

# Crossing Heritage Academy



**CROSSING**  
HERITAGE ACADEMY

Achieving Independent Academic Excellence

## **Parent/Student Handbook**

Updated 07/31/2023

***NON-DISCRIMINATORY POLICY:***

*Crossing Heritage Academy admits students of any race, color, national origin, and ethnic origin to all the rights privileges programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, or ethnic origin in admission of its educational policies, admission policies, scholarship or loan programs, and athletic and other school-administered programs.*

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## Vision Statement

Our vision at Crossing Heritage Academy is to partner with families and students to provide opportunities for academic excellence.

## Mission Statement

Crossing Heritage Academy is an extension of the Christian home and desires students to have a deep, personal knowledge of Christ and His Word while striving for individual academic excellence. We desire to give students every opportunity for growth academically, socially, physically and spiritually.

## Core Values

As a school that exists to serve God, our core values reflect His character (Ex. 34:6). They provide the context in which day-to-day decisions by Administration are made.

GRACE - We believe that our very existence depends on the unmerited favor bestowed on us by God through the death of Christ on the cross (Col. 2:13-14; Titus 3:4-7). Therefore, we:

- Develop an environment where people are loved, not because of what they do, but because we choose to love them (Dt. 7:7-8; Rom. 12:9; 2 Tim. 1:9).
- Cultivate an environment where forgiveness is practiced and encouraged (Eph. 4:30-5:2).
- Endeavor to keep rules to a minimum (Gal. 2:16; Col. 2:20-23).
- Strive to encourage success rather than focusing on preventing failure (Phil. 3:12-14).

TRUTH - We believe that the Bible is God's Word (John 10:35; 2 Cor. 4:2; 2 Tim. 3:16), that God's Word is truth (Ps. 119:160; John 17:17), and that knowledge of it is key to unleashing its transformational power (John 8:31-32). Therefore, we:

- Teach that Jesus is the Way, the Truth, and the Life (John 14:6).
- Endeavor to teach truth in all academic subjects (Ps. 19:1; Ps. 25; Eph. 4:25; Col. 1:16-17).
- Evaluate all truth claims against Scripture (Ps. 119:105; Acts 17:11).
- Encourage our students to embrace truth and live according to it (John 8:31-32; 3 John 1:4).
- Strive for growth, learning, and improvement according to God's Word as individuals and as an organization (1 Cor. 9:24-27; Phil. 3:12-14; Col. 3:23; 1 Thes. 4:1)

LOVE - We believe that we are each called to love God with all our heart, soul, strength, and mind, and to love our neighbor as ourselves (Luke 10:27). Therefore, we:

- Cultivate an outward focus by encouraging students to serve others (Heb. 13:16).
- Provide encouragement and assistance to other Christian schools (2 Cor. 8:3-5; Phil. 2:3-4).

- Endeavor to speak the truth in love (Eph. 4:15).
- Diligently preserve unity (Eph. 4:3; Phil. 2:2) while valuing each other's unique giftedness (Rom. 12:3-8; 1 Cor. 12:12-27).
- Monitor the effect of our behavior on others so that we do not hinder someone's relationship with the Lord (Rom. 14; 2 Tim. 2:23-26).

### Statement of Faith

Although Crossing Heritage Academy welcomes families of all denominations, the Board of Directors, Administration and Staff subscribe to the following Statement of Faith:

We believe in the Scripture of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings, and that they are of Supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that man was created in the image of God, that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God.

We believe the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.

We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.

We believe in The Deity, Virgin Birth, Vicarious Death, Physical Resurrection, Ascension, and personal return in Glory of the Lord Jesus.

### Daily Schedule & Staff Contact Information

Crossing Heritage Academy (CHA) does not use the Church office for school business. If you need to get a message to your student, to get word to a teacher or staff person, to communicate about pick up or drop off of your student, and similar communication; please call the Director.

Questions? Email: [kgray.cha@gmail.com](mailto:kgray.cha@gmail.com); [817-903-8259](tel:817-903-8259)

Please update your phone contact list to include the Director's phone numbers; if you receive a call from one of these numbers during the day, it is imperative that you answer it.

## II. DAILY SCHEDULE

Arrival Time **8:00 am -Students will not be permitted in the buildings before 8:00am unless attending tutorials**

Class Hours **8:30 am - 2:45 pm**

## III. SCHOOL CLOSING

Notification of severe weather or emergency closings will be communicated through the school's emergency text system, website and Facebook page.

## ILLNESS AND ABSENCE POLICY

### I. ILLNESS

A child should NOT be brought to school if he or she is showing ANY of the following symptoms:

- Fever of 100 (oral temp) or higher, within 24 hours
- Vomiting or diarrhea currently, within 24 hours
- Green- or yellow-colored nasal discharge (clear discharge is acceptable if the child has allergies)
- Sore throat
- Cough and/or cold symptoms (sneezing, nasal discharge)
- Unexplained rash
- Pink eye
- ANY childhood communicable diseases (e.g., chickenpox, respiratory infection, whooping cough, virus, etc.)

If a child becomes ill at school, the child's parent will be called to make arrangements to pick up the ill child. Additionally, though we try to be as careful as possible, accidents will happen. Crossing Heritage Academy will maintain a First Aid Kit and will administer minor first aid in accordance with the signed consent by the parents for such care. Any incidences will be reported to parents.

### II. COVID-19

CHA does not close classrooms if a student or teacher tests positive for COVID. If a student or teacher tests positive or shows signs of COVID, they should self-quarantine based on the current CDC guidelines. Distance learning will be provided.

CHA has established increased methods for cleaning. Students will be required to wash their hands with soap and water at the beginning of each school day. Hand washing will also be required throughout the day. All classrooms and common areas will have hand sanitizer

available. Classrooms and bathrooms will be disinfected at the end of each day. The Lunchroom will be disinfected after each lunch period or group usage.

### III. ABSENCES

If your child is absent due to illness, please contact your student's teacher to request missed work.

### DROP-OFF and PICK-UP

**Drop Off:** Students are not permitted in the buildings before 8:00am unless attending tutorials.

**Late Arrivals or Early Pick-ups:** If your student arrives later or leaves early for any reason, he/she must sign in and out at the front desk. Students arriving after 8:30 must sign in and receive a late pass. Any student arriving after 8:45 am may be asked to wait in the lunch area until the next class period to prevent them from disrupting the class already in session.

Elementary: Three tardies will incur loss of PE class or Lunch detention.

Secondary: Three tardies will incur after school detention.

Elementary students leaving early **MUST** be signed out by a parent at the front desk.

Secondary students leaving early must have a parent note and sign out at the front desk before leaving the building.

### TUITION AND FEES

Registration Fee of \$400.00 is due for the first child with completed Registration (Gradelink Registration link can be found on the school's website [crossingheritage.com](http://crossingheritage.com)). Each additional child is \$150 for registration. All registration fees are non-refundable.

Annual Tuition is \$3,750.00 for 2023-24 school year. The first tuition payment will be due on the first day of classes.

Tuition can be paid in one lump sum (\$3,750.00), two semester payments (\$1,875.00 each) or monthly (9 payments of \$416.67 from September-May) by cash, check or Paypal. The first tuition payment is due on the first day of classes. Second semester payment is due the first day of the second semester. When paying by Paypal, an additional \$12 service fee is required. Parents requesting to make monthly payments must complete a Monthly Payment Agreement with the Director before the beginning of school. Families failing to make all semester payments can be turned over to a collection agency.

The Crossing Heritage Academy Tuition Agreement states, **"The undersigned Parents and Guardians commit to payment of all tuition due for the semester in which the student is enrolled and education services begin, whether or not the student is subsequently voluntarily or involuntarily terminated or withdrawn. Crossing Heritage Academy has committed to teacher and staff salaries based upon enrollment at the beginning of each semester."**

The above statement means that when a student is withdrawn after semester classes have begun the parent or guardian is still responsible for paying the tuition through to the end of the semester.

### **Tuition FAQ's:**

Do we receive a discount for paying the yearly tuition up front?

*No. Currently, we do not offer this type of discount.*

Does this mean we are committing for the full year, and withdrawal prior to year-end will still require the remaining balance to be paid?

*Our policy concerning financial responsibility has not changed. The Crossing Heritage Academy Tuition Agreement states, "The undersigned Parents and Guardians commit to payment of all tuition due for the semester in which the student is enrolled and education services begin, whether or not the student is subsequently voluntarily or involuntarily terminated or withdrawn. Crossing Heritage Academy has committed to teacher and staff salaries based upon enrollment at the beginning of each semester."*

How do we make arrangements when we find ourselves unable to make a monthly payment?

*The Director will be involved in the management of our families' accounts. So please do not hesitate to let us know when circumstances occur in your lives that may impede your ability to make a payment.*

### **Tuition, Fee, Waiver and Release**

In consideration of acceptance of the above-name student into Crossing Heritage Academy, the undersigned Parents or Guardians do hereby agree to the following:

1. The Undersigned Parents or Guardians shall be jointly and severally liable for the student's tuition and registration fee. For enrollments during the course of the school year, tuition is prorated beginning the month of enrollment and continuing through May.
2. The Undersigned consent to the student's participation in Crossing Heritage Academy activities and further agree that this consent shall constitute a bar to any recovery by them in any suit or action that may be instituted by them against Crossing Heritage Academy, its members, employees, or agents for any injuries or damages incurred by the student while participating in Crossing Heritage Academy activities and at its location, irrespective of the cause of such injuries or damages.
3. The Undersigned Student and Parents or Guardians agree to accept the authority of the Directors and Instructors of Crossing Heritage Academy for the student while present at and during the operating hours of Crossing Heritage Academy, and to comply with all rules and regulations as they currently exist and as they may be amended from time to time by Crossing Heritage Academy Directors; including, but not limited to, those rules and regulations set forth in the Crossing Heritage Academy Parent Handbook; and any other rules and regulations instituted by the Directors from the time deemed reasonable and necessary.

4. Crossing Heritage Academy has full authority, at the discretion of the Directors, to terminate any student(s)' enrollment in Crossing Heritage Academy for violations of rules and regulations of the school as they currently exist, and as they may be amended from time to time by Crossing Heritage Academy and its Directors. Such termination shall occur without refund of any registration, tuition, or supply fees paid. If the Undersigned Student is terminated and/or withdrawn for any reason, whether voluntarily or involuntarily from Crossing Heritage Academy, the student and parents shall not be entitled to any refunds for registration, tuition or supply fees. All books, with the exception of consumables, are the property of Crossing Heritage Academy.

5. The undersigned Parents and Guardians commit to payment of all tuition due for the semester in which the student is enrolled and education services begin, whether or not the student is subsequently voluntarily or involuntarily terminated or withdrawn. Crossing Heritage Academy has committed to teacher and staff salaries based upon enrollment at the beginning of each semester.

**WAIVER AND RELEASE:** The Undersigned agree and understand that Crossing Heritage Academy and its Directors, employees, agents, and all other persons acting in its behalf are hereby released from any and all liability of every nature, kind and description as a result of any personal injuries, property damage, injuries, death, hurt, economic loss or damage sustained by the undersigned Student arising from or caused by, in whole or in part, the alleged or actual negligence or contributory negligence of the Crossing Heritage Academy and/or any agent, employee, or Directors of Crossing Heritage Academy.

The Parents or Guardians agree that the foregoing terms are contractual and further state that they have carefully read the entire agreement, have asked for explanation as necessary to understand the terms of this agreement, stipulate that they fully understand the contents and terms of this agreement, and sign this agreement of their own volition and as their own free act.

### Building Stewardship and Safety

1. Students will remain IN the buildings and in their assigned classroom and will not be outside except at designated times and when accompanied by a teacher for a class activity. No exceptions.
2. Students will be IN their assigned classroom during ALL class times. No exceptions unless accompanied by a teacher. Students are not permitted to be unsupervised and out of sight of Crossing Heritage Academy Staff at any time, inside the building or on the property. Students who are waiting to be picked up by a parent during the school day will wait in the Lobby, and will check out with the Lobby Staff.
3. All Visitors entering the campus MUST check in at the office. Visitors must sign in and take a Visitor Badge which must remain visible at ALL TIMES.

THE ABOVE RULES ARE FOR THE STUDENTS' SAFETY, AND IF A STUDENT IS FOUND IN A PLACE HE OR SHE IS NOT AUTHORIZED TO BE LOCATED, A PARENT WILL BE CONTACTED BY PHONE.

Additional policies for taking care of the buildings:



4. Encourage your students to be good stewards and responsible for the tidiness of our campus.
5. Only WATER will be allowed in the classroom. Food and drinks are only allowed in the designated eating areas.

## CONDUCT EXPECTATIONS

### **I. Teachers**

Teachers commit to the following:

- Praising both students' work efforts AND Christ-like actions and words
- Positive and encouraging interaction with the students
- Clearly stated expectations for classroom behavior
- Open door classrooms where classroom activity can be viewed at any time by parents and/or administrative staff.
- No physical disciplining of a child: no hitting, pulling or shaking
- No humiliating or critical comments, or comparing a child unfavorably
- Appreciating the unique talents and gifts of each child
- Consistent and open communication with parents

### **II. Students**

Students will be asked and reminded to conduct themselves according to the Code of Conduct, below. Physical contact and bullying will not be tolerated on school property or while attending a school-sponsored or school-related event on or off school property. If an individual is physically and/or verbally confronted by another student, the student should avoid striking back and alert an adult or administrator who can handle the situation. Students are prohibited from verbally and/or non-verbally assaulting or bullying anyone on school property or at any school-related event.

Assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another.
2. Intentionally or knowingly, verbally and/or non-verbally threatening another with imminent bodily injury.

3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

### **Bullying Policy**

It is the policy of Crossing Heritage Academy to provide a learning environment that is free from bullying and cyber-bullying (similar policies exist and define sexual harassment and hazing). It is a violation of this policy for any student to engage in bullying or cyber-bullying, or for any employee of Crossing Heritage Academy to condone or fail to report acts of bullying or cyber-bullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school-sponsored or school-related activities, functions or programs, whether on or off school grounds; or (iii) through the use of technology or an electronic device owned, leased or used by the school district.

It is also a violation of this policy for any student to engage in bullying or cyber-bullying at home or at a location, activity, function/program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

“Bullying” is defined as the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyber bullying includes (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law.

No public displays of affection: In order to maintain a mature and respectful atmosphere, students are reminded that public displays of affection are considered unsuitable in an educational setting. These displays could be defined as, but are not limited to, kissing, embracing, hand-holding and/or other forms of physical fraternization.

No sexual harassment: verbal, physical or visual. "Sexual harassment" is defined as offensive and unwelcome conduct of a sexual nature directed toward a student or other person or other offensive and unwelcome conduct aimed at another solely because of his or her gender. If a student believes he/she has been sexually harassed, the student or the student's parents should report the incident to one of the school Director. If a student's conduct is offensive and unwelcome, the Director will determine appropriate consequences in accordance with this handbook. This policy applies to students of all ages.

Crossing Heritage Academy employees have the right to verbally and/or non-verbally act toward individuals, rational or irrational, with or without a visible weapon, if there is the appearance of the intent to harm themselves, others, and/or school property for the purpose of protecting the individual, others, and/or school property.

### **Threats Against the School**

Threats against the school, even those said in a joking manner, are taken VERY SERIOUSLY. Crossing Heritage Academy has a 'no tolerance' policy regarding ANY threats made to the school, students or staff. Any student found making this type of comment in school will face disciplinary action with the possibility of suspension/expulsion.

### **Code of Conduct**

The following Code is signed by the student as part of the Registration process and is included here for your reference.

As a student at Crossing Heritage Academy, while on Crossing Heritage Academy property before/during/after classes,

I commit to:

- Act in a way that allows the teacher to teach, and others to learn. This includes listening quietly and respectfully while other students are sharing their thoughts and ideas, and while the teacher is lecturing; and refraining from creating ANY distractions, verbal or non-verbal.
- Have a consistent attitude of respect and courtesy for everyone including teachers, staff and fellow students.
- Use honorable language. No name-calling, teasing, verbal harassment, attempts to humiliate another person, racist or denigrating humor, gossip, or use of profanity or vulgar words.
- Keep my hands to myself and my property. No hitting, kicking, slapping, or punching. No handling another student's property without express permission. No hugging between students. No unwelcomed physical contact at all is permissible. I will limit contact of my hands to gentle contact only to another student's shoulders, arms, or hands.

- Use school supplies and property for their intended use only. Write/draw only on supplies provided for that purpose. No climbing on any furniture, or throwing any materials. I will arrive in class ON time, and WITH the required class materials, to be ready to participate fully when the teacher begins class.
- Not use electronic devices (cell phones, smart watches, tablets, MP3 players, pagers) EXCEPT by specific permission of the teacher. I understand devices SEEN OR HEARD will be confiscated and must be picked up after school BY A PARENT. Any and all internet-accessible personal devices I bring to Crossing Heritage Academy campus MUST be equipped with a content filter – including smartphones, tablets, and laptops.
- Not carry any personal knives, sharp objects, lighters, or laser pointers.
- Not engage in any form of cheating. I understand cheating is defined as “submitting work completed by another person or entity and representing it as my own work.” Cheating includes plagiarism, copying work from another student or source, having a tutor or other learning aide complete work for you, and accessing answers for take-home tests via another person or internet source. All work that I represent as my own must be my own, original to me and generated by me. Any cheating will result in a zero for the assignment as well as other consequences as outlined in the last paragraph. If a teacher or director has reason to suspect submitted work is not the work of the student, he/she may require the student to complete a second test or assignment in lieu of the original test or assignment.
- Not lie or be dishonest to any Crossing Heritage Academy teacher, staff, director or fellow student.
- Respect the authority of the Crossing Heritage Academy teachers, ask respectfully if I have questions about any of the above and comply with any of their rules while in classes.
- Expect that anything I say or do while in Crossing Heritage Academy classes, and before or after classes while under staff supervision, can and will be reported to my parents, in the interest of open, transparent communication.

I understand that violation of any of the above standards can result in removal from class, suspension and/or termination from Crossing Heritage Academy, dependent upon the severity of the violation. Some violations will result in the student being sent to talk to a Crossing Heritage Academy Director. Repeat violations can result in additional consequences, such as the student copying this Code of Conduct by hand, a parent conference, suspension, or termination.

Crossing Heritage Academy reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school. In doing so, all fees and tuition payments are non-refundable.

## **Dress Code**

- All students must wear tops that reach and cover or tuck into the waist band of the slacks/skirts/jeans, so there is no midriff-baring.
- All students must wear pants, capris, and jeans that do NOT have holes or tears. Shorts and skirts **MUST** be knee-length.
- Sleep pants and slippers are **NOT** permitted except on special, designated days.
- Leggings of any kind, without adequate coverage by a shirt or skirt that reaches the mid-thigh are not considered appropriate attire and are not suitable.
- All students will leave ballcaps at home, or in backpacks, and will not wear them in class. Knit hats are (currently) permitted.
- Make-up must be neutral colors and not worn in a distracting manner.

Shoes: We **STRONGLY** discourage flip-flops. Most of our children want to run at lunch time and flip-flops often cause tripping and falling, leading to scrapes and bruises. Shoes should be comfortable and something the younger students can run in during PE and/or Recess.

High School and Middle School students may be required to wear closed-toed shoes in certain labs and to pull hair back.

## **School and Parent Partnership Contract**

*Upon registering for enrollment at Crossing Heritage Academy, I have read and agree to abide by the following:*

Whereas, I have made a personal decision to enroll my child at Crossing Heritage Academy in order to provide him/her with unique Christian educational opportunity;

Whereas, my desire and decision to enroll my child at Crossing Heritage Academy is based upon my desire to become an active partner in the Christian education of my child. I agree:

- To support and abide by all the rules and regulations adopted by the Crossing Heritage Academy Board of Directors as outlined in the Crossing Heritage Academy Parent/Student Handbook including and especially the school discipline code, the dress code, and the attendance and tardiness policy.
- To support and abide by the procedures put forth by the Crossing Heritage Academy. In terms of day-to-day routines such as early pickups due to illness and doctor's appointments, lunch programs, drop off and pick up.

- To attend all Parent/Teacher Conferences and to attend any other required conference that may be scheduled with the Director or School Administrator.
- To take seriously my partnership with Crossing Heritage Academy to educate my child and understand, through my presence in the school, I can make a positive difference in my child's Christian education.
- To contribute as a member of the school community not necessarily directly to my child.
- To ensure that my child attends school regularly and arrives on time daily.
- To ensure that my child abides by the Dress Code outlined in the Student/Parent Handbook.
- \* To ensure that my child abides by the 'no cell phone' policy as stated in the Student/Parent Handbook.
- To supply a healthy lunch and snacks either by lunch box/bag each school day for my child.
- To pay all monies incurred if I do not hand in my application on time and to be responsible for timely payment of any fees accrued to my account at Crossing Heritage Academy.
- To recognize and embrace my role as having the primary responsibility for my child's education. In order to enhance my child's academic growth, I agree to do the following:
  - (a) To check my child's homework folder/agenda nightly and to read and utilize information sent home by the school.
  - (b) To encourage my child to reach his or her academic level with deep commitment and enthusiasm for learning.

## DISCIPLINE AND CONFLICT RESOLUTION

Teachers at CHA genuinely care about their students and their spiritual, academic and social growth and development. We teach from a biblical worldview in every aspect from Biology to Government to Math. We teach Biblical principles with regards to how to love God and love others.

We do not expect to have major behavior issues, but recognizing that we are all sinners who have fallen short of the glory of God, we know there will be instances where our students will need help making good choices. We do not allow destructive behavior to go without a motivating consequence. In the event a student is behaving in a way that seriously impairs his/her learning and that of the other students, below is the policy that will be in place to protect the learning environment for all our children.

### **Procedure for Persistent Uncooperative Behavior:**

1. First incident: Teacher notifies parents and completes an infraction form. Student is given chore consequence for three days after school.
2. Second incident: Teacher notifies parent and sends student to Director. Student is assigned after school detention.
3. If there is a third incident or pattern of persistent uncooperative behavior, the student is taken to the Director for a conference during the remainder of class time. A parent conference is scheduled and the student is suspended 1-3 days. **NO SCHOOL WORK ASSIGNED DURING SUSPENSION IS ALLOWED TO BE MADE UP.**
4. Fourth incident or persistent misbehavior will result in the parent being called to pick up the student immediately, not to return to class that day. A conference with the parent will follow to create a plan for the student to continue to participate in Crossing Heritage Academy classes.
5. IF there is a fifth incident/persistent misbehavior, the student may be dismissed from Crossing Heritage Academy.

**Conflict resolution** – We will use the mediation model to resolve any conflicts. If you, as a parent, have ANY problems with a teacher’s requirements, assignments, actions or words; please join us in praying that God will show us His wisdom, and follow this procedure:

1. Ask the teacher: First visit with the teacher in person or by email and express your concerns and listen to his/her reasoning. Copy the appropriate Director on your communication.
2. Talk to a Director: If you and the teacher are unable to agree on a plan of action or strategy to address the issue, then the Director will act as a mediator; and the three parties will talk and pray together for a Godly solution.
3. Implement the strategy, but the door of communication between parties remains open and the solution can be revisited at any time. Sometimes situations change and require a new solution.
4. Additionally, if you have any difficulties communicating satisfactorily with one Teacher, you may contact the Director for assistance in communication and resolution. The Crossing Heritage Academy Director and Staff are committed to clear communication and partnership.

### Extra Helps

**Food Allergies** - If your student has a food allergy, a separate eating area will be available. If the allergy is severe, let the appropriate Director know.

**Label** ANY supplies your students bring to school, including coats, hats, shoes, folders, lunch bags/boxes (for snack), notebooks, binders, pen/pencil cases, calculators, books, or anything else not permanently attached to their person. We will have a lost and found box in the lunchroom, but we would rather return found items to your child.

**Backpacks** - Every student should have a sturdy backpack for transporting books and supplies to/from school. Please label this as well.

**Toys** from home – we ask that you NOT send favorite toys with your child. Such toys are generally not willingly shared and are often disruptive to the teacher’s plans. Please send toys or other items from home only when requested by teachers.

**Hand sanitizer and tissues** – we recommend packing these in each student’s backpack so they can easily keep their hands and faces clean during the day without having to make a trip to the restroom.

**Birthday treats** – You may send individually wrapped birthday treats for your student’s class to eat at lunch time. Please check with your student’s teacher or Director about any severe food allergies; we do at times have students enrolled who have life-threatening allergies to peanuts and other foods.

**Electronics** - Students may NOT use their cell phones, smart watches, ear buds (or other electronic devices) without permission from the Director. If electronic devices are brought to school, they must be stored in the student’s backpack throughout the day. If the device is SEEN OR HEARD by the teacher or any staff person during the day, it will be confiscated until the end of the school day, and it is the responsibility of the parent to retrieve it. Beginning with the second violation, the parent must pay \$20 for the return of the device.

**WiFi** – Crossing Heritage Academy provides student access to our wireless network, as needed for class activities. Crossing Heritage Academy requests that parents install on each student device a content filter that will make the device suitable for use by minors. Additionally, Crossing Heritage Academy expects students to use the wireless network responsibly. If a staff member believes the student is not using the device in a responsible manner, the device will be confiscated and returned to the parent at the end of the day.

**Off-Campus Lunch** - Students are prohibited from leaving campus during the lunch period. However, parents may bring in outside food for their students if desired.

## COMMUNICATION AND ASSIGNMENTS

**School-wide information** is distributed via Gradelink. This is essential communication, and we ask that you read all communication carefully. If you notice a problem with your Gradelink account, notify the Director via email.



**Teachers** are provided with parent emails and will email parents directly as needed with information, or materials students need to bring to class.

**Questions** - Parents are encouraged to email their student's teacher with any questions about assignments or class policies. Email addresses for each teacher are on the class handouts provided at Registration Day.

## Middle School and High School Policies

**Grading:** Grades are provided for assignments, quizzes, tests, and projects that the teachers assign. High School students have the most graded material. Grades are provided as feedback on work submitted in a timely manner. CHA encourages parents to keep a copy of grades to help compile the final graduation transcript.

**Late work:** Late work is not accepted except by prior arrangement by a parent with the individual teacher. Teachers have the discretion of requiring the work be delivered to class, or submission via email by midnight of the due date.

**Electronics:** Students may not use their cell phones, smart watches or tablets during the school day without permission from the Director. If electronic devices are brought to school, they must be stored in the student's backpack throughout the day. If the device is SEEN OR HEARD by the teacher or any staff person during the day, it will be confiscated until the end of the school day, and it is the responsibility of the parent to retrieve it. Beginning with the second violation, the parent must pay \$20 for the return of the device.

**All electronic devices brought by a student to Crossing Heritage Academy that are capable of accessing the internet must be equipped by the parents with a filtering software. This includes smartphones, tablets, and laptops.**

### Late Assignments

If your student is absent from a class due to illness or a family trip and is not able to submit an assignment on time, you may email the teacher and request the option for the student to submit the assignment within the week s/he returns.

## EMERGENCY PROCEDURES

**Fire Drills:** Periodically we conduct emergency fire exit and severe weather drills according to our evacuation plans.

**Contact Info:** Please keep the Crossing Heritage Academy office up to date with contact information for our use in the event of an emergency such as a power outage, water leak, or other condition that requires us to call parents to pick up children from school. Email [kgray.cha@gmail.com](mailto:kgray.cha@gmail.com) with any changes that need to be made.

**Emergencies:** If there is a power outage, severe weather threatening, or other reason that requires us to close Crossing Heritage Academy and dismiss students early, parents will be contacted immediately to pick up their children. Please remain available via your contact phone numbers during school hours. Children will wait with teachers by the front door for pick up. Children will not be released to unauthorized persons without phone confirmation between the Director and the parent.

Early dismissal of school due to inclement weather will cancel all after-school programs including tutorials.

If there is an emergency situation that makes occupying the building hazardous or uncomfortable, each teacher will immediately guide his/her students as a group to a safe area on campus and be responsible for those children until picked up by parents. Parents will be contacted immediately.

**CONTACTS:**

Kim Gray, Director: 817-903-8259