

Crossroad Christian School

Handbook 2024/2025

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Tappahannock, VA 22560
(804) 466-4296

Introduction

Welcome to Crossroad Christian School. We appreciate your interest in pursuing a faith-based education for your child. We are pleased to offer Christian education to families in Tappahannock and the surrounding areas. As a mission of Faith Baptist Church, we are grateful for the use of their educational building to house our school.

Mission

Our mission is to partner with families to provide Christ-centered education that builds godly character, deepens faith, and develops each student's unique God given abilities.

Vision Statement

CCS will strive to produce students who recognize their need for a personal relationship with Jesus Christ and accept Him as Savior. Furthermore, we will encourage the development of godly character, leadership skills, and academic excellence.

Meet Our Staff

Director

Jeanelle Tignor is our director. She lives in Tappahannock with her husband and two fur babies. She is a mother to grown children and grandmother to five. Mrs. Tignor has taught school for many years and has experience instructing students from K-12. She is a certified Orton Gillingham reading instructor and will be overseeing the educational progress of all CCS students.

Assistant Director

Laura Germaine is our assistant director and teaches our youngest students. She lives in Tappahannock with her husband, children, and beloved pets. Laura has over 25 years experience in early childhood education and has served as classroom teacher as well as the director of a preschool in Hanover County and assistant director of a child development center in Henrico county. We value the knowledge and expertise that Laura brings to CCS.

Assistant

Mrs. Joyce is a member of Faith Baptist Church who volunteers in our school every week. Mrs. Seal has a background in childcare and a unique understanding of students' academic and spiritual needs. Mrs. Seal works in Learning Center 2 with Mrs. Tignor and is a valued member of our staff.

Assistant

Mrs. Carole Miracle is a member of Faith Baptist Church who volunteers in our school every week. She comes with a background in HR and a cheery demeanor. She assists Mrs. Tignor in Learning Center 2. She helps to hold students accountable for their independent lessons and offers one to one student support as needed.

PreK 4

Pre-K 4 students learn through play and will explore art, music, science, reading, and math activities. They will focus on the following:

Early literacy: Students will begin learning to recognize letters and letter sounds .

Early numeracy: Students learn to count up to ten and down from ten. **Shapes and**

colors: Students learn to name shapes and colors. **Sequencing:** Students learn the order of things, such as first, middle, and last.

Social/ Emotional Development : Sharing: Students learn how to share toys and take turns.

Communication: Students learn how to communicate their feelings. **Social relationships:** Students learn to feel comfortable with their peers.

Physical skills: Motor: Students work on fine and gross motor skills.

Kindergarten - 1st

Students in these grades will continue to develop reading & writing skills as well as foundational math concepts using select curriculum. Reading and spelling are taught using a phonics based approach. Students explore science and history from a biblical worldview.

Each student will be evaluated and prescribed the necessary materials suited for their individual's learning needs. Our primary focus will be to build a solid foundation in literacy and math.

Grades 2 - 7

Beginning in grade 2 or as soon as students are ready to become independent learners, they will begin working in our main learning center. Students will work independently on his/her prescribed academic level. Teachers are available at all times to help facilitate progress. Our curriculum, Accelerated Christian Education (ACE), is individualized and mastery based. ACE teaches goal setting as well as time management skills. A system of checks, balances, and rewards helps keep students on track.

High School

We plan to grow our high school department as the Lord leads.

Dress Code

The intent of our dress code is both to present students with a neat and appropriate appearance, as well as to avoid distractions in the classroom. We believe that the personal appearance of students is important in the development of character, personal responsibility, and self-image. With this in mind, parents and students should select clothing appropriate to both an academic and a Christian atmosphere. Uniforms should be neat and clean with no holes or fraying and following the criteria below. School colors are Navy and Red.

Uniforms

Shirts

Long or short sleeve solid, any color polo shirts
Solid color sweaters, fleece/zip-up jackets, or plain sweatshirts may be worn over polo shirts in cooler weather. No logos other than CCS are permitted.

Bottoms

- **Boys-** Khaki or navy pants. Shorts (permitted August-October)
- **Girls-** Khaki or navy pants. Shorts must be Bermuda length (permitted August-October) skirt, skort, or jumper (skirts, skorts, and jumpers may be worn with tights or short or knee-length socks). Girls may also wear solid color short/long-sleeve polo dresses. Girls must wear biker shorts under skirts and dresses. The length of shorts, skirts, skorts, and dresses cannot be shorter than 4 inches above the knee.

Shoes

- Sneakers (Sneakers are mandatory for safety on the playground. Changing shoes for outdoor play is not an option.)

Hairstyles

Boys

- Hair must be neatly trimmed (above the eyebrows and ears) and must be well-groomed at all times; no trendy or extreme hairstyles
- No designs are to be cut into the hair
- Hair may not be artificially colored in unnatural colors (i.e. pink, purple, blue, green, yellow, orange, or bright red, etc)
- The administration reserves the right to deem a hairstyle unacceptable
- Boys must be clean shaven.
- Boys may not wear makeup or earrings.

Girls

- Hair must be neatly groomed in traditional styles
- No designs are to be cut into the hair
- Hair may not be artificially colored in unnatural colors (i.e. pink, purple, blue, green, yellow, orange, or bright red, etc)
- Make-up is permissible for middle and high school age girls, but should be natural in appearance. No bright lipstick, false eyelashes, or heavy eye makeup allowed at school.

- The administration reserves the right to deem makeup or a hairstyle unacceptable.

Other

- Dangling earrings, excessive jewelry, large belts, or accessories or anything that creates a distraction to school activities or a safety hazard are not allowed.
- Caps/hats may only be worn outdoors.
- No tattoos either real or fake are permitted. Any existing tattoos should be covered.

Our Core Beliefs

The Bible

The Bible is God's Word to all people. It was written by human authors through the inspiration of the Holy Spirit. The Bible is truth without any error and is completely relevant in our daily lives. (Deut. 4:1-2; Is. 40:8; Matt. 22:29; John 5:39; II Peter 1:21)

Salvation

The blood of Jesus Christ, shed on the cross, provides the only way of salvation through the forgiveness of sin. Salvation is a gift from God that cannot be earned through our own efforts. (Ephesians 2:8-9)

The Church

The church is a local community of believers unified through faith in Christ. We are committed to the teachings of Christ, to obeying His commands, and to spreading the gospel. The church works together in love and unity for the express purpose of glorifying Christ. (Eph. 1:22; I Tim. 3:15)

The Trinity

We believe in an eternally existent and triune God who exists as God the Father, the Son, and the Holy Spirit. (1 John 5:7)

The Father

God is all powerful (omnipotent), all knowing (omniscient), and ever present (omnipresent). He is holy and good. He is our Father, loving, compassionate, and faithful. (Proverbs 15:3; Jeremiah 32:17; Titus 1:2)

The Son

Jesus Christ is completely human and completely God. He took on flesh and lived a sinless life so that He could die a substitutionary death. He defeated death in His resurrection so that we can obtain everlasting life. (John 3:16; Romans 1:3; John 1:3)

The Holy Spirit

The Holy Spirit convicts of sin. He is our comforter and teacher and dwells within all believers. (John 14:26; 2 Tim.1:14)

Gender & Marriage

We believe that God created human beings, male and female, in His image. (Genesis 1:27)
We believe marriage is only between one naturally-born man and one naturally-born woman. (Mark 10:6-7)

Student Code of Conduct

Our standard for student conduct is based on these scriptures Luke 10:27; Ephesians 4:32 – to love God above all, to love our neighbors as ourselves, and to be kind and forgiving.

Students at Crossroad Christian School will be expected to reflect that love in their actions and attitudes and should agree to the following:

- I will obey my teachers. Hebrews 13:17
- I will respect others by keeping my hands, feet, and objects to myself. Galatians 5:14
- I will conduct myself with honor and integrity in both spoken and written words. Leviticus 19:11
- I will use wholesome speech that respects the name of God, Exodus 20:7; Ephesians 4:29
- I will abide by the **Student Handbook** uniform guidelines. I Peter 3:3-4

- I will uphold the Biblical view of gender and realize that the gender policies of Crossroad Christian School and those reflected in our teaching and curriculum are based on Biblical truths. Genesis 1:27
- I will use cell phones, technology, and social media appropriately and responsibly. James 3:13
- I will be truthful in my words and actions. Ephesians 4:25

Enrollment Procedures

A student's admission to CCS is based on the family/student interview and requires a signed agreement from parents and students declaring that they will abide by the rules and standards of CCS.

Students must be open to instruction from a Christian perspective.

Parents must feel that enrollment in CCS is best for their child and should have a desire to have their child taught from a Christian perspective.

CCS accepts only those students we anticipate being able to help. We are not equipped to serve physically or mentally challenged students. We may be able to address certain special learning needs such as reading delays, processing problems, or ADHD. We will evaluate students and make decisions on an individual basis.

Parents must be in full agreement with the policies and procedures of CCS. We expect parents to support rules, staff, and administration of CCS. Parents who are not in compliance with the philosophy of the school should seek other options for their child.

Steps to Enrollment

- Schedule a tour and family interview.
- Pick up an enrollment packet.
- Complete enrollment forms.
- Schedule a placement test. (The testing fee is \$30 and is non-refundable.)
- Contact former school to obtain student records.

You will need:

- Copy of student's birth certificate

- Student's social security number
- Physical examination and immunization forms completed and signed.
- Sign the financial and student conduct agreements and pay the required fees. (The \$200 registration is non-refundable unless enrollment is denied.)

RE-ENROLLMENT

Admissions applications are sent home in February.

Requirements: Complete the admissions forms & pay registration fee.

WITHDRAWAL

If it becomes necessary to withdraw your child from CCS, parents must fill out a withdrawal form and settle all financial accounts. Tuition will continue until the withdrawal process is complete. In the case of all withdrawals, tuition will not be prorated. Records/transcripts will be withheld until all financial obligations have been met.

ACCELERATED CHRISTIAN EDUCATION (ACE) CURRICULUM

ACE is a strong, academically sound educational program that CCS utilizes in grades 2 and up. Each subject is made up of 12 PACEs. Three PACEs in each subject should be completed each quarter. Accelerated Christian Education curriculum provides the following benefits:

It is an Individualized Program

Each child is treated as an individual and able to work at his or her level of academic ability.

It is Achievement Oriented

The PACE program teaches students to set goals and also rewards success in academic achievement.

ACE places the tools of academic learning in the hands of the student and an impressive degree of success is possible since learning is tailored to one's ability rather than age.

It is Motivational.

The teacher's role is to ensure maximum learning and to offer incentives for excellent performance. This approach is meant to motivate and challenge students to excel. Goal and progress charts are visual reminders to students and promote self-discipline and success. Adherence to rules and respect for authority are biblical concepts meant to train students in the development of a godly worldview.

ACADEMIC STANDARDS

Students are expected to respond to the motivation and incentives provided in the ACE program. When a student fails to maintain the level of PACE work necessary to complete the requirement for an academic year. (12 PACEs per subject), this will result in homework and

loss of privileges. Students who do not complete the entire curriculum during the school year may be required to attend summer school at an additional cost.

RESPONSIBILITIES AND INCENTIVES

Our program offers incentives to encourage academic progress. All privileges must be earned.

Students who achieve the following will be eligible for Friday rewards:

- Complete daily goals.
- Have been found to be honest when self-scoring their work
- Complete weekly reading assignment
- Memorize scripture passage
- Consistently follow school rules
- Are respectful to teachers and fellow students

Friday rewards will be a treat for all students who earned them that week. Special rewards may include playing board games, completing STEM or art projects, or having extra recess, etc.

PROGRESS REPORTS

Progress reports will be issued after each quarter.

GRADE SCALE

Progress grades are used in K-1.

Progress Grades

P-Proficient (Student has mastered the concept.)

S-Satisfactory (Progress is being made.)

N- Needs Improvement (Student is not showing sufficient progress.)

Grade Point system

A 94-100

B 88-93

C 80-87

79 and lower results in Failure. PACE must be repeated.

After students complete a PACE, he/she will take a PACE test. Teachers will study with students to help them prepare for the test. PACE tests are taken at a testing station and are monitored by a teacher. Any grade below 80% will result in having to repeat the PACE.

There will be a \$5.00 charge for each repeat PACE.

GOAL SETTING

Each day, students will set goals for that day's work. The goals must be reasonable and sufficient. Goal setting must be approved and monitored by the teacher. Completing daily goals allow students to develop a sense of accomplishment. If daily goals are not met, this will result in homework and will affect the student's Friday reward status.

CELL PHONES/SMART WATCHES

Students in middle and high school (grades 6-12) are permitted to bring cellphones to school if deemed necessary. However, they must be turned off and placed in the office during the school day. Students will be responsible for collecting phones at the end of the school day.

Students may not have cellphones with them in the school unless medically necessary. Smart watches may not be worn during the school day.

COMMUNICATION

A good relationship starts with good communication. Two-way communication is the process of sharing information back and forth between two parties. We desire good relationships and two-way communication in order to provide the best possible educational experience for your child. We use the Band app to communicate with our families.

Here are some ways to accomplish this:

1. Attend Parent/Teacher conferences which are scheduled in the fall and spring. Additionally, you may request a conference at any time throughout the year.
2. Keep the school calendar posted in a prominent place and refer to it often. (Calendar is subject to change. Updates will be provided.
3. Check Band for updates.
4. Regularly check your child's take home folders.
5. Attend programs and special events.

During the school day, parents may contact the school at (804) 443-2184, and we will convey any necessary messages to your child.

CAFETERIA

Students will need to bring a nutritious snack and lunch to school each day. We have two microwave ovens that students may use at lunchtime. Please send food that needs to be

rewarmed rather than cooked. Students will be expected to help clean up after themselves at snack and lunchtime and to help maintain clean microwave ovens. Younger students will not be allowed to use the microwaves independently. Ready to eat meals are preferred due to limited staff availability to prepare food.

DROP OFF/PICKUP SCHEDULE

8:10-8:25 Student Arrival

8:30 AM Class begins

2:30- 2:45 Dismissal

WEATHER

In the event of school closings or delays due to inclement weather, you will receive a text message on the Band app. If weather is questionable and you have not received a message, you may contact Mrs. Tignor.

ATTENDANCE POLICIES

Crossroad Christian School operates between 8:30 AM and 2:45 PM Monday through Friday. Students who arrive after 8:35 will be tardy. Students attending CCS are expected to be at school the entire school day. All appointments should be scheduled after 2:30 whenever possible. Absenteeism and tardiness adversely affect the learning process. We expect parents to support the attendance policy of CCS. Frequent absences and tardiness will interfere with student progress.

In order to be counted present a student must be at school at least 3 ½ hours. Whenever a student is absent parents must send a note of explanation to school the next day.

The note should state:

Student's first and last name

Date of absence

Reason for absence

Parent's signature

Any student who misses more than 20 days **unexcused** is subject to failure for the year. The advisory board may recommend that students with excessive absences be withdrawn from CCS. Extenuating circumstances will be presented to the advisory board who will determine whether an exception should be made.

Excused absences or tardiness:

1. Personal illness with a doctor's note or excuse
2. Doctor's appointment that cannot be scheduled outside of school hours
3. Death or serious illness in student's immediate family
4. Extenuating circumstances- (must be approved by the administration)
5. Educational or family trip with prior notice given to the school

CONDUCT AND DISCIPLINE PROCEDURES

Behavior expectations will be clearly explained to students, and parents should discuss these often with their child.

ELEMENTS OF CONDUCT

1. *Students should not complain about school policies or staff members. A negative attitude is contagious, but so is a positive one!*
2. *The following articles are not permitted on school campus: matches, lighters, knives, guns, etc. (possession of such items will likely result in suspension or dismissal from school.*
3. *Students should respect teachers and staff members at all times.*
4. *Students should not touch things that belong to others.*
5. *Students should refrain from any physical contact with one another.*
6. *Students are expected to be attentive during devotions, chapel, and other school activities.*
7. *Students are expected to be kind to one another.*

If your child comes home complaining

Give us the benefit of the doubt.

Realize that his/her reporting is emotionally based and likely does not reflect the entire story.

Remind them that rules are for the benefit of everyone.

Support the administration and call the school to get all of the facts.

DISCIPLINE POLICY

For young students a discipline notice will be sent home if there is a problem with behavior. A parent/teacher conference may be called if a teacher or parent deems it necessary.

DISCIPLINARY ACTIONS

Time out (Typically 5-10 minutes from recess or an activity)

Silent Lunch

Writing a note of explanation or apology for misbehavior

Call to parents

TUITION/FEES

2025/26

Tuition - \$4,500

Crossroad Christian School is a private school and relies on tuition for its operating cost.

Tuition payments are due by the 5th of every month from August to May.

Discounts for multiple children in the same family are as follows:

One child- \$4,500

Second child- \$4,250

For third and fourth children in the same family, please speak with our director, so we can discuss how to make this financially possible for you.

Payment arrangements are as follows:

- Ten monthly payments beginning in August and going through May. (divide the tuition/curriculum fees by ten)
- Payable in two payments one in August the other in January. (divide tuition/curriculum fee by two)
- Payable in one payment made in August.

FINANCIAL INFORMATION

We recognize that enrollment in CCS reflects the value you have placed on your child's education. We promise to work faithfully to help him or her succeed and to develop their God given abilities. Keeping accounts up to date will enable our school to meet its financial obligations.

No report cards, or any records will be released until all financial accounts are paid.

Payments are expected to be made on time. Payments received after the 5th of the month are late unless prior arrangements have been made in advance. A late charge of \$25.00 will be added to your account if payments are not received by the 15th.

There is a \$30.00 fee for all returned checks. If your check does not clear, then we will request that future payments be made by cash or money order.

All accounts must be current from month to month. Failure to meet financial obligations may result in your child's dismissal from Crossroad Christian Academy.

OTHER FEES

REGISTRATION /REENROLLMENT \$200

STANDARDIZED TESTING

There will be a \$50 testing fee for the IOWA achievement test when administered. This will be billed separately in the spring of the year we test.

PLACEMENT TESTING

Initial Placement Test fee is \$30 and is non-refundable. This is only for new enrollments. Kindergarten students do not take a placement test prior to enrollment.

LOST or REPEAT PACE FEE

If a student damages or loses a PACE (student workbook), a replacement will cost \$5. Any failed PACEs must be repeated and will incur a \$5 charge per repeated PACE.