

CROSSROADS CHRISTIAN ACADEMY

Kindergarten – 12th Grade **FAMILY HANDBOOK** 2022 – 2023

Serving Families Since 1967

Danny Thomas, K-12 Director



4805 Tilly Mill Rd
Dunwoody, GA 30360
770-457-8963 - Fax 770-457-2387
[www. Dunwoody. academy](http://www.Dunwoody.academy)
August 30th, 2021

Change Tracker

Date	Section Changed	Page
5-21-2019	Tuition and Payment	11
5-21-2019	High School Virtual Learning	18
5-21-2019	Tardiness	16
5-21-2019	Absentee Procedure	16
5-25-2019	Lockdown Procedure	23
11-7-19	Update to 20/21	All
11-7-19	Tuition Rates	11
12-16-19	Added 2020-21 Calendar	24
5-12-20	Virtual learning update	18
5-12-20	PE dress code update	7
5-12-20	Footwear update	7
5-12-20	Field Trip Dress code update	7
5-13-20	Dress Code update	7-10
5-21-20	Discipline process update	22
12-22-20	Tuition Rates	11
8-30-21	Excused Absences	12
8-30-21	Early Check-Out Policy	16
9-10-21	Required Documentation	11
10-12-21	Dress Code update	7-8
3-4-22	Aftercare rate increase	10

INDEX

Philosophy of Education	4
Mission	4
Educational Goals	4
Statement of Faith	5
Bible	6
Dress Code	7-8
Tuition & Payment Policies	9-10
Required Documentation	11
School Hours	11
Academic Requirements	11
Students Who Bring Their Own Lunch	11
Snack	12
Extended Care Policy	12
Attendance Policy	12-14
Tardiness Policy	14
Absentee Procedure	15
Arrival & Dismissal Policies	15
Early Check-Out Policies	15
Aftercare Policies	16
High School Virtual Learning/Part-time Employment	16
Dual Enrollment	17
High School Community Service or Mission Project	17
Observations	17
Parent Involvement/Volunteer Policy	17
Cubbie Policy	18
Emergency Drills	18
Emergency Contact Information	18
Inclement Weather	18
Illness and Accidents	18
Illness and Medications	19
Respect for Authority	19
Classroom Behavior	19
Discipline Philosophy	20
Discipline Policy	20
Suspension and Expulsion	20
Report Cards	21
Grading Scales	21
Retention	21
Parent-Teacher Conferences	21
Lockdown Procedure	21
Changes to the Family Handbook	21
Visitor Policy	22
School Calendar	23
Mandatory Parent and Student Acknowledgement	25

PHILOSOPHY OF EDUCATION

Children: Two truths drive our understanding and approach about all children. First – ALL children are loved unconditionally by God, their parents, and all Academy teachers and staff. Second – ALL students are gifted in accordance with God’s will and plan for their life. Students are consistently taught to be stewards of their potential. By using the gifts God has given them, children honor the Giver of gifts!

Teachers are to model Christ’s love (Luke 6:40), provide instruction, give guidance with encouragement and enthusiasm.

Parents are the primary source of spiritual nurturing for their children (Deuteronomy 6:6-9). CCA’s participation in the spiritual development of the parents’ child is derived from the partnership made between parent and academy.

Social Function: CCA exists to assist parents in developing the Christian faith of their child. (Proverbs 22:6)

Crossroads Christian Academy seeks to help every child succeed in...

PURPOSE	PARTNERSHIP	PREPARATION
...of identity: Who am I? ...of intellect: How can I learn? ...of inclination: How am I gifted?	...with the family ...with the church ...with the community	...for college ...for career ...for life

OUR MISSION

Crossroads Christian Academy exists to partner with parents to fulfill their God-given role to raise a child in the nurture and admonition of the Lord. We seek to accomplish this by strictly complying with a biblical worldview of education that encompasses the work of the teacher, the curriculum, teaching methods, and social function. The result is a student who can understand and interpret life from a biblical worldview.

Biblical Worldview Christian Training: We strive to provide a Christian foundation for children by integrating biblical principles into all areas of instruction and life. The benefits of a biblical worldview are that they enable a student to do two things: understand and interpret life circumstances and events.

Christian Values: We desire to build within the hearts of our students, strong character, moral convictions, and a love for the Lord that are demonstrated by their attitudes, efforts, and service to others.

EDUCATIONAL GOALS

Crossroads Christian Academy recognizes the importance of providing an educational experience that promotes a balanced development of the whole child by integrating their spiritual, mental, social, and physical development. CCA will use the following goals in the process of fulfilling our mission:

1. To provide a solid biblical program to produce leaders with faith and integrity.
2. To provide a quality academic program to produce leaders in areas according to their giftedness.
3. To impart a proper balance of Christ-esteem (self-worth based on the knowledge that we were created by God and in His image) and self-esteem.
4. To offer an atmosphere that is wholesome and advantageous to learning.
5. To effectively train young men and women to be servants of Christ in the church and the world.
6. To equip students to think and communicate clearly, objectively, and creatively.
7. To encourage students in their lifelong process of learning and participation in fine arts and athletics.

STATEMENT OF FAITH

There is only one living and true God. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit. Matthew 28:19

God the Father - reigns with providential care over His universe and all His creatures. He is all-powerful, all-knowing, all-loving, and all-wise. His perfect knowledge extends to all things, past, present, and future. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and to Him, we owe the highest love, reverence, and obedience. God is Father in truth to those who become children of God through faith in Jesus Christ. *Jeremiah 10:10*

God the Son - Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit, born of the Virgin Mary, identified Himself completely with mankind yet led a sinless life. Through His substitutionary death on the cross, He made provision for the redemption of men from sin. He was raised from the dead and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator providing reconciliation between God and man. He will return in power and glory to judge the world and to accomplish His redemptive mission. *John 1:1-34*

God the Holy Spirit - The Holy Spirit is the Spirit of God, fully divine. Through illumination, He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior and baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He enlightens and empowers the believer and the church in worship, evangelism, and service. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. *John 4:24*

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is true and trustworthy. It reveals the principles by which God judges us and is, and will remain to the end of the world, the supreme standard by which all human conduct, creeds, and religious opinions should be tried. *2 Timothy 3:15-17*

Man is the special creation of God, made in His own image. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love. *Genesis 1:26-31*

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no other way for salvation. *John 14:5-6*

THE BIBLE

Part of CCA's statement of faith is our belief that the Bible is the inerrant, inspired Word of God, the only infallible rule of faith and practice. Because the Bible is God's Word to us, it is the most important book at CCA. Every student will be provided a Bible in the English Standard Version (ESV).

DRESS CODE

You can contribute to the success of CCA special events by honoring the dress code policies. It is important that we represent our families, our school, and our Lord in a worthy manner. This dress code applies to our school days and any special event, field trip, formal, or performance.

Below are general guidelines for all students. Following are grade and gender-specific dress codes. CCA Teachers and Administration are the interpreters and enforcers of our dress code and will determine students' compliance.

Dress code violations may result in the student being offered appropriate on-hand clothing or sent home in conjunction with standard disciplinary procedures.

Overall

Students should come to school each morning in clean neat clothing and shoes which are free of stains, rips, tears, frays, etc. Clothing should fit appropriately (not too tight/ small or too loose/ oversized). No repeating logos as a pattern. Inappropriate logos or verbiage on clothing will not be tolerated. No sleepwear. No tank tops, sleeveless, strapless, or low-cut tops.

Footwear

On non-PE days, all male students must wear dress black or brown shoes. Girls may also wear dress black, brown, white, or navy-blue open-toe flats, sandals, or T-Bar shoes. There are no athletic shoes, slippers, flip-flops, house shoes, slides, or shoes with heels more than 2½ inches.

Outerwear

Students may wear their choice of outerwear to school. However, in the school building, hoodies, pullovers, sweatshirts, and fleeces must be either spirit wear, solid school approved colors, stripes, or two-tone. Proper dress code must be worn underneath. No emblem/logo is allowed on the back and none larger than 3x5 is permitted on the front.

Spirit Wear and School Colors

Spirit wear is defined as CCA or Liberty logged tops or outerwear approved by CCA. The CCA Spirit wear polo may be worn on Fridays. School colors for dress code purposes are navy blue, light blue, red, and white.

Physical Education

On scheduled PE days, Students must wear navy blue gym shorts or pants and a CCA spirit Wear tee shirt. On cool weather days, students may wear long work-out pants which must be navy blue, gray, black, or khaki. Pants may have a white stripe that runs down the outside of the leg, but no other patterns or strips are allowed. Girls can wear navy blue, black, gray, or khaki leggings. The upper part of the leggings has to be covered with navy blue shorts or a skort. T-shirts can be purchased at the front desk for \$12. Any brand of navy-blue shorts is allowed as long as the shorts fall between 3 inches above and 2 inches below the knee. Athletic shoes are allowed to be worn on PE days.

Field Trips

When on field trips, we will be representing Crossroads Christian Academy and all students must be in the CCA spirit wear polo and in compliance with the CCA dress code. Polo Shirts will be ordered the first week of school and will cost \$25. If the field trip requires an alternate dress code, the Director will communicate the authorized change with the field trip permission form. Any student not in compliance with the CCA dress code or the authorized dress for the trip on the morning of the field trip will not be allowed to attend.

Hair/Jewelry

No hats or any type of head coverings are allowed. Hair color must be natural and non-distracting. Accessories may not be distracting or disruptive. Body piercings (except for ears) and tattoos are prohibited. Earrings should be reasonably sized. Students in K-5 are not allowed to wear makeup. Students 6th – 12th may wear makeup, but it must be conservative and not distracting.

Dress Code for Girls

Tops

- Navy blue, light blue, red, or white girl's polo style shirts or sweaters are acceptable.
- Navy blue, light blue, red, or white sweaters, vests, and cardigans are acceptable as an overlayer.
- School colors for dress code purposes are navy blue, light blue, red and white.



Bottoms

- Khaki or navy pants, long shorts, capris, pleated skirts, and pleated skirts are acceptable
- Solid white or navy tights or socks must be worn with dresses and skirts.

Dresses

- Khaki or navy pleated dresses and pleated jumpers are acceptable.
- Solid white or navy blue tights or socks may be worn with dresses and skirts.

Tights and leggings

- Cannot be worn without proper covering from shorts or dresses and must be navy blue or white.

Dress Code for Boys

Tops

- Navy blue, light blue, red, or white-colored polo style shirts or sweaters are acceptable.
- Navy blue, light blue, red, or white-colored sweaters, vests, and cardigans are acceptable as an overlayer.
- School colors for dress code purposes are navy blue, light blue, red and white.
- Shirts must be tucked in at all times.



Bottoms

- Khaki or navy pants or shorts are acceptable
- If pants are designed with loops for a belt, a black or brown belt must be worn.





K-12th SCHOOL YEAR 2022-2023 TUITION & FEES

FAMILY APPLICATION FEE

- \$100 – Re-enrolling Family before February 11, 2022
- \$150 – Re-enrolling Family after February 11, 2022
- \$150 – New Enrolling Family

The application fee is due when submitting your application for the school year. The application fee is a NON-REFUNDABLE fee and is not applied to tuition nor included in your monthly tuition payment plan.

TUITION RATES – Accounts may be set up with one payment upfront or a 10-month plan (August-May). All 10-month plans must be signed up for monthly auto-draft payments.

Please note: monthly payment amounts listed below do not include the Student Program Fee.

<u>Grades</u>	<u>Tuition Rate</u>	<u>10-month plan</u>
Full-day K-2 nd	\$6555	\$668
3 rd -8 th	\$7100	\$724
9-12	\$7917	\$807
Dual Enrollment	* Additional fees apply	

** Dual Enrollment - There is a \$50 fee per credit hour for all college-level courses. Additionally, any lab or administrative fees paid by CCA to Liberty will be passed onto the student at exactly what CCA pays.*

** A \$200 fee will be assessed for each 30-day Liberty University extension requested.*

** Dual Enrollment summer courses are not covered by the school year tuition. The summer course cost is \$700 per 3 credit hour course and \$900 per 4 credit hour course.*

*- Verified Active Members of Crossroads Church of Dunwoody receive a **20%-member discount**. Must be a member by March 31 before the next school year.*

- Discounts cannot be combined. The best discount that you qualify for will be awarded.

TUITION & PAYMENT POLICIES

Withdrawal Policy: Tuition is calculated on an annual cost basis. The option to pay in monthly installments is a privilege given to help family budgets. Should a family decide after beginning payments that they are not going to attend CCA, there will be no refunds and the remainder of the tuition is owed. Teacher contracts will be established to meet the needs of the students enrolled. We must honor those contracts and expect parents to honor their financial commitments. Parents who do not meet the financial obligation of enrollment may have their student’s grades and/or test scores withheld until the situation is rectified.

Auto-Draft Policy: All K-12 families must enroll in auto-draft and maintain a valid Recurring Payment Authorization Form on file at all times. You will be charged your full account balance on your scheduled billing date each month.

Late Payment/NSF Policy: In the case of a late payment or ACH transaction being rejected for Non-Sufficient Funds (NSF), Crossroads Christian Academy may at its discretion attempt to process the charge again within 30 days, and charge an additional \$25 for each attempted returned payment. If your account balance is not paid in full

within 10 calendar days of the missed payment, your child will be suspended with no records released until your account balance is fully satisfied.

HOT LUNCH PROGRAM

Crossroads Christian Academy offers optional hot lunches that may be purchased with a virtual lunch card. Hot lunch order forms will be emailed each week with the following week's menu. Lunch Card prices will be communicated to parents before the start of each academic year. Lunch cards are sold with 10 lunches added to the card. A new lunch card will automatically be added to your account when your lunch card balance falls below \$10. Lunch orders must be canceled 24 hours in advance.

FAMILY TUITION DISCOUNT PLAN

Only available to families with two or more children enrolled in grades K-12 at CCA. The Eldest child must pay full tuition. The second child pays **85%** of full tuition. The third child and successive children pay **75%** of full tuition.

STUDENT PROGRAM FEES

Student Program Fees are paid for each student in the family attending CCA. This fee is for all classroom supplies, textbook usage (hard copy, ebook, or downloadable), field trips, wireless access, tech support, etc. This is a non-discounted and non-refundable fee. For Dual Enrollment classes, additional textbooks are not included in this fee.

- K-5th Grade \$350
- 6th-12th Grade \$500

BEFORE/AFTERCARE

K-5th Grade Before Care (7:30-8:15 a.m.) \$520 per year, \$90 per month, \$26 per week, or \$6.50 per day
K-5th Grade After Care (3:15-6:00 p.m.) \$1,300 per year, \$180 per month, \$52 per week, or \$13 per day
K-5th Grade Before & After Care \$1,560 per year, \$220 per month, \$65 per week, or \$16 per day
6th-12th Grade Before Care (7:30-8:15 a.m.) \$130 per semester
6th-12th Grade After Care (3:15-6:00 p.m.) \$260 per semester

NO LUNCH PROVIDED BY PARENT

Any student who arrives at school without a lunch will not be allowed to go hungry throughout the day. If a hot lunch is available the student will be provided with a hot lunch. If there is no hot lunch available, the school will provide a lunch. This program is not a normally available option for lunches, but a needed necessity for any child without a lunch. There is a \$5 fee for each occurrence.

CCA School Board policy stipulates that all accounts must be kept current and no account may be in arrears by two monthly payment amounts.

Violation of this policy may result in withdrawal until the account is made current.

Academic transcripts and final report cards will be held until an account is paid in full.

Upon student withdrawal, the family will be financially responsible for the current year.

Families who elect to send their children to CCA enter into a contractual agreement with the school.

They are obligated to pay full tuition as contracted unless the Board elects to break the contract and make other arrangements. Registration and student program fees are non-refundable.

REQUIRED DOCUMENTS TO ATTEND CCA

All documentation listed on the CCA Paperwork Check-List is required to attend CCA. It is the parent's or guardians' responsibility to provide all documentation at the beginning of the year and provide any updated documentation throughout the year. Remember most of these documents are required for your student's safety and the safety of other students attending CCA.

SCHOOL HOURS AND DATES

To eliminate confusion, the following policies will be strictly enforced. Students are not permitted to be unsupervised on campus before 8:00 am. Our school day begins at 8:15 am and ends at 2:15 pm for Kindergarten and 3:15 pm for a 1st-12th grade. Students arriving after 8:15 am will be considered tardy and must be checked in by a parent and receive a tardy pass from the school office (main building) to enter class. If students are dropped off earlier or picked up later, they will be charged before or aftercare fees which will be billed at the end of each month unless enrolled in before or aftercare programs.

Being picked up on time adds to your child's sense of security. Please allow extra time in your schedule for unexpected delays and traffic. If a late pick-up is unavoidable, call us immediately to help us ease any fears your child may have. Students left at school more than 15 minutes past the class ending time (2:15 pm for kindergarten and 3:15 pm for 1st through 12th) will be sent to After Care and the families account will be charged \$13 per incident. The After-Care fee does not constitute an agreement to provide AfterCare service, nor will the fee be applied toward tuition.

There is a late fee of \$1.00 for each additional minute after the closing time of 6 pm when aftercare closes. Chronic lateness at closing time may be grounds for expulsion and termination of services.

If your child is not picked up on time and you have not contacted us, we will make every effort to reach your emergency contact. If unsuccessful, we may need to release your child to the custody of local authorities. Crossroads Christian Academy does not provide routine transportation.

The CCA 2022 School dates are August 8th, 2022 to May 24th, 2023. It is important to understand that the school year ends on May 24th, 2023 at 3:15 pm. This means that all work needs to be completed and turned in for all grades K-12. Any assignments, quizzes, or tests not completed and submitted by May 24th, 2023 at 3:15 pm will be counted as a zero (0).

ACADEMIC REQUIREMENTS

As with any private institution, Crossroads Christian Academy has minimum academic standards that must be met and upheld. Failure to meet these standards will result in a student being placed on academic probation until the end of the current term. Failure to correct the missed standards can result in academic discipline up to and/or including expulsion.

1. Failure to maintain an 80% or higher in any subject
2. Not keeping up with required curriculum timetables
3. Not adhering to the state or CCA attendance policies

STUDENTS WHO BRING THEIR LUNCH

Any student who brings their lunch must be able to prepare that lunch easily and by themselves. You should never pack your student a lunch that needs to be heated up by an adult or prepared by an adult.

SNACK

The administration understands the need for “mental breaks” and that nutrition is vital in functioning to one’s fullest potential. For this reason, a brief snack break will be allowed mid-morning of each school day. This, however, is a privilege and can be revoked at any time. A healthy morning snack (i.e. fruit, granola, vegetables) may be provided by the parent each day. It is very important that your child’s teacher is aware of any food allergies your child might have.

EXTENDED CARE POLICY

CCA may offer extended care for Christmas Break, Spring Break, and Summer Break. Current CCA students and siblings are welcome to enroll. CCA may offer care for these breaks based upon the number of students that enroll. Enrollment forms will be mailed out 3 to 4 weeks before the date of the holiday and will be available in the school office. CCA has the sole authority to determine whether or not care will be provided. Sibling discounts do not apply to any extended care.

CROSSROADS CHRISTIAN ACADEMY STUDENT ATTENDANCE ADMINISTRATIVE PROTOCOL AND PROCEDURES

In compliance with the mandates of House Bill 1190, O.C.G.A. 20-2-690 and O.C.G.A. 20-2-690.2, which require all private schools to report student registrations to each student’s school district according to their address and the creation of a student attendance protocol, the Board of Directors and the CCA administration have created the following attendance policy.

Definitions:

Truant— Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

Compulsory Attendance— Attendance in a public school, private school, or home school program is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their sixth and sixteenth birthdays shall be responsible for enrolling and sending such child to a public school, private school, or home school program. Attendance in a public school, private school, or a home school program is required even though a child has been suspended or expelled from school by the local board of education. Official Code of Georgia (O.C.G.A.) 20-2-690.1

Tardy— The CCA day starts at 8:15 AM Monday through Friday. Students are considered tardy to school or class if the student arrives after 8:15 AM.

Early Checkout— When a parent, guardian, or other person having charge or control of a student authorizes a student to leave the facility for an authorized approved absence before the end of the school day.

Excused Absences— State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student’s health or the health of others. A one-day absence requires a note for a guardian or parent to be excused
2. Personal illness or attendance in school endangers a student’s health or the health of others. Two (2) or more days in a row or 5 days in a semester require a doctor’s or authorized authority note to be listed as an excused absence.
3. A serious illness or death in the student’s immediate family necessitating absence from school.

4. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
5. Observing religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to student health or safety. (For CCA, the closure of schools for hazardous conditions may only be made by the Head of Schools and the Director of K - 12 for the purposes of excused absences.)
7. A period not to exceed one day is allowed at the discretion of the local unit of administration for registering to vote or voting in a public election.
8. Public school and CCA students visiting with a parent or legal guardian before or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard are allowed five excused absences per school year.
9. Students serving as Pages of the Georgia General Assembly will be counted as present for days missed from school for such service.
10. Students volunteering to work as poll officers in the Student Teen Election Program (STEP) will be counted present for up to two (2) days of service in that program.
1. Foster care students attending court proceedings related to their foster care shall be credited as a present for any day(s) or portion of a day missed from school for that purpose.

Extended absences - For students wishing to take extended absences as excused, must not be on academic probation, must be 100% up to date on ALL assignments, must have an 80% grade in all classes, parents must speak with the Director to receive permission for the extended absence, and parents must commit and work with student's teacher to keep up with ALL assignments while out so they come back to school fulling on track.

Attendance Tracking:

To maintain an accurate account of daily attendance, attendance shall be taken daily using the CCA documented attendance calendar. The Director of K - 12 shall be responsible for ensuring that attendance is taken promptly and that accurate records are kept.

Each teacher shall keep a record of each student's presence, absence, tardiness, and early departure daily. An absence, tardiness, or early departure shall be entered as "excused" or "unexcused".

The Georgia state law (HB 1190) states that every parent, guardian, or another person in Georgia having charge or control of a school-aged child shall cause that child to attend the school continuously for a period equal to the time which the public or private school to which the child would be assigned is in session. For CCA this period is equal to 179 days between August 2nd and May 20th for 2021/2022.

Unexcused and Excused Attendance Violation Consequences:

Number of Absences	School Action Per Occurrence
1 - 5	School notifies the parent of absence.
5	As per Georgia Code 20-2-690.1, CCA will make two reasonable attempts to notify the parent, guardian, or another person who has control or charge of a child of five unexcused absences and the student now being listed as truant. If no response is received back to the school, the school shall send a notice to such parent, guardian, or another person by certified mail, return receipt

	requested. The letter should include a copy of the CCA attendance policy and the Georgia compulsory attendance mandates 20-1-690.1.
6	School notifies the parent of absence, plus 1 day after school suspension until 6 PM following day of the absence. If the student does not comply with after-school suspension, the student will immediately be expelled from CCA. Within 5 school days, the parents must meet with the teacher and the director to present a written corrective action plan on how the student and parents plan to address the excessive absences.
7 - 8	School notifies the parent of absence, plus 1 day after school suspension until 6 PM following day of the absence. If the student does not comply with after-school suspension, the student will immediately be expelled from CCA.
10	School notifies the parent of absence, plus 1 day after school suspension until 6 PM following day of the absence. If the student does not comply with after-school suspension, the student will immediately be expelled from CCA. The parents must also meet with the teacher and director within 5 school days to explain why the corrective action plan is not working and what the new plan is to correct the excessive absences. As per Georgia (O.C.G.A.) 40-5-22 for students seeking a GA driver's license: If a driver is younger than 18 years of age, a driver's permit or license can only be received if the student is enrolled in and not under suspension from school and has satisfied relevant attendance requirements for one academic year before his/her application. If a student has more than ten school days of unexcused absences, the school system will submit a Certificate of Non-Compliance to the Department of Motor Vehicles (DMV) and the student's license will be revoked by the DMV.)
11	The Director of K - 12 will set up a conference with the parent/guardian and student for assessment and/or possible referral to Juvenile Court, Solicitor-General's Office, DFACS, or other agencies. At this time the student will also be expelled from school until the proper state officials are notified and direct CCA on what the next legal steps should be.

Compliance

CCA is required to fully comply with the reporting requirements of O.C.G.A.20-2-690.1 and will fully cooperate with the court system and prosecuting agencies.

Tardiness

Being tardy to class is disruptive to other students, the teacher, and others in the school. Please be sure to have your students in class no later than 8:15 am. The following actions will result for students who arrive after 8:15 am:

There will then be a \$10 fee for every 5 tardy days. These fees will be added to the invoice.

Students arriving tardy MUST be signed in by a parent.

Absentee Procedures:

Parents or guardians are encouraged to contact the school on the day of the student's absence to indicate the reason for the absence. For any absence over one day or more than 5 days in a semester to be categorized as an approved absence, a parent or guardian must provide a written note from an official from the entity where the student was during school hours which must include the reason for the absence, the date of the absence, must be signed and dated. For any absence of just one day, a parent or guardian note explaining the reason for the absence, the date, signed and dated is acceptable. As an example; any student that arrives late to school leaves early, or misses the entire day due to illness, must provide a parental note if one day is missed, and a doctor's note if two or more days are missed for the absence to be excused. To ensure the opportunity of the student to complete make-up work, it is best if a parent note or third-party excuse be delivered to the school the day that the student returns after being absent. If a parent note or third-party excuse is not delivered to the school, the absence will be regarded as unexcused.

Due to Private school's required state reporting for student registration (O.C.G.A. 20-2-690), appropriate communication between the home and school, parents, guardians, or persons having charge or control of a student should notify the school immediately when there is a change in the student's address and/or phone number as listed in school records.

ARRIVAL POLICIES

Students may enter the building starting at 8:00 am. The school day begins at 8:15 am and students are considered tardy if they arrive in their classrooms later than 8:15 a.m. (official time is determined using school clocks). **Students in Kindergarten through 2nd grade must be walked to either morning care or their classroom by a parent.**

Tardy –Students who arrive after 8:15 am must be accompanied by a parent to the office to be signed in and to receive a slip to enter class.

For the safety of everyone on campus, please park your car in a designated parking space when dropping off or picking up your child. If you choose to use the carpool lane please be considerate of other parents and keep your time in that area at a minimum. The front entrance of the school needs to be clear at all times in case of an emergency.

DISMISSAL POLICY

Elementary (K-5th) students will be escorted to the carpool line by teachers or staff who will ensure they enter the vehicle of the parents or authorized pick-up person.

Middle school and high school (6th-12th) students will be dismissed directly from their classrooms.

EARLY CHECKOUT POLICIES

If a student needs to leave school early, the parent must inform the CCA administration in writing the morning of the day the student needs to be checked out. When arriving to pick up your child, the student must be signed out by an approved parent or guardian at the school office (main building) and someone will escort your child to you. ***As CCA takes security very seriously, parents are NOT allowed to proceed directly to the student's class and remove them from class.**

Only persons listed by parents as authorized to pick up their child may do so. If a parent must leave his/her child under another's care, that parent must provide the school, in advance, with written notification of the name of the appointed guardian and whether or not that guardian is authorized to grant permission for various student requests (i.e. leaving school early, going home with another student, etc.) For the safety of all students, even guardians listed on the enrollment form may be asked to show valid IDs before the child is released.

Students 17 or older or who have a CCA and Georgia Department of Labor approved Work Permit may sign themselves out after the students' parents provide a checkout schedule to the school in writing and it is approved by the Director of K-12. Students who have the approval to drive to and from school can only sign themselves out after a parent provides written notice to the CCA administration that explains a detailed schedule of the days and times the student will be checking themselves out.

Our students must stay for the entire day to receive the required amount of instruction needed for their continued growth. Because we at CCA believe in the continued growth of our students, CCA strictly follows GA SBOE Rule 160-5-1-.02 on the minimum hours and minutes a student is required to be in school in order to graduate. Any student check-out of school before the minimum hours per day is achieved will be marked absent for the day. Minimum hours are as follows: Kindergarten – 4.5 hours, grades 1-3 – 4.5 hours, grades 4-5 – 5 hours, grades 6-12 – 5.5 hours. A student can only be checked out of school early once (1) per week or twice a month without Director's approval. Anything over this will require written notice to the school from the entity the student is being taken to, or an official Georgia Work Permit and written notice to the administration which needs to be approved by the Director of K-12.

AFTERCARE POLICIES

Aftercare is provided to our CCA families from 2:15 pm to 6:00 pm. During this time children have opportunities to go outside or to the gym, eat a snack that is provided from home, play games, have structured playtime, and work on homework. Although the children will get a chance to work on their homework during this time, it is not the aftercare teacher's responsibility to ensure its completion.

The aftercare schedule is generally as follows:

- 2:15 pm – 3:15 pm..... Outside/Gym playtime
- 3:15 pm – 3:30 pm..... ..Snack Time
- 3:30pm – 4:15pm..... Outside/Gym playtime
- 4:20pm - 4:45pm.....Homework or structured time
- 4:45pm – 5:45pm.....Free play/game time
- 5:45pm – 6:00pm.....Clean up and get ready to go home

You must sign your child out with the after-school teacher upon pick up. This is for your child's safety at CCA.

HIGH SCHOOL VIRTUAL LEARNING: PART-TIME EMPLOYMENT

CCA is a K-12 school with classrooms and paid teachers who work with students Monday through Friday. We are also a Private School with grades 6 - 12 using an online curriculum that strives to be flexible to our student's and parents' schedules. Because of this philosophy, CCA allows 11th and 12th-grade students who hold employment to work from home up to 2 days a week OR leave school early for employment. The work from home days must be the same days each week and be communicated and approved by the teacher at the beginning of the school year. If a student selects the Part-Time Employment option, a parent of the student must provide CCA the student's work schedule and the desired departure time for each day the student is on a work schedule. With the Part-Time Employment schedule, a student cannot leave any earlier than 1 pm on their scheduled days.

To provide the work from home service but still comply with the Official Code of Georgia (O.C.G.A.) 20-2-690.1, CCA teachers will require students to check-in by phone, email, or Google Chat in the morning and afternoon each day they work from home to receive the student's assignments or ensure the student is staying on track. Once this communication is completed for the day, the student will be recorded as "present" on the office attendance tracker. This process, if followed will provide flexibility for families, but also ensure all students are complying with the 178 days of education.

It is important to remember that Virtual Learning is a privilege. Any student falling below a grade of 80 in any class will lose the Virtual Learning or Part-Time Employment privilege until they bring all classes to a grade of 80 or above. If falling behind in assignments and catching up again becomes an issue, the high school teacher and Director may make the decision to remove the Virtual Learning or Part-time Employment privilege from that student for the semester or year.

DUAL ENROLLMENT TRACKING POLICY

It is very important for all parents/guardians of Dual Enrollment students to understand that dual enrollment courses are college-level courses and are administered as college-level courses.

Since these are college-level courses, under the U.S. FERPA law, CCA teachers and administration DO NOT have access to student accounts, assignments, or grades. This means that you, as the parents/guardians, will need to use your child's userID and password to log into their accounts to monitor progress, especially during SUMMER coursework. This is extremely important because college courses have very strict requirements for assignments and course deadlines.

During the academic school year (August-May), CCA will require all dual enrollment students to present their PCs with the Liberty account open to their teacher at least once a week so CCA administration can manage pace and track progress. This will facilitate our assistance with any issues and notification to parents of any potential problems with their student's academics.

HIGH SCHOOL COMMUNITY SERVICE OR MISSION PROJECT

As CCA is a Private Christian Academy and teaches Christian values and ethics, all high school students will be required to participate in and manage one community or mission project throughout the year. This course will be overseen by the Director of K-12, but each student's project will be managed by themselves. This course will include picking a project or mission at the beginning of the year, creating a plan for the project, receiving project or mission approval from the K-12 Director, meeting with outside participants (overseen by the Director), managing younger grades to participate in the project, managing the project throughout the academic year, and communicating project updates to the Director.

OBSERVATIONS

Our school has an open observation policy. You are welcome to observe your child in his/her classroom to the extent that this is not disruptive to the natural classroom environment. Please keep in mind that we do not have observation rooms so your child (as well as other students) may react to your presence. Please be aware that for the safety of our students, all visitors must check in with the school office for a visitor tag. Please refrain from entering your child's classroom without following this procedure (beyond drop-off and pick-up times).

PARENT INVOLVEMENT/VOLUNTEER POLICY

If you have a special talent or interest, please let us know. We strongly encourage parents to volunteer and join us at special events. For the protection of the children, all volunteers must sign in and receive a visitor pass from the

School office. You may be asked to fill out a volunteer form potentially consenting to a background check before being permitted into the classroom. Please note that parents or church members who volunteer will serve solely at the discretion of the administration and must refer all disciplinary or urgent issues to the teacher in charge.

CUBBIE POLICY (grades vary)

- Some CCA students will be assigned a locker or a cubbie.
- Students are responsible for the locker's/Cubie's contents and cleanliness.
- Students are not permitted to share lockers or use more than one locker.
- Students are also not allowed to enter anyone else's locker at any time.
- Lockers may be decorated on the inside using magnets only. Decorating materials must be approved by the student's teacher.
- Items of great value should be left at home and not stored in students' lockers. CCA is not responsible for loss or damage to student property.
- Students are to purchase a combination lock or key lock for their locker and submit the combination to the administration/teacher.
- CCA teachers and administrators reserve the right to inspect student lockers and locker contents at any time.

EMERGENCY DRILLS

During the school year, we will periodically conduct unannounced fire/emergency drills. Instructions for evacuation of the building will be posted in each classroom. Students are expected to exit the building quickly and quietly with their teacher(s).

EMERGENCY CONTACT INFORMATION

In case of a student emergency, severe weather, or another emergency, we will make every reasonable attempt to contact you or authorized family members or friends to have your child picked up before the normal dismissal time. Please be sure to update all emergency data as needed throughout the year.

INCLEMENT WEATHER

In the event of inclement weather, please check your emails and listen to your television or radio for school closings. The following are sources of information on our academy closing:

- | | | | |
|--------------------------|----------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Fox 5 TV | <input type="checkbox"/> | CBS 46 TV |
| <input type="checkbox"/> | Facebook | <input type="checkbox"/> | One Call Now (email, phone, and text) |

In order for you to receive text messages via One Call Now, please text "alert" to 22300.

If DeKalb County Schools are closed, we will usually be closed too. The administration reserves the right to determine closings.

Please listen carefully to official announcements regarding school closings as we may:

- 1) delay opening, 2) dismiss early or 3) close for the full school day.

ILLNESS AND ACCIDENTS

Parents will be notified promptly regarding all cases of illness or injury at school. **We require notice as soon as possible if your child has a contagious disease (e.g. chickenpox, pink eye) so we can alert other families.** Please see the section below for information on when your child can return to school.

ILLNESS AND MEDICATION

If your child is sick, has a fever, or is contagious, please keep him/her at home. If medicine needs to be administered, you must complete an “Authorization for Medication” form, sign & date it. This form can be picked up in the school office. We cannot administer medicine without written permission. All medicines must be given to the office and not kept by the child. Any prescription medicine must be in the container with your child’s name and dosage on it. If the medicine is prescribed by a doctor, instructions from the doctor should be given to the school. The school has an AM and PM medication dispensing schedule to accommodate your child’s needs.

Children should remain home & will be sent home with the following:

Vomiting and/or diarrhea: with fever, rash, or general weakness, children may return after 24 hours of no episodes.

Runny nose associated with fever or excessive sneezing or coughing: may return after all symptoms are gone and 24 hours after being fever-free.

Fever of 100.3° F or more: free of fever for 24 hours without Tylenol or similar product.

Conjunctivitis (Pink Eye): 24 hours after treatment is started or with a doctor’s note.

Rashes or skin conditions such as impetigo or ringworm: after lesions are under treatment and covered with a clean dressing.

Strep Throat: 24 hours after antibiotic treatment is started and with a doctor’s note.

Head Lice: 24 hours after shampoo treatment and all signs of eggs are gone.

Chickenpox: one week after the appearance of the rash or when all lesions have crusted.

Hepatitis: with a doctor’s note determining that the child is no longer contagious.

Measles or Rubella (German Measles): 7 days after onset of rash; children who haven’t been vaccinated should be vaccinated or excluded until 2 weeks since the onset of the last case.

Meningitis: with a doctor’s note recommending readmission to school.

Mumps: 9 days after onset of swelling; children who haven’t been vaccinated should be vaccinated or excluded until 26 days after onset of swelling of the last person with mumps at school.

Other symptoms (including but not limited to general weakness/fatigue, excessive runny nose or cough without fever, etc.): Children will be sent home from school at the discretion of the teacher, administration, or Health Department when determined inappropriate for the child to be at the school.

RESPECT FOR SCHOOL AUTHORITY

Students are expected to show proper respect to all faculty, staff, and other students at all times. Faculty and staff should be addressed by Mr. or Mrs. or by their title such as Pastor, Coach, etc. Name-calling, teasing, or other forms of annoyance will be considered disrespectful. Likewise, faculty and staff will show proper respect to other staff members and students.

CLASSROOM BEHAVIOR

It is important to maintain in each classroom an environment that is conducive to a positive learning experience for all. Each student is expected to conduct himself/herself properly in the classroom.

A student may be sent from class to the office for behavior that disrupts the class. Such behavior includes, but is not limited to, the following:

- Fighting in class
- Direct or obvious disobedience
- Disrupting the class
- Any form of abusive language

If a student does not respond to classroom discipline, he/she will be taken to the director for counseling. This will be recorded and parents will be notified. A parent will be called and may be required to come in for a conference. A record of all visits will be kept in students' files. The Director has the authority to suspend or expel students at his discretion.

DISCIPLINE PHILOSOPHY

By offering guidance based on Biblical principles we can provide opportunities for each student to develop to his full potential. The discipline policies at CCA are driven by our philosophy and mission. Our desire to:

- Establish a daily environment that promotes excellence in academics and conduct.
- Create self-discipline within each student (preparing ahead of time to make wise choices and to take responsibility for his/her own conduct).

DISCIPLINE POLICIES

Essential parts of Christian character development are learning and following rules. When children respect parent/teacher authority, they learn to respect God's authority. Age-appropriate discipline policies will be set within the individual classrooms by the teacher. Each teacher intends to be consistent in the enforcement of consequences and to be fair by avoiding partiality. It is understood that, in general, discipline is intended to be corrective rather than punitive, with restitution as a goal whenever possible. Any question regarding discipline should be directed first to the classroom teacher, then to the academy director. Any act of vandalism will be disciplined appropriately and financial restitution may be required by the parent(s) of the student in question.

The following disciplinary steps will be applied to issues that require the student to be removed from class. These steps will be used for any issue the teacher and director see fit for particular situations:

- Teacher intervention with parental notification.
- Director intervention with parental notification.
- ISS (In-School Suspension)
- OSS (Out of School Suspension) for 1 day with parental notification and parental conference.
- OSS for 3 days with parental notification and parental conference.
- Expulsion from CCA with notice to the county the student lives in (via Georgia Dept. Of Education DE Form 1111).

SUSPENSION AND EXPULSION

Subject to the discretion of the administration, certain behaviors can result in immediate suspension or immediate expulsion from the academy. Such behaviors include, but are not limited to, the following:

- Direct or indirect threat or the actual use of physical abuse, written or verbal threat, or the threat of physical abuse toward another person.
- Skipping school
- Repeated attitude of disrespect to anyone at any time when the student is on-campus or participating in any school-related activity.

REPORT CARDS

- Report cards will be issued at the end of each nine weeks.

GRADING SCALE

Grades K-12	
A	90-100
B	80-89
C	70-79
D	60-69
F	<59

RETENTION

Students in grades K-12, not receiving passing grades in all academic classes may be retained in the existing grade. Factors to be considered by the administration are date of birth, emotional maturity, grades, testing results, behavior, the student's and parent's attitude toward the school and the student's education, and teacher recommendation.

PARENT-TEACHER CONFERENCES

CCA faculty appreciates and encourages parent conferences. Any time a parent feels a need to meet with a teacher, he/she must call the school office to make an appointment with the teacher.

Faculty members will not be allowed to leave a classroom during their regular instruction hours to take telephone calls. Any parent wishing to speak with a teacher must leave a message for the teacher to return his/her call.

LOCKDOWN PROCEDURES

CCA takes the security and safety of our students very seriously and is a top priority for all staff members. If CCA ever goes into Level I, II, or III lockdowns, parents will be notified via One Call. We understand that a notification like this can be very frightening, but we ask for your cooperation with our policy which has been vetted and practiced with the Dunwoody Police Department.

If you receive a One Call that CCA is on lockdown, PLEASE DO NOT COME TO OR CALL THE SCHOOL! The administration and police will not unlock doors to allow you into the school so we can maintain accountability

and security. The administration of CCA will keep all parents informed with frequent One Call notices including when the lockdown is over and if you need to pick up your children.

CHANGES TO THE FAMILY HANDBOOK

The administration of CCA retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, as they see fit, with or without prior notice. Any changes to this handbook will be communicated to parents via email with the page attached that includes the change.

VISITOR POLICY

Here at Crossroads Christian Academy, the security of our students is one of our primary goals. All administration staff and teachers are required to understand, enforce, and follow the policy. Failure by staff to enforce this policy can result in disciplinary action up to and including termination.

Policy:

- All visitors requiring access to any school area are required to check-in at the main office.
- All visitors must have an appointment and someone should be expecting the visitor.
- All visitors must present a photo ID which will be copied and retained on file.
- All visitors must sign the visitor log at the school office.
- All visitors will be given a temporary ID badge with a number that must be recorded with the visitor signature on the visitor log.
- All visitors will be escorted to their destination and handed off to another employee such as an administrator to a teacher.
- No visitor is EVER allowed to roam CCA without a badge or escort.

CROSSROADS CHRISTIAN ACADEMY K-12 | 2022-2023 CALENDAR

July 2022		S	M	T	W	Th	F	S
4 Independence Day Observed							1	2
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							

August 2022		S	M	T	W	Th	F	S
1-5 Teacher Workday			1	2	3	4	5	6
8 First Day of School	7	8	9	10	11	12	13	
15-26 Fall MAP Testing	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				

September 2022		S	M	T	W	Th	F	S
5 Labor Day (No School)						1	2	3
13 Grandparents Day Lunch	4	5	6	7	8	9	10	
21 Donuts with Dads	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		

October 2022		S	M	T	W	Th	F	S
7 Fall Break								1
10 Columbus Day (No School)	2	3	4	5	6	7	8	
12 Muffins with Moms	9	10	11	12	13	14	15	
14 Report Cards	16	17	18	19	20	21	22	
31 Parking Lot Fund Raiser	23	24	25	26	27	28	29	
	30	31						

November 2022		S	M	T	W	Th	F	S
16 Thanksgiving Lunch				1	2	3	4	5
21-25 Thanksgiving Break (No School)	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				

December 2022		S	M	T	W	Th	F	S
16 Christmas Program Half Day						1	2	3
19-30 Winter Break (No School)	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

January 2023		S	M	T	W	Th	F	S
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					

February 2023		S	M	T	W	Th	F	S
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28					

March 2023		S	M	T	W	Th	F	S
				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		

April 2023		S	M	T	W	Th	F	S
								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							

May 2023		S	M	T	W	Th	F	S
		1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				

June 2023		S	M	T	W	Th	F	S
						1	2	3
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		

- 2 New Year's (No School)
- 6 Report Cards
- 9-20 Winter MAP Testing
- 16 MLK Jr. Day (No School)
- 20 100th Day of School

- 10 CCoD Loves CCA Day
- 17 Inclement Weather Make-up Day or Student/Teacher Holiday
- 20 Presidents Day (No School)

- 10 Inclement Weather Make-up Day or Student/Teacher Holiday
- 17 Report Card
- 17 Spring Fling
- 27-31 Spring Break (No School)

- 3-7 Spring Break (No School)
- 7 Good Friday (No School)
- 26 Field Day

- 1-5 Teacher Appreciation Week
- 4 Field Day
- 8-19 MAP Testing
- 24 Last Day of School Early Release/Graduation program
- 25-26 Teacher Post Planning

PAGE LEFT BLANK

**FAMILY HANDBOOK ACKNOWLEDGEMENT
(PLEASE RETURN TO CCA OFFICE)**

I have read my copy of the 2022-2023 Family Handbook dated March 4th. 2022. I understand and agree to abide by all CCA policies communicated within this document.

Parent Signature

Date

Student Signature

Date