

CrossRoads Christian Academy



A church school ministry of

CrossRoads

Baptist Church

801 State Highway 160

Warrior, AL 35180

(205) 647-3880 - Church Office

(205) 543-0082 - Administrator

School Handbook

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Mission Statement

To glorify God by encouraging and equipping each homeschooling family as they educate and disciple their children by pursuing Scriptural knowledge, biblical understanding, Godly character, and excellence in academics.

Purpose Statement

The purpose of CrossRoads Christian Academy is to bring glory to God by facilitating a Christ-centered education through homeschool ministry.

Enrollment

Enrollment in CRCA is open to all home educating households that are committed to the Lordship of Jesus Christ and are in agreement with our doctrinal statement as well as our procedures, policies and standards. Since CRCA is distinctly a Christian organization, it reserves the right to deny enrollment to a family whose religious beliefs or affiliations differ from the CRCA doctrinal statement or standards of conduct. The primary teacher must also be involved in regular church participation and/or ministry. It is our belief that a person's participation in a church or Christian ministry is an indication of their commitment to spiritual growth and maturity. Families are invited to apply to CRCA, but this does not mean automatic acceptance into the school. Consequently, the school is not obligated to accept all who may apply. Space may also be limited. Early registration is advised.

Application Procedures

Complete and submit the required documentation for review and approval.
Once approval for enrollment has been given, the registration fee of \$25.00 per family is due.
Annual Tuition is \$200.00 per family.

Parental Requirements

Teaching

- Parents are responsible to diligently and consistently teach their children. The parent is responsible for the actual education of the child(ren); CRCA is a support for the parents. Parents are responsible to instruct their child(ren) in the subject areas required by state law but are free to choose the curriculum best suited for their child(ren)'s needs.

Supervision

- CRCA does not accept responsibility for your children. Just as you are to provide appropriate educational opportunities in your home, you must also, provide adequate supervision for your children. The teaching parent must not be employed full-time outside the home. Full-time is understood to be between 8-3 Monday through Friday. If your family circumstances make it necessary that the primary teacher be employed outside the home, you are obligated to inform the CRCA Administrator and make arrangements for your child(ren)'s education.

Record-Keeping

- Parents are to maintain daily attendance records for their child(ren). The school provides an online form on the website to our families for the electronic submission of attendance. CRCA requires a minimum of required attendance of 160 days.
- Parents must maintain a daily lesson plan. The CRCA Administrator will check the plan book of parents during the first year the parent is homeschooling. The plan book should include special programs and activities such as field trips, education TV programming, as well as all work that will be accomplished. In addition to course work, this would also include private dance, music lessons, church activities, volunteer work, etc. It is our recommendation that you retain your plan books for each year for your records.

Website Registration

- Every Family is required to register on our website www.crcacademy.net Grades, Attendance and communication of happenings will be through this site, and it's email availability.

General

- Comply with all school policies and procedures.
- Submit grades for students by July 15th of each year. The school provides an online option to our families for the electronic input and submission of grades. On the private side of our website.
- Each family must remain in good standing by the timely submission of required records and tuition/fee payments. Failure to submit records or payment in a timely manner will result in dismissal from CRCA. Once dismissed from CRCA, your local school board will be notified that you are no longer enrolled in CRCA. No records will be relinquished, nor will diplomas be awarded if there is any outstanding financial obligation.
- The parent must subscribe to the CRCA Statement of Beliefs, have a personal relationship with Jesus Christ, and be an active member of an evangelical Christian church. Enrollment with CRCA requires that your pastor verify, annually, that you are an active member.
- Both parents and students are expected to agree with the policies and procedures outlined in this handbook. Students and parents must abide by the dress and behavior standards at all school events.
- If a family moves to a different school district during their time of enrollment with CRCA, the parents must complete a Church School Enrollment Form and submit it to the new school district office.

Accreditation

CRCA does not seek accreditation. Adherence to state or county criteria would add nothing to CRCA's program. Accreditation usually refers to an evaluation done by an accrediting body to check standards set by a local school system. In this sense, accreditation certifies that a certain amount of floor space is available for school activities, a certain number of books are in the library, etc. Accreditation does not, in itself, guarantee excellence in education, as the current state of public education testifies. If you are concerned about accreditation, however, we urge you to consult with colleges before enrolling your children in CRCA.

Administration

CRCA administration is available to help the parents/educators with all aspects of homeschooling. If you need assistance choosing curriculum, figuring grades, plan books, or any other area please contact school administration. We are here to provide support and encouragement to the families we minister to.

CRCA administration will maintain a permanent record file on each student enrolled. Further, the school will provide Church School Enrollment forms at the time of acceptance into the school. This form is sent to your local school superintendent to prove that your child is enrolled in a school and is not truant.

Parents who choose to take on the responsibility of educating their own children must realize that they are solely responsible for their child's education. The administration is here to help guide you as the teacher, but CRCA and its administration cannot be held accountable for the academic progress of any child.

Students Expelled from Other Schools

The general policy is that we do not enroll students who have been expelled, suspended, attended an "alternative" school due to behavior issues, or forced/given the option to withdraw rather than be expelled. Exceptions can be made if the student has been converted subsequent to the expulsion or suspension, but these cases are to be carefully examined.

Tuition

Registration fee is \$25.00 per family (upon acceptance).

Annual Tuition fee is \$200.00 per family.

Early Re-Enrollment Tuition Fee will be lowered to \$150.00 per Family April 1 – May 15

HSLDA Membership

CRCA highly encourages its members to join the Home School Legal Defense Association (HSLDA), however, membership is not required. HSLDA is an association of attorneys who

defend the homeschooling rights of members nationwide. To find out more about HSLDA, please visit <http://hsllda.org>.

Co-Op

CRCA offers a co-op, S.A.L.T., which is a cooperative effort among homeschool families, facilitated at CRBC under the guidance and supervision of CRCA, its administrator and board of directors. The co-op provides encouragement, accountability and academic enrichment to parents and students. It also provides families with another social connection, and relationships with other families who share the desire to educate their own children.

S.A.L.T. Co-op class sizes are limited due available space. Due to this, registration and acceptance into the co-op is dependent upon several key factors, one of which is the Tiered approach.

Tier I: Current, active members of S.A.L.T. receive priority registration each year.

If space is still available, then registration is open to Tier II:

Tier II: Current members of CrossRoads Christian Academy will be allowed to register.

If space is still available, then registration is open to Tier III:

Tier III: Other homeschool families that meet the eligibility criteria as outlined in the S.A.L.T handbook.

Please refer to the S.A.L.T Handbook for policies and procedures related to the co-op operation.

Dress and Behavior Standards

CRCA requests that each teacher and student maintain Scriptural/Christian standards in courtesy, kindness, honesty, morality, modest attire; strive to be of unquestionable character expected to abide by these standards throughout their enrollment whether at home, at school activities, or elsewhere. Students found to be out of harmony with the Scriptural principles of work and life may be invited to withdraw whenever the general welfare of the reputation of Jesus Christ and/or CRCA is diminished.

Attendance

The State of Alabama has a compulsory attendance law. Children between the ages of seven (7) and sixteen (16) are required by law to attend school regularly for an entire school term.

According to Alabama law, if a student withdraws from school at the age of sixteen (16), the school must notify the Board of Education, which will result in the subsequent loss of the

student’s driver’s license. The law requires that all educational institutions, public and private, as well as tutors, maintain attendance records. In light of these liabilities and CRCA’s commitment to operating a reputable program, the following policies regarding attendance reports have been instituted:

All CRCA families should strive to make their home education program the best possible. In accordance with the Church School Exclusionary Law, our school year has a required attendance of **160 days**. Students who fail to accumulate the minimum required shall have their files and transcripts marked incomplete due to inadequate attendance. Attendance requirements must be completed by **June 30th**. It is the requirement of parents to ensure that their child(ren) will accumulate the minimum number of days prior to **June 30th**. All FINAL GRADES and ATTENDANCE reports must be received ***no later*** than **July 15th**. Families utilizing a year round schedule may begin to accumulate attendance for the next grade level on July 1.

Grading

CRCA provides a website for communication and retrieval of forms. This includes grade submission. Once you enroll with CRCA, we will help you get signed up with a private account. You may use this service to submit grades and attendance. If your child is in high school, you will receive paperwork explaining the requirements for earning credits and graduation requirements. Grades are due no later than July 15th of each year. Parents are expected to submit grades in a timely manner. If you need more time to enter your grades, be sure you let the administration know and they will be happy to work with you on this. Failure to submit grades in a timely manner can result in dismissal. Grading is a requirement to be a member of CRCA and it is taken very seriously. Once you have been accepted into CRCA, go to please register on the website www.crcacademy.net, you will find a link for grades and attendance. You will also find a link to upload any files for the end of the year submission.

Grading Scale

Annual grade submission is required for all students enrolled with CRCA. However, parent teachers with students in grades K-4th may submit numeric grades, per the below grading scale, or provide a reflective grade such as: **S** = Satisfactorily Completed; **P** = Progressing; **U** = Unsatisfactory.

Students in grades five (5) through (12), must submit grades according to the following grading scale:

CrossRoads Christian Academy				
Grade Scale				
Letter Grade	Percentile	Regular	Honors*	Advanced* Placement (AP)
A+	97-100	4.0	4.5	5.0

A	93-96	3.7	4.2	4.7
A-	90-92	3.3	3.8	4.3
B+	87-89	3.0	3.5	4.0
B	83-86	2.7	3.2	3.7
B-	80-82	2.3	2.8	3.3
C+	77-79	2.0	2.5	3.0
C	73-76	1.7	2.2	2.7
C-	70-72	1.3	1.8	2.3
D+	67-69	1.0	1.5	2.0
D	65-66	0.7	1.2	1.7
F	Below 65	0.0	0.0	0.0
* Honor and AP courses have to be approved by administrator.				

Standardized Testing

CRCA does not require that families test their students. We do, however, strongly suggest that you consider testing at least every other year during the students' fourth (4th), sixth (6th), and eighth (8th) grades. CRCA will provide testing services annually; however, the cost of the testing will be the responsibility of the parents. We provide information on how to test your child from home if you choose to do so. Testing your child is helpful for many reasons. First of all, it can give you, the teacher, a good look into what areas your child excels in and also what areas that they might need to work on. Also, testing prepares your child for tests they will need to take later in their educational career.

Violations

When compliance with a school requirement would result in a hardship, it is the responsibility of the family to notify the school of the hardship, prior to a violation, in order to work out a solution or an extension. Such violations include, but are not limited to: late report card submission, delinquent tuition payments, absence from required activities, and overt misconduct. Communication is the key. A telephone call or e-mail to the administration will often suffice. In some cases, the school representative may inform the family that a written appeal is required.

When a violation occurs, notice may be given by phone or mail to advise the family of the violation and to seek resolution. If a family, after receiving a notice, does not respond within a period of fourteen (14) days from the date of the notice, the family shall be assumed to be negligent and will be notified in writing by the school administrator that their child(ren) has been removed from enrollment and the academic files closed. The student's local Board of Education will be notified of the withdrawal from CRCA. Such action terminates all of a family's rights and privileges with the school. All existing records will remain on file until transfer is requested, however, no further records will be accepted until the violation is resolved and records will not be transferred until all fees are paid.

Graduation

A modest fee for graduating seniors may be assessed during the last marking period. Families of graduating seniors can coordinate ceremony/exercises if desired.

High School Graduation Requirements and Electives

It is important to note that when planning a student's schedule over four years, it would be wise to check with colleges which are being considered as to their specific admission requirements concerning high school curriculum. Even colleges within Alabama differ in their policies. This process needs to begin in the eighth (8th) grade. Families of students in grades seven (7) through twelve (12) are strongly encouraged to subscribe to HSLDA's e-newsletter, "Home Schooling Through High School."

CRCA will offer a General Diploma and a College Preparatory Diploma. The requirements for each diploma are listed.

DIPLOMA REQUIREMENTS			
		ACADEMIC DIPLOMA	COLLEGE PREPARATORY DIPLOMA
Discipline	Possible Course Selections	Credits Required	Credits Required
English/Language Arts		4	4
	World Literature		
	Early American Literature		
	Modern American Literature		
	British Literature (With a combination of literature, grammar, and writing incorporated into each course)		
Mathematics		3	4
	Algebra 1		
	Geometry		
	Algebra 2/Trigonometry Math Electives including: Advanced Math Calculus Consumer Math		
Science		3	4
	Physical Science		
	Biology		
	Additional Life and/or Physical Sciences including:		
	<i>Life:</i>		
	" Botany		
	" Earth/Space Science		
	" Environmental Science		
	" Genetics		
	" Geology		
	" Marine Biology		
	" Zoology		
	<i>Physical:</i>		
	" Anatomy/Physiology (AP)		
	" Chemistry, Advanced Chemistry (AP)		
	" Physics, Advanced Physics (AP)		
Social Studies		4	4
	World History/Geography since 1500		
	U.S. History/Geography (beginnings to 1900)		

	U.S. History/Geography (1900 to present)		
	American Government (one semester)		
	Economics (one semester)		
	European History (AP)		
Discipline	Possible Course Selections	Credits Required	Credits Required
Bible	Survey of Old and New Testament (including scripture memorization, biographical studies)	4	4
	Life of Christ (including study of Beatitudes)		
	Heroes Of The Faith		
	Cult identification		
	Wisdom of Life (Ecclesiastes)		
	Biblical Study Methods		
	Personal Study/Family Devotions/Acts of Service		
	Biblical Ethics		
	Evangelism		
	(A combination of different studies may be used to fulfill required credit hours)		
	Physical Education		
Concentrated physical activity fulfilling the time requirements for credit hours			
Health			
Fine Arts	Choir	½	½
	Dance/Ballet		
	Band or concentrated study of musical instrument		
	Music Or Art Appreciation		
	Art		
	Drama		
Computer		½	½
Electives		5	2
Drivers Education			
Auto Mechanics			
Journalism			
Photography			
Work Study			
Shop			
Home Economics			
Foreign Language	(2 years of same language)	0	2

TOTAL	25	26
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- Possible course selections listed are given as a guide and represent requirements from various public and private Alabama schools. This is not an exhaustive list. Please contact administration with questions regarding course selection.
- A credit is granted for the completion of a year of course work in a given subject. A year of course work is roughly 36 weeks totaling roughly 120 - 150 hours. Half credits are granted for courses that are one semester in duration.
- Each college has its' own admission requirements. Contact of any potential college choices to obtain their credit requirements is recommended.

TIMETABLE SUGGESTIONS FOR COLLEGE BOUND STUDENTS

9th Grade

- Begin to form a 4-year plan selecting courses with college &/or university preparation in mind.
- Pursue your interests in extra-curricular activities.
- Begin keeping a record of all school activities, awards, and community service. Consider summer opportunities that can help broaden your horizons-camps, summer academics, travel, work, and community service.

10th Grade

- Register for and take the Preliminary Scholastic Aptitude Test (PSAT), which is given in October.
- Consider taking the PLAN test in November. This test is designed to provide tenth-grade students and parents with information that can be used to plan and prepare for future academic and career success.
- Begin to review financial resources and possible sources for financial aid. Consider an ACT or SAT College Board Preparation Workshop.

11th Grade

- Meet with school administrators to review credit hours. Study college admission requirements.
- Register for and take PSAT/National Merit Scholarship Qualifying Test (NMSQT), which is given in October (if not taken in 10th grade).
- Begin military academy/ROTC applications if applicable. Attend local college/university fairs.
- Register for and take the ACT (for in-state college &/or university interest) or SAT College Board (for out-of-state college &/or university and academic scholarship interest). Research scholarship opportunities (many colleges and universities use December 1st of a student's Senior Year as a deadline for scholarship consideration).
- Write colleges &/or universities requesting application forms, catalogs, and financial information.
- Many schools require letters of recommendation. Notify those people you plan to use as references.

12th Grade

- Re-take, if necessary, entrance tests (ACT, SAT College Board, and Achievement test, if required).
- Apply for need-based state &/or federal financial aid (December).
- All applications and a copy of your High School Transcript should be sent to the colleges &/or universities of your choice by Christmas unless a particular college &/or university states otherwise.
- Pay close attention to deadlines.

******If any CRCA policy, or procedure, found herein, whether stated or implied, is found to be in conflict or violation with a policy, procedure or by-law of CrossRoads Baptist Church, the CRCA policy or procedure shall be deemed invalid, and superseded by the policy, procedure or by-law of CrossRoads Baptist Church.******