**The Cross Christian Academy**

**2024-2025 Parent/Student Handbook Agreement Forms**

We acknowledge receiving and reading the entire 2024-2025 Student/Parent Handbook including:

• the Discipline Policy

• the Student Violence/Harassment/Intimidation/Bullying Policy

• the Student Photographs

• the Searches/Seizures/Warrants Policy

• the school will use an automated dialer system (Alma Notifications) to communicate occasional messages and emergency information

I, and my child(ren), agree to abide by all school and District policies and procedures outlined in the handbook. In return, I expect the administration, faculty and staff of my child’s(ren’s) school to provide my child with the type of education stated and implied in the Parent/Student Handbook. I understand that there are consequences that will result if my child violates the District’s Discipline Policy or Electronic Services Agreement in a way that may impact and/or disrupt the educational services described in the Parent/Student Handbook. (Please include your e-mail address if you wish to receive educational information from The Cross Christian Academy and/or communication from our Alma Notification system.)

Student’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign and return this form to your child’s(ren’s) homeroom teacher.

OFFICE

DATE RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIALS: \_\_\_\_\_\_\_\_\_

APPENDIX

**DISCIPLINE POLICY**

The Cross Christian Academy places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning, and would interfere with the orderly conduct of our public schools. Furthermore, the Board charges the staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement, and maintaining an appropriate learning and behavioral environment.

The Board gives the school administration authority to discipline students for disorderly conduct and other offenses at school sponsored activities.

**LEGEND OF ACTION CATEGORIES**

1. Detention means the student is detained after school for a specific purpose.

2. In-school suspension (1-5 days) means the student is removed (suspended) from class(es) but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day detention may be employed as an alternative.

3. Out-of-school suspension (1-5 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Saturday or another day detention may be employed as an alternative. Students must remain off campus for the duration of the suspension.

4. Expulsion is the permanent removal from CCA (see due process procedures.)

This list is not all-inclusive. A student committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the school administrator or principal.

**DISCIPLINARY ACTION CHART**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Offense** | **Level** | **Offense** | **Level** | **Offense** | **Level** |
| Threatening teacher or student | 1,2 | Inappropriate dress | 1 | Sexual contact/assault | 3 |
| Physical Assault (1 person) | 2,3 | Inappropriate physical contact | 1,2 | Sexual harassment | 3 |
| Cheating/plagiarism | 1,2 | Indecent exposure/proposition | 3 | Stealing | 2,3 |
| Disrupting class | 1 | Leaving school without permission | 2,3 | Smoking/possession of tobacco products/vaping | 2,3 |
| Disrespect | 1,2 | Misuse of technology | 1,2,3 | Vandalism | 2,3 |
| Disorderly conduct | 1,2 | Possession of a weapon | 3 |  |  |
| Fighting (involves 2 or more) | 2,3 | Possession/use/distribution of drugs and/or alcohol | 3 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **1st offense** | **2nd offense** | **3rd offense** |
| 1 | 30 minutes after school detention | 1 hour after school detention | 2 hours after school detention |
| 2 | 2 hours after school detention | 1-3 day In School Suspension | -3 days In School Suspension  -1 day Out of School Suspension |
| 3 | 1-3 days Out of School Suspension | Expulsion |  |
|  |  |  |  |
|  |  |  |  |

**STUDENT HARASSMENT, STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

Students have the right to attend school in a safe environment that is free from discrimination or harassment, and in which constitutional rights, the right to equal access to programs, and personal safety are respected.

**STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING**

To assist in creating a school environment based on the beliefs of the Board bullying, harassment or intimidation as defined by this policy will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

• has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm or damage to property,

• is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,

• occurs when there is a real or perceived imbalance of power or strength, or

• may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

• verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,

• exposure to social exclusion or ostracism,

• physical contact, including but not limited to, pushing hitting, kicking, shoving, or spitting,

• damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual’s personal electronic media and equipment.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to a person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by the use of social media.

Students who believe they are experiencing being bullied or believe another student is being bullied should report their concerns to any staff member of the school. School personnel shall maintain appropriate confidentiality of the reported information.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

**TRUANCY,** **EXCUSED AND UNEXCUSED ABSENCES**

Truancy as defined by the state of Delaware is an unexcused absence for at least one class period during the day. Truancy documentation must be placed in a student’s cumulative file. Unexcused absences are all absences not verified on or before the absence occurs and/or are outside of the accepted reasons determined by administrative approval. Written contact can be in the form of email, text, phone call, or in person contact.

Please note: Once a student has cumulative absences that reach ten percent of the instructional days (24 days) all future absences will be considered unexcused for that school year.

School staff will offer recommendations, school resources, outside resources and support that will help the family overcome the student’s attendance issues.

**OPEN/CLOSED CAMPUS**

Elementary students may not leave the school grounds during school hours, including lunchtime. High school students may leave for lunch with a signed permission slip. The principal or designee must approve exceptions.

**SEARCHES/SEIZURES/WARRANTS**

School officials are authorized to conduct a search when on school grounds, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

* “Contraband,” which term includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
* any material or item that presents imminent danger of physical harm or illness; and/or,
* materials otherwise not properly in the possession of the student involved.

Search

School lockers, desks and student storage areas are school property, which the school has made available for use by students for educational purposes. School officials have the right to inspect lockers, desks and student storage areas in discharge of their other duties.

When there is reasonable suspicion that contraband, materials or items which present an immediate danger of physical harm or illness and are in a student automobile, school officials have the right to search the automobile when it is parked on or being operated on, school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Personal searches may be conducted by a school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items that present an immediate danger of physical harm or illness. The search shall occur only in the presence of a third person of the same sex as the person being searched. The searches will be conducted out of the presence of other students and in a private room. Searches of the students shall be limited to:

* Searches of the pockets, shoes and socks of the student.
* Any object in the student’s possession such as a purse, backpack or briefcase.

The school official conducting the search shall notify the student’s parent(s)/legal guardian(s) of the search as soon as practicable. When extreme emergency conditions require a more intrusive search of the student’s person, the school official shall contact the police.

Seizures

Contraband materials as identified in the Introduction above may be seized when found in the course of a search. Any such items seized may be:

* Returned to the parent or guardian of the student from whom the items were seized,
* Offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized,
* Turned over to law enforcement officers, or
* Destroyed.

**Drug-Free School and Workplace Policy**

On September 1, 2011, the Board of Directors at the Cross Christian Academy implemented the Drug-Free School and Workplace policy which covers possession, use, or distribution of illicit drugs and alcohol by employees and students.

Congress passed the drug free workplace act of 1988 and the drug free schools and communities act amendments of 1989. The Cross Christian Academy believes that illegal drugs and the abuse of alcohol have no place in the educational environment.

It is the policy of the Cross Christian Academy to prohibit the possession or use of alcohol by all students and employees under circumstances that will or may affect the efficient operation of the business of the Cross Christian Academy and the safety of its employees, students and the public it serves. This policy covers all students and employees.

**Prohibition against drug and or alcohol abuse**

Employees are prohibited from engaging in any of the following activities:

1. illegal controlled substances
   1. The Cross Christian Academy prohibits the use, distribution, manufacture, possession, sale, cultivation, or attempt to sell illegal controlled substances at anytime whether on or off duty, or on or off school property.
2. Alcohol:
   1. Students and employees of the Cross are prohibited from using or possessing alcohol while on duty, while on premises, while driving or riding in a vehicle, operating repairing or inspecting a piece of school equipment, being transported in any school vehicle at anytime, transporting students at any time, reporting to work under the influence of alcohol or from otherwise using alcohol on or off duty in a manner which adversely affects the operations or mission of the Cross.

**Drug and/or alcohol testing**

The board of directors may and to the extent required by law will use testing as one of the several means of enforcing its drug and alcohol abuse policy.

**Discipline for violation of policy**

Students and employees who violate alcohol and drug free workplace policy or who are directed to take a physical examination blood breathalyzer urinalysis or other tests allowed by law and refuse or failed to do so when as directed or who after having taken such examination and tests are determined to have violated the policy will be subject to disciplinary action up to and including termination or dismissal.

**Basic Education Goals**

We will strive:

* To give God the glory in all things
* To provide the best educational experience that is designed to point the student to God
* To give the students a Christ centered education
* To help students realize their capabilities and to make the most of them toward growth and service
* To equip each student with the ability to communicate clearly and effectively through reading writing speaking and listening
* To teach the fundamentals of Bible English mathematics history and science

**Grade Placement**

It is the school's role and responsibility to determine grade placement for incoming students from another school or from a home school. Many factors are used in the determination of grade placement. Those factors include but are not limited to the placement decision of the previous school, academic achievement measures, students physical and emotional development, knowledge of the English language, previous retentions, estimates of intellect, wishes of the parents, etcetera. The executive staff will have the responsibility to determine if additional testing is necessary in making the determination of grade placement.

**Grading Scale**

The following grading scale is used for marking report cards. In addition, report cards may be coded for anecdotal teacher comments.

92-100 A

83-91 B

74-82 C

65-73 D

64-Below F

**Lunches**

Lunches must be packed and brought from home. No door dash orders will be accepted. We ask that the students consume their healthy items first before their snacks.

**Report Cards and Interim Reports**

Being in reporting process is designed to inform students and parents of academic achievement and progress. Grading policies are explained at the beginning of each year by the teachers and usually reflect a combination of classwork, homework, and test results. Report cards are distributed, quarterly and progress reports unsubscribed half way through the block.

**School Hours**

Grades Pre-k through 6th begins their day at 8:30am and ends at 3:00pm. The school expects that students be dropped off and picked up promptly within the hours of school operation. After School Care operates from 3:30pm-5:30pm. There is a $5/ day charge for this service and will appear on your monthly bill.

Grades 7-12 begin their day at 9:00am and ends at 3:05pm. The school expects that students be dropped off and picked up within the hours of school operation.

**Withdrawl/Dismissal Procedures**

The Cross Christian Academy reserves the right to dismiss any student that is in violation of any policies detrimental to the school, students, teachers and/or mission. Any student withdrawn by their parents or dismissed by the administration/board will relinquish the right to any refund already paid toward tuition.

**Payment Policy and Methods**

Tuition fees may be paid by cash, check or debit/credit card. There is a $25 charge for every return check. Cash payment will be required following two return checks in a three month period. There will be a $1 fee for every $100 charged by debit or credit card. The payment method is selected by the parents or guardians failure to adhere to the agreement will result in termination of your child's participation at our school. Any family that falls 60 days in arrears may be asked to withdraw the student until full payment is received. The cross Christian Academy may hold final grades report cards transcripts and diplomas until all debt is paid to our school. Any debt that is accumulated may be subject to collection. Payments can be broken into weekly, bi-weekly, monthly (10 or 12 months) payments.

Payments can be made in the office, sent in with your child, or mailed to:

110 Holly Street, Seaford, DE 19973

**Rules**

The Academy students are expected to conduct themselves appropriately and be mindful of the health and safety of themselves and others.

* Students walk safely and responsibly in the building
  + Walking quietly in the hallways
  + Keeping hauls and lavatories free of litter
* Students will treat others with respect and common courtesy
  + Removing hats inside the Chapel or church
  + Being appreciative and attentive during assemblies
  + Being seated and quiet when class begins answering teachers in a respectful manner
* students will act responsibly at lunchtime
  + leaving a clean table when through eating
  + making sure all waste is disposed of properly
  + keeping all food and snacks in the designated eating areas
* students will adhere to a code of academic honesty
  + completing assignments and projects independently as required
  + completing tests assessments and evaluations as required
  + refraining from disclosing test information to other students
  + refraining from plagiarism and or copying the work of others
* students will not interfere with the rights of students and teachers
  + harassment or violence whether physical verbal or otherwise
  + vandalism and graffiti
  + the taking or removal of the property of others at school without their permission
  + disruptive behavior
  + disrespect to a staff member
  + interference with the rights of teachers to teach or students to learn
  + academic dishonesty and plagiarism

Playing means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer, or school employee that a reasonable person, under the circumstances should know will have the effect of:

* Placing a student or school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property
* Creating a hostile, threatening, humiliating or abusive educational environment due to the persuasiveness or persistence of actions or due to a power differential between the bully and the target
* Interfering with a student having a safe school environment that is necessary to facilitate educational performance opportunities or benefits
* Perpetuating bullying by inciting soliciting or coercing an individual or group to demean dehumanize embarrass or cause emotional physical or psychological harm to another student school volunteer or school employee

Acceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of our school community to stop parents to report instances of bullying or suspicions of bullying in writing with the understanding that all such reports will be listened to and taken seriously. All complaints should be appropriately investigated and handled consistent with due process requirements and appropriate disciplinary action will be taken when instances or acts of bullying have been determined to have occurred.

***Violation of the rules listed above will result in direct board involvement and suspension or expulsion from school.***

**DRESS CODE**

The purpose of the dress code is to establish a standard of appearance that reflects biblical principles of modesty. Dress code violations will be recorded, and repeated violations will result in disciplinary action. If the dress code violation is serious, administration reserves the right to send the student home or call parents for a change of clothing.

Approved Dress Code

* All shorts must be below fingertips.
* No spaghetti strap or strapless tops
* Crop tops are allowed but should cover mid-drift
* No items are to be worn with obscene or vulgar language or reference to drugs or sexually suggestive.