scope. See Addendum for the organizational structure of CCA.

When contacting teachers during the day, whether by text or email, understand that they may not be available to respond immediately. Their priority is the educational environment for all students and an immediate response may not be possible. The teacher will contact you as soon as they are able. If it is an emergency, contact the office and they will get a message to the teacher. Also, please be respectful of your teacher's personal time. Phone calls and texts, unless in an emergency, should not be made after 9:00pm.

CCA is built upon the assumption that educating your child is a team effort with administrators, teachers, staff, and parents working together in support of each other. This supportive relationship must be in place for education at CCA to work. This would include support for the administering of consequences for poor choices made at school, willingness to meet with the teachers personally to mutually work out any issues or differences of opinions that may occur during the education of your child, and the willingness to practice the principles of Matthew 18 throughout the communication process, which means talking with teachers and the Head of Schools about concerns you have, rather than other parents and community members.

Addressing Disagreement

If we follow Christ's example for settling differences, our approach to solving problems will include a humble attitude, a servant's heart, a teachable spirit, an attitude of reconciliation, and a strong desire to live at peace with all. Even with the best of intentions, some disagreements may occur. Scriptures require Christians to take proper steps in resolving differences. In the context of a college preparatory school organization, the following steps are to be followed:

CCA encourages individuals (ie: students/parents) to go directly to the person involved and discuss and pray about the matter together. Based on the age of the student, this process may look different and may be delineated in divisional handbooks.

If the matter cannot be resolved, the matter may be brought forward to the appropriate individuals in a hierarchical progression of steps through the school's official structure of governing leadership. The complaint should be brought to the Head of School then the School Review Board.

Parent/Guardian Volunteers

Volunteering is an important part of being a parent at CCA. For safety reasons, volunteers must first sign in at the school office and obtain a volunteer's badge. When leaving, they must check out at the office and surrender the badge. Parents who volunteer to work one-on-one with students must be requested by the teacher and approved by the Head of School. They are subsequently required to complete a background check using the school approved procedure. The background check will be considered active for one year. Parents must renew the background check the following year, and each subsequent year with a name/social security check. The parent is responsible for the corresponding cost of this background check.

CCA Visitors

Sometimes there may be visitors on campus. When visitors arrive on campus, they must report to the school office to sign in and obtain a visitor's badge. This is necessary for safety and insurance purposes and includes speakers for classrooms. Upon leaving, visitors must sign out at the school office and surrender the badge. To protect the learning environment, we ask that visitors (including parents) not be in the hallways or in the classrooms when class is in session unless they are volunteering, and it has been scheduled with the teacher.

Eating with Your Student

On special occasions parents may wish to eat lunch with their student. Parents must report to the school office and receive a visitor's badge. Parents are expected to wait for their student in the cafeteria or front office and remain in the cafeteria during lunch time. Parents are asked not to accompany their students back to their classroom or recess when the lunch period is over.

Resource Material for Classroom Use

Resource material chosen and presented for the classroom (and/or the library) must lend itself to the fulfillment of the school's objectives and philosophy. The material should be of a generally high quality, from a recognized, skilled talent in the field, with a worthy theme obviously and well developed. It should be at the age level for which it is geared in both intellectual and emotional substance, with an eye to the maturity of that age level, it should not depict an irrational bias, nor didactic (either overtly or covertly) in presenting an anti-Christian philosophy.

Material which is objectionable either en-tote or in part would be presented to the class in a manner that apprises the students of the objectionable matter and how a Christian might deal with it. It should be the intention of the teacher to help portray the world with its problems and perversities to the student but at the same time, taking care not to contribute to the pollution of the student's mind. The material should always be able to be used in a positive way, in a way that would support biblical precepts. It also should be a consideration of the teacher that the student be adequately prepared for higher education by being exposed in the Christian context to material that they will meet later. More specifically, the material's language should not be unnecessarily profane, prurient nor coarse, but conducive to a mindset like that suggested in Phil. 4:8. In each case, the material should be "interpreted" Christianly and there should be a healthy balance between the negative and the positive. The presentation must always have in mind, as an aim, the further glory of God and, at the same time concomitantly, the edification and maturation of the student. As much as possible, explicitly Christian materials should be used. Where it is not, the material should be examined to determine its potential for teaching Christian truth, either by contrast or example. This policy statement stems from certain directives applied to the following areas: Literature, text, film, recordings and art.

1. A work should not contain more than an absolute minimum of the following:
    a. profanity (James 3:5-10). Must have administrative approval.
    b. blasphemy (Ex. 20:7).
    c. reference to sexual acts but no graphic depiction of sexual acts and conduct (Rom. 1:24-27, I Cor. 6:13-18, Gal. 5:19).
    d. nudity (the unclad human form) but no nakedness (sensual presentation of nudity) (Matt. 5:28). Biology class is an acceptable setting, exalting human philosophies which are contrary to Godly principle (Col. 2:8).
2. A work should not contain the following:
    a. promotion of cult practice to encourage conversion (II Peter 2:1-2).
    glorification (and practice) of the occult (example: card and palm reading seances, Ouija board, astrology, even when played as a game, including "Dungeons and Dragons", etc.) (Deut. 18:10-13).
    b. exalting depravity or vice, or even being neutral toward it (example: well-known personalities notorious for ungodly living, drug use, etc. music which depicts same (Rms. 13:12, Eph. 5:11, I Jn. 5:21).
    c. glorification of pagan holiday traditions example: Halloween, Santa Claus, Easter Bunny, etc. (I Jn. 5:21).
    d. evolution, except when explicitly presented as a theory (Gen. 1:11).
3. Seek where possible the recommendation of a recognized Christian source.
4. The recognized worth of the resource by Christian or non-Christian should be considered.
5. The work should be such as could be used to present an overall positive contribution to the class rather than a negative one.

6. The work must be representative of the main trend of literature or art.
7. The work must be geared to the maturity level (emotional, intellectual, spiritual) of the student.
8. The work should be previewed by the teacher and (or) department head if there are any questions.

Scope and Sequence

A Scope and Sequence for each subject shall be adopted to guide teachers in the use of the curriculum materials provided by the school.

Reviewing Media

The following shall govern the use of all media used for classroom instruction or entertainment. No media shall be shown that displays immodesty, unnecessary violence or gross language in it not vital to the movie's use. For example, media about the German's treatment of the Jews may show graphic pictures of the Jews and the horrible things that were done to them and may be appropriate for teaching, whereas media showing graphic violence for entertainment purposes only may not be used. Media ratings shall be used with caution but shall be followed as to age restrictions. For example, a "PG" rating is limited to adults and their children if the parents have given approval for them to watch it. We cannot make that decision for the parents. Also, a "G" rating does not necessarily mean that the media is always okay to watch. Media is only rated when they are released for theater viewing. Many videos now being made for home use have no ratings and we cannot assume that they are okay for that reason. All media must be owned by CCA. No other videos may be shown.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (Public Law 9-380) applies to any school which receives federal funds directly. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the principal in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms and emphasis is placed on the relationship

of all known factors influencing the student's educational development. With the exception of "directory" type information - name, address, and phone number - the school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form. According to the law the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced to a grade level beyond the normal promotion. Skipping a grade is not a beneficial practice in most cases and will rarely be considered or allowed by the school. The curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school principal must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students. At CCA, students should move through the planned curriculum step-by-step in a way that allows for steady academic and social development. There is no feeling of urgency to accelerate a student through the grades.

CCA Arrival and Dismissal Procedures

Crossway Christian Academy does not offer before/after school care to students. School hours are Monday-Thursday 7:40am-3:15pm. Students must arrive at school by 7:40am to prevent being counted as tardy. If your student will be late to school due to a doctor’s appointment, please have the student bring a doctor’s note to school with them when they arrive to have the tardy removed and not counted against them. Students must be out of the school building by 3:45 pm (unless tutoring is arranged with the teacher). It is parents/guardians' responsibility to ensure before and after school transportation is arranged. The school is not responsible for arranging transportation for students. Failure to pick-up your student by 4pm will result in a fine added to your tuition cost after 3 occurrences. This fine will be $25. After 2 fines for late pickup future occurrences could result in permanent dismissal from CCA. We understand last-minute things may come up permitting your ability to arrive on time to pick up your child. In these situations, please contact the office.

Class Parties

Throughout the year, birthdays, some holidays, and special days will be celebrated in the classroom. In grades K-3, parents may bring a special snack to celebrate their child(ren)’s birthday

during their regular afternoon snack time (if applicable). Parents of students in grades 4-12 may bring a special snack for the entire class to recognize their child(ren)'s birthday at a time that is coordinated and approved by the classroom teacher. Parents are asked to make these arrangements with the classroom teacher at least one day ahead for planning. Parents are asked to be sensitive to children's feelings regarding invitations to birthday parties outside of school. Invitations should be mailed unless all the girls, all the boys, or the entire class are invited. Invitations **will not be passed out in class** unless the aforementioned conditions exist. CCA celebrates Christmas, Easter, and Valentine's with parties that are coordinated through the classroom teacher and the parent team.

Parent-Teacher Relations

Teachers should recognize the awesome responsibility of a parent in raising a child. Teachers should be sympathetic and understanding when working with the parents when it revolves around the report card. Teachers should make comments of encouragement or criticism in addition to the regular marks when they are warranted. Teachers may also contact the parent with a note in the student's assignment folder. To be sure the note has been read, have the parents sign the note. The teacher should remove all notes from the assignment pads the following day. Communications about the student's behavior should be by phone or in person if possible. Teachers should check their emails and voice mails daily for messages from parents. **Each teacher should respond within 24 hours.**

Parent-Teacher Conferences

Parent-teacher conferences may be arranged at the request of parents and/or teacher and or designed to be mutually beneficial. A parents' request for a conference should be responded to promptly by the respective teacher. Requests for a conference should be scheduled before or after school hours. Always conduct your conferences in a quiet, business-like manner as a true professional. Open in prayer. Give the parent pertinent information concerning the child and listen with true interest. Have questions prepared to ask the parent. Let them know you value their opinions. Have samples of the child's work available. Note specific accomplishments and shortcomings. Give suggestions to parents on how they might help their child at home if appropriate. Relay to them what you plan to do to help their child in the classroom. Give a summary of what material will be covered during the school year. Be open and honest in a tactful manner. Avoid being defensive. Accept graciously any criticism.

Field Trips

Field trips are an important part of education and are regarded as extension of the classroom. Students will participate throughout the year in various field trips. Permission for students to participate in field trips is covered under the blanket permission form secured upon enrollment. However, teachers will inform parents of each field trip's details at least one week before. Parents/guardians who do not wish for their child(ren) to attend a field trip must notify the teacher or school office in writing prior to the field trip, and the student will receive an absence for the day. There will be no Sunday field trips.

1. Students are expected to ride the school transportation for all field trips unless parents are specifically asked by the school to drive for a trip.

2. The school will arrange transportation for extracurricular activities. In general, this will be in school vehicles. All students will ride to an event in the designated manner. Riding together as a group whenever possible enhances the student's experience, provides a time for fellowship, and allows students and staff to better concentrate on the activity ahead. If the school specifically requests a parent to use a personal vehicle, the school will still make all arrangements. If a parent secures permission (from the coach/teacher) to transport his/her own child, only that child may ride: no children of other parents will be allowed to ride in cars other than their parents' either to or from an event unless specific permission has been given to a school official by both parents. After an event, parents in attendance may take their own child(ren) home with them, provided the parent goes to the school official and checks them out in person.

3. School personnel (faculty/staff/coaches/administrators) will not ride alone with a student.

4. Teachers may ask for parent chaperones to assist on field trips. Chaperones must be willing to supervise children according to the teacher's directions and remain with the group for the entire duration of the field trip. We ask that parents recognize the teacher always oversees the activity, and request that the instructions of the teacher be followed. Children who are not members of the class, including younger siblings, are not allowed on field trips.

Inclement Weather and School Closings

Appropriate precautions will be taken in case of a severe weather warning. Students will be released to go home when parents/guardians arrive. Working parents/guardians must

provide the school with the names of alternate caretakers for their children if necessary. Generally, CCA follows the lead of the Springfield Public Schools for school closings. Please note, however, that we have families driving from locations other than Springfield, we must make emergency decisions in the interest of all students. There are times when we may need to make an emergency decision that does not necessarily coincide with the Springfield School District. Additionally, when and if community sirens go off, the school will be in "lockdown" mode. No student, visitor or employee will be allowed to leave until all clear is given. School closings because of severe weather will be announced through the school's parent communication applications as well as over radio and television stations. Please note: Once the school day cancellation is called in to the local media, CCA has no control over if or how quickly the stations air the report.

Medical

All students are required by law to submit an immunization record and keep it current. A medical history report is to be completed and on file for any student with specific health conditions. Students are to be kept home:

1. If the child has a contagious disease (the office should be notified of exposure to any contagious disease).
2. If the child has a temperature of 100 degrees or more. The temperature should be normal for at least 24 hours without medication before the student returns to school.
3. If a general condition exists, such as discharging nose or eyes, persistent cough, sore throat, or nausea. Students who become ill during the school day will be seen by the school designated school personnel and will be in contact with the parents. No student should go home sick without first being seen by the school nurse or authorized school personnel. Parents/Guardians must provide the school with the names and phone numbers of alternate caregivers for their child(ren) in case they cannot be reached for emergencies or illnesses.
4. Parents may sign an immunization exemption form based on their personal religious convictions. (See Appendix C)

Dispensing of Medication and Tylenol

Only the school nurse or authorized school personnel will dispense prescriptions and medications to students. No medications will be administered without a signed parent consent form on file.

Injury or Illness

All injuries are to be reported immediately to the school nurse and appropriate supervising staff member, who will then complete an accident report, which will be handed in to the

Head of School. First aid treatment will be administered by the school nurse or faculty/staff member. Every effort will be made to contact parents/guardians immediately, especially in cases of more severe injury. If needed, paramedics will transport the injured child to the closest emergency room, or to the hospital as requested by the parents/guardians. CCA is not responsible for accidents that may occur to any persons on school grounds; in school facilities; or to, from, or on trips. CCA highly recommends that each family obtain health insurance for their children. Parents are financially responsible for any necessary medical treatment. (This statement is included in the enrollment agreement, which each CCA parent signs at the time of enrollment).

Medical Information Forms

Parents/Guardians must fill out the Medical Information Forms on FACTS Family Portal annually. All students must have completed Medical Information Forms online for emergency care. These forms identify preferred medical personnel and facilities in a medical emergency and any known allergies. Students will not be allowed to attend off campus activities until a Medical Authorization has been filled out in FACTS Family. This information should be updated immediately as changes occur.

1. How to make changes to your student's medical record in FACTS Family Portal Log in to your FACTS Family account
2. Click on “WebForms” in the left Margin
3. Click on Family Demographic located approximately in the center of the screen
4. Click on “Student Medical Form”
5. SAVE all changes and submit

Note: All changes made to a record are received by the school nurse. You will not immediately see the changes you made in the system until the nurse acknowledges the change, she approves it, and it will populate the system. This is a safeguard programmed into the system so that updates to data are not made without the appropriate staff persons knowledge.

Child Custody

In families with child custody arrangements, the CCA Head of School must be provided with a copy of the legal agreement pertaining to the student's care. This includes specifics on who may pick up a child, days and directions specific to your family situation as well as address/es to which report cards and school information are to be sent. When any official changes are made to such an agreement, CCA must have all current legal information relevant to the education and care of the student.

Section 5- Technology Polices

Cell Phones/Electronics

Since the school day is designed for growth and learning, the use of personal electronic devices such as cell phones, CD players, iPod's, MP3's, Game Boys, etc. are prohibited between the hours of 7:45 a.m. and 3:30 p.m. on school property. The only exceptions to this would be special events planned by the classroom teacher or approved by the principal for special circumstances. Devices such as tablets and e-readers may be used for educational purposes and with teacher permission. These devices should not be left at school overnight. CCA is not responsible for the loss of or damage to these devices. If misused, the following consequences will apply:

- First Offense Device will be confiscated by the teacher and will be returned at the end of the day.
- Second Offense: Device will be confiscated and sent to the office. Students may come to the office at the end of the day to retrieve the device.
- Third Offense: Device may be picked up in the office by the parent only and may not be returned to school for the remainder of the year.
- Subsequent offenses will result in additional consequences to be determined by the principal.
- Parents, please do not call or text message your student during class times. This is disruptive and violates the "no cell phone use rule" on campus. If you need to get in touch with your student during the school day, please call the main office and we will make sure that your student's teacher has your student contact you from the school's main office.

Use of School Computers and the Internet

Students are responsible for good behavior on school computer networks and the Internet, just as they are in a classroom or school hallway. General school rules for behavior and communications apply. Parent permission for access is required for all students. Access is a privilege, not a right. Access entails responsibility. Students are never allowed to use school computers without adult supervision in the room unless approved by the principal. Teachers will guide students toward appropriate materials and enforce sanctions for inappropriate use. Personal use of the Internet, all downloading from the Internet and printing of materials from the Internet is strictly forbidden without teacher permission. Network storage areas may be treated like school lockers. Users should not expect that files stored on school discs, computers, or servers will always be private. Students may not download files from any external source without teacher permission. School computers are for educational purposes and computer

games for any other purpose are forbidden. Teachers, the Technology Coordinator or the Head of School may review student files and communications to maintain system integrity and to ensure that users are using the system responsibly. Violation of these policies may result in the loss of computer privileges.

The following are not permitted (the list is not all conclusive):

- Sending or displaying offensive messages or pictures
- Using obscene language
- Sending or displaying materials contrary to a Christian testimony
- Accessing sites that contain materials contrary to a Christian testimony
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Employing the networks for commercial purposes

Videotaping/Photos on Campus

The taking of classroom photos or video at Crossway Christian Academy is prohibited without the prior written consent of the administration, the teacher and/or the students(s). (This does not include the videotaping of routine performances such as chapel, drama and concerts.) All photography or video taken during the school day, at any school event or on school premises for use in any non-school publication, including posting on the internet, requires prior consent from the Head of School.

Acceptable Use Policy

Crossway Christian Academy believes that technology has much to offer students and staff with its wide variety of applications. For all its potential benefits, the improper use of technology can be disruptive to the learning environment. Therefore, students and employees will be expected to maintain the highest moral and ethical standards while using technology.

Authorized individuals may use the school's technology if it does not; violate any law, school policy, waste school resources, result in personal gain, or jeopardize the safety, security or usefulness of said technology. Using the school's technology to access chat rooms, disseminate Multiple User Dimensions, forward chain letters, or receive, view, transmit or store obscene

material is strictly prohibited. The use of school technology is a privilege and not a right. Users must adhere to school policies. All users shall immediately report any security problems or violations to the technology coordinator or direct supervisor.
Privacy: A user does not have a legal expectation of privacy in the use of school technology. Email or other forms of electronic communication are subject to review by school personnel. Users should assume that all communication and information is public when transmitted via the school network. The school reserves the right to examine all information stored or deleted on school technology resources at any time for any reason

Violations of AUP: A user may have technology privileges suspended while under investigation concerning use of technology. A violation of technology policy may result in temporary, long term, or permanent suspension of user privileges. The administration may use disciplinary measures to enforce policy.

Content filtering and monitoring: The school will monitor technology usage. The school will also employ a content filter to block inappropriate content. Given the pace of change with technology, no filter is foolproof. Therefore, faculty oversight will be invaluable in protecting our students. Attempts to evade or disable the filter will be a serious violation of AUP. In the event of technical failure of the filtering program the school does not assume liability for users being accidentally exposed to inappropriate content.

General Rules and Responsibilities:

1. Sharing User ID and passwords is prohibited. Users will be responsible for activity on their account. Make sure you log off.
2. Deletion, viewing, copying or modification of data belonging to others is prohibited.
3. Any costs associated with damage, or fees incurred by using technology in violation of AUP, will be the user's responsibility.
4. Accessing, viewing, or disseminating obscene or harassing content is prohibited.
5. Any action that damages or disrupts technology resources is prohibited.
6. Students and employees may not claim personal copyright privileges over files or data developed in the scope of employment or through schoolwork. Copying resources not in the public domain is prohibited.
7. The introduction of viruses or other destructive or disruptive programs into school technology is prohibited and may result in disciplinary action.
8. Student users are prohibited from sharing personal information about themselves or others over the internet without administrative approval.
9. Students shall not agree to meet with someone they meet online without parental approval.
10. Students shall immediately disclose to a teacher or the Head of School any inappropriate message or material.
11. Tampering with others' email or email accounts or settings is prohibited.

12. The school is not responsible for loss of data, delays or service interruptions.
13. School technology is not a public forum.
14. Any social media communication between students and employees must be viewable by administration and parents as transmitted. Private messaging is prohibited.
15. Users may not download or install any software without approval from the IT coordinator or administration.
16. Users may not use school technology for financial gain
17. Sharing audio and visual content that was created by someone else and not in the public domain is illegal and prohibited
18. Users shall not violate the spirit of Crossway Christian Academy's Mission to develop servant-leaders with a Biblical worldview.

It is to be understood that access to technology is a privilege, not a right. All users of school technology will sign the acceptable use agreement. By signing this Acceptable Use Agreement (AUA), users agree to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. Users will make a conscious effort to be a good witness to others through their technology. Users will strive to apply Philippians 4:8 to my electronic communication: *"Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things."*

Appendix A

Discipline Philosophy

Philosophy:

We believe that the Word teaches that young people need training and discipline. (Proverbs 22:6) (Hebrews 12:11) (Ephesians 6:4) This is to come from the family, but the school can aide in the training of the child. Our goal is to help the students that are entrusted to us, grow up in the ways of the Lord and not depart from it. Our foundation for the discipline guidelines and policies are the guidelines that the Lord has set before us.

1. Matthew 22:37 Jesus said to him, "'You shall love the Lord your God with all your heart, with all your soul, and with all your mind.' 38 This is the first and great commandment.

2. Matthew 22:39 And the second is like it: 'You shall love your neighbor as yourself.' 40 On these two commandments hang all the Law and the Prophets."

All the commandments of God are based on these two principles. Loving God means to put His ways before your ways and His ideas before your ideas. Loving your neighbors means to be selfless and treating others in the way you would want to be treated. Our lives and the lives of students should demonstrate the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness and faithfulness). This is our standard. Failure to follow the guidelines given to us by God's word leads to correction and discipline. We also realize that God has given the perfect example of grace and discipline and we as CCA staff strive to offer both grace and discipline as needed for each individual child. Every child is unique and has a unique set of circumstances, so we seek to love that child using both grace and discipline in a way that meets that child's individual needs.

Discipline Examples:

These simple examples demonstrate the principles outlined in our philosophy. We desire to teach students the proper behavior as guided by the Word.

A 3rd grade student takes another student's pencil box without their permission. This clearly violates God's Commandment of "Thou shall not steal" (Exodus 20:15). This action would

require corrective action such as missed recess time, walking laps, or a lunch timeout. A call to the parents would also be made for possible home discipline action.

A middle school student refuses to follow a teacher's reasonable request to be seated and to get to work on an assignment. This is a violation of God's desire for us to submit to governing authorities that have been instituted by Him (Romans 13:1). This behavior would require corrective action such as a Head of School conference, lunch detention or after school detention. A call to parents would also be made for possible home discipline action.

A high school student uses an inappropriate word in the hall when upset over another student bumping into them. This is in violation of God's Word of "let no corrupt word proceed out of your mouth but what is good for necessary edification, that it may impart grace to the hearers" (Ephesians 4:29) This behavior would require corrective action such as a conference with the Head of School, lunch detention, or after school detention.

A non-exhaustive list of offenses is listed below:

1. Acedemic Dishonesty
2. Arson
3. Assault
4. Automobile Misuse
5. Bullying and Cyberbullying
6. Dishonesty
7. Disruptive or Disrespectful Speech
8. Drugs, Tabacco, Alcohol, E-cigarettes (Possession or The Use Of)
9. Extortion
10. False Alarms or Reports
11. Fighting
12. Weapons or Firearms (Possession or The Use Of)
13. Incendiary Devices
14. Gambling
15. Harassment Including Sexual Harassment
16. Hazing
17. Bringing of Nuisance Items
18. Property Damage or The Loss of School Property
19. Public Display of Affection
20. Any Possession, Displaying, or Generating of Sexually Explicit Material
21. Tardiness and Truancy

22. Technology Misconduct
23. Theft
24. Threats or Verbal Assault
25. Unauthorized Entry
26. Vandalism
27. Violation of Imposed Disciplinary Consequences.

Discipline Actions:

The teachers of CCA can take corrective discipline measures in their classroom for minor offenses. Discipline actions include use of natural appropriate consequences, a focus seat, walking laps, issuing a lunch or after school detention and/or parent contact. Any major offenses will be reported to the Head of School.

The Head of School can use any corrective actions appropriate and safe for the student. The Head of School also may take more serious corrective actions for serious offenses. These actions include detention, suspension, and expulsion. It is the Head of School's responsibility to offer a safe, secure, and appropriate learning environment for the students. No student will be allowed to dominate the teacher and staff's time with misbehavior and disruption. Any student that is determined unsafe for the school environment or unable to consistently follow the expectations set before them will face expulsion.

Appendix B

Parents Pledge of Acceptance

After carefully reading the Parent/Student Handbook, the Statement of Faith, the Vision, Mission, and Philosophy statements, parent and student expectations, tuition, book, and fees responsibilities, I/we sign our intent to support and fulfill all obligations outlined in the Crossway Christian Academy Handbook without mental reservation.

- ❑ I/we have read, understand, and agree to follow Crossway Christian Academy's Philosophy of Education and Purpose/Mission.
- ❑ I/we have read, understand, and agree to follow Crossway Christian Academy's Statement of Faith and Biblical-Morality Policy.
- ❑ I/we understand that Crossway Christian Academy is a ministry of Crossway Baptist Church, is administered by the Head of School who reports to the Executive Pastor/Church Council, and that CCA is governed through the Crossway Baptist Church leadership team.
- ❑ I/we accept and agree to the parent responsibilities and understand my responsibility for parent-teacher communications.
- ❑ I/we understand and support the student responsibilities.
- ❑ I/we support discipline procedures as outlined and understand this procedure will be used with my child.
- ❑ I/we understand suspension or expulsion can be a consequence of continued misbehavior.
- ❑ I/we accept financial responsibility for my child, all fees and other expenses incurred, and agree to make payments on time. I understand that a delinquent account may result in my student being dismissed from the school. All school accounts must be paid in full before school records or grades are released.
- ❑ I/we agree to notify Crossway Christian Academy of any changes of address, phone numbers, emergency contacts, or health issues as soon as they occur.
- ❑ I/we agree that, if for any reason, our child does not respond favorably to the school, we will not try to change the school to fit his/her needs but will withdraw quietly and without delay.

My signature signifies that I have carefully read the Crossway Christian Academy's Parent/Student Handbook and agree to abide by all policies and guidelines set forth by the school without mental reservation.

_____ _____ Parent's

Signature Date

_____ _____ Student's

Signature: 6th-12th Grades Only Date