Cross Street Academy (CSA) Family Handbook 2022-2023

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1. **WHO WE ARE**

   1. **MISSION**

      Our mission is to provide a quality Christian education that is accessible and affordable.

      CSA pursues this by providing a college preparatory education, taught from a biblical worldview by highly accomplished educators. We partner with parents to train students to be independent thinkers who seek truth, grow as leaders, and impact their community and culture for Christ.

   2. **VISION**

      Our vision is to educate students by establishing a non-denominational, Biblically-based secondary school that is recognized for its world-class Christian worldview, college-preparatory education.

   3. **PURPOSE**

      CSA exists for the purpose of providing an exceptional education rooted in a biblical worldview.

   4. **STATEMENT OF FAITH**

      We are Bible based and non-denominational:

      1. We believe in one God who eternally exists in three Persons: Father, Son, and Holy Spirit.
      2. We believe the Bible to be the inspired, infallible, authoritative Word of God.
      3. We believe that man was created in God's image, but is separated from God by sin.
      4. We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ, that He is the only begotten Son of God.

5. We believe Jesus died on the cross to pay for our sins, was buried, and rose from the dead.

6. We believe that we are redeemed by grace through faith in Jesus's atoning death on the cross and that whoever believes in Him shall not perish, but have eternal life.

7. We believe salvation is not by good works but is by the grace of God through faith in Jesus Christ alone.

8. We believe Jesus ascended into heaven and will return again.

9. We believe that the gift of eternal life is available to all, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.

5. **OUR PILLARS**

CHRIST FIRST
STUDENT FOCUS
ACADEMIC EXCELLENCE

6. **STUDENT LEARNING OUTCOMES (SLOS)**

CHRIST FIRST:
* Explore the gospel and character of Jesus Christ.
* Discover their meaning, value and purpose in Christ.
* Study the Bible and memorize Scripture at their levels.
* Grow in biblical worldview discernment.
* Experience God's love through a joyful, vibrant biblical education.
* Demonstrate their love for Jesus through service, worship, and communication of their faith.

STUDENT FOCUS:
* Pursue their unique passions in order to impact the world for Christ.
* Exhibit a high degree of persistence, resourcefulness, and resilience.
* Learn from success and failure.
* Work independently and collaboratively with others, exhibiting patience, kindness, self-control and respect.

* Anticipate changes and apply knowledge, skills, and creativity to real-world situations.

ACADEMIC EXCELLENCE:
* Read well, write well, speak well and think well as measured by the standards for each subject and grade level.
* Solve problems, research, analyze, interpret, and evaluate information.
* Determine legitimacy of sources through critical analysis.
* Discover how God's truth permeates all subject areas and articulate a Biblical worldview.
* Progress towards higher levels of education and ultimately be academically prepared for the colleges or vocations of their choice.

2. **ENROLLMENT**

    a.   Application Process

Cross Street Academy's application process is designed to help families fully understand the school's educational philosophy, mission, and expectations to help the families determine if CSA is a good fit for the student and family. Only when these goals have been met can both the school and the families identify CSA as a good fit for a student's successful educational experience.

Step 1: Request More Information
Should you desire more information than is available on our school's website, please [Request More Information](#) and our Head of School will contact you via email or by phone call. You may also contact us by phone at (475) 477-0101.

Step 2: Create Gradelinks Account
If you are interested in completing an enrollment application, please [create an account](#) with Gradelink.

Step 3: Complete an Application | Submit Documentation | Submit Application Fee
Complete, review, and submit an online application through Gradelink by providing student and family information, selecting your preferred payment option, uploading required documentation, and submitting a one-time, non-refundable application fee ($25).

Step 4: Preview Live Classes (Optional)

Upon completion of your application, you can request to experience a day at CSA by viewing recorded classes in Math, English, History, Science and Bible.

Step 5: Interview

Upon completion of the application, the Head of School will contact each potential family to review parental and student expectations as a CSA family, the curriculum, required technology, the format of classes, teaching from a Biblical worldview, and evaluate if CSA would be a good fit for the student and family.

Step 6: Acceptance to CSA

If the Head of School and family come to an agreement that CSA is a good fit for the student, the Head of School will accept the student and family to CSA and finalize the enrollment process. Final admissions decisions are made after the entire application process is complete.

Tuition Schedule

6-8th Grade:	$229/mo for 10 months	or	$2,000 one time
9-10th Grade:	$269/mo for 10 months	or	$2,300 one time

Additional Information Regarding Enrollment

As a 100% online school, CSA is unable to provide quality educational experiences for students with certain learning disabilities. Careful consideration is given to each applicant to ensure CSA's program design is a good match for the applicant's needs.

Cross Street Academy requests (but optional) that each applicant complete an English and Math placement test to ensure they are enrolled in the correct course-level program. Opportunities are available for students to advance to an accelerated course if a student meets the following requirements:

● Entering 6th graders - Placement English and Math scores of 60 or higher on the 5th grade Placement Test
● 8th graders - Placement Math Score of 60 or higher on the Math 800 Placement Test

Non-Discrimination Policy

Cross Street Academy admits students of any race, color, national 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 or ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic and other school administered programs. Final admissions decisions are made after the entire application process is complete.

b. Placement tests
- Cross Street Academy offers placement tests in Math and English through the Ignitia online program
- These tests are generally administered during the month of August after payment has been received and prior to the start of live classes. It is not a requirement for a student to take a placement test, but it is recommended and helpful for Cross Street Academy's teachers as they prepare for the upcoming school year.

c. Withdrawal
- If a parent/guardian decides to withdraw a child from the academy, they must request that in an email to info@crossstreetacademy.com . The deadline to withdraw a student for a full refund, minus a $125 administration fee, is two weeks (14 days) after the first day of school.

d. Orientation
- All students and parents should watch the orientation video on CSA's website located on the resources page to become more familiar with how to operate Ignitia and access the recorded class videos.
https://www.crossstreetacademy.com/resources
- All students and parents are required to read the Family Handbook which can be found on the resources page of CSA's website.
https://www.crossstreetacademy.com/resources
- The first day of school will be a virtual town hall for everyone to meet the teachers and prepare for classes the next day.

e. Standardized tests
- CSA provides full-enrollment students with annual assessments in the spring. The Stanford 10 Online test is utilized.
- Part-time students can partake in the test as well, but at an additional fee.

3. SCHOOL STRUCTURE

a. Overview – Cross Street Academy is an online academy offering live classes and an online curriculum. Each school day will consist of live classes in the subjects of Math, English, History, Science, Spanish and Bible. The classes and curriculum are

accessed through the Ignitia online platform. Each student will receive a login to the Cross Street Academy Ignitia platform which can be found by clicking on the Login link at the top of CSA's website: https://www.crossstreetacademy.com/.

b. Live classes and extra help sessions – Each live class is scheduled for 40 minutes per school day and each teacher will have a one hour live extra help session each week. The exact day and time for the extra help session will be provided by the teacher on the first day of live classes.

c. OPERATING HOURS:

Office: Monday - Friday: 8:00 AM - 4:30 PM Eastern
Phone number: 475-477-0101
Email: Info@CrossStreetAcademy.com
Class Schedule: all times Eastern

First Class*   10:15 AM - 10:55 AM
Second Class   11:05 AM - 11:45 AM
Third Class   11:55 AM - 12:35 PM
Lunch/Snack Break 12:35 PM - 1:05 PM
Fourth Class   1:05 PM - 1:45 PM
Fifth Class   1:55 PM - 2:35 PM

Extra Help sessions 3:00 - 4:00 PM Mon - Thurs.

*high school has six classes and their First Class is 9:30 AM - 10:10 AM

d. Ignitia – Each student receives a login which will enable them to access all of the links to their live Zoom classes and courses. The assignments, projects, quizzes and tests will all be found and completed within the online portal. There are no additional textbooks needed. Due dates for lessons and projects along with quiz and test dates can all be found in the teacher updated Homework Spreadsheet.

e. Zoom – All of the live classes and the extra help sessions are streamed using the Zoom platform. Parents/guardians are responsible for downloading the Zoom app. Live classes will be recorded to be available for on-demand viewing that will be accessible via the online platform.

f. Recorded class videos – All class videos will be uploaded within 48 hours of the live class (barring unforeseen circumstances). Students can access them on the

Message section on the homepage after they log in to Ignitia. The recorded videos are sorted by teacher and grade for easy access.

g. Teachers – Each teacher is required to have at least a Bachelor's degree from an accredited university/college. They must also affirm Cross Street Academy's statement of faith.

h. System Requirements and Technical support -
Internet Bandwidth:
- A stable internet connection is needed to access daily course content.
- A minimum bandwidth, no lower than 600kbps (up/down) is a must.
- 1.5 Mbps (up/down) or higher is suggested for better view quality.
- Also note for families with multiple students enrolled speeds between 12-25 Mbps is recommended for multiple internet users in a single household.

Ignitia:
- Supported Browsers: Google Chrome version 64 or higher Firefox version 57 or higher Microsoft Internet Explorer version 11 (For users of Internet Explorer on Windows 8, Ignitia must be operated in the Desktop version of Internet Explorer.) Safari version 9 or higher.
- For technical support questions for Ignitia: Monday – Friday 7:30 am to 9:30 pm EST and Sat and Sunday 9:00 am to 5:00 pm EST. Call 800-735-4193 (Option 1). Note this is only for hardware, network and internet connection challenges. For coursework questions, please reach out to your teacher through the messaging system in Ignitia.

Zoom:
https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux
- Ensure your technology works correctly before class begins.
- Computers should be charged or plugged in ready for a full day of learning.
- Make sure you have a webcam that allows video on during the classes
- Make sure your environment has plenty of light and minimal distractions.
- Check that your mic is working properly.
- Be aware that sensitive microphones will pick up the sounds of pencil tapping, paper shuffling, sound from a nearby televisions etc.
- Students should not share Zoom class links to anyone outside of the CSA community.

4. ACADEMIC POLICIES AND PROCEDURES

a. Grading – Each course will be graded as a combination of scores on lessons, projects, quizzes and tests. Most of the grading is done automatically through Ignitia with the remaining being graded by the teachers and input into Ignitia. Weighting will be determined by the teacher but will be in these ranges.

Lessons – 20 – 30%
Projects – 10 – 30%
Quizzes – 20 - 40%
Tests - 20 – 40%

Grading Scale:
97-100% - A+
93-96% - A
90-92% - A-
87-89% - B+
83-86% - B
80-82% - B-
77-79% - C+
73-76% - C
70-72% - C-
67-69% - D+
63-66% - D
60-62% - D-
Below 60 - F

b. Structure of work and quiz/test attempts - Each course is broken up into units. There are approximately 10 units per yearlong course. Students have the flexibility of when to complete the assignments within a unit, however all assignments must be completed by the end of each unit. The deadline for each unit is set by the teacher. Any work not completed by the deadline will result in a score of zero for those assignments.

For lessons, students are allowed two attempts to complete the assignments. The grade for the lesson will be the grade assigned on the second attempt. Because questions are marked after the first attempt, a student should only redo the questions marked as incorrect, as the correctly answered questions will remain the same. Therefore assuming only incorrect questions are redone, the grade for the second attempt should be equal or greater than the first.

For projects, quizzes and tests, students are only allowed one attempt. Once a quiz or test is started it must be completed so students should make sure they are prepared before starting.   If a technical difficulty issue arises during a quiz or test please notify the teacher to allow for completion once the issue is resolved.

c. Report Cards - A student's grades are updated continuously in CSA's online platform so both the student and parent/guardian can track real time the progress of grades. At the conclusion of each semester, Cross Street Academy will email a report card to the parent/guardian of each student with a written portion about each child that accompanies his/her grades.

d. High School Requirements

CSA's Required Graduation Credits

22 credits minimum*

English	4
Math	4
History	3
Science	3
Bible	2
Foreign Language	2
Fine/Practical Art	1
Physical Education	1
Health	0.5
Electives	1.5
Total	**22**

*Credit earned in any course requires a final semester grade of 60 or greater.

Earning credit and passing classes

A student must receive a D- or above to pass a class. If a student receives a D+ through a D-, the student will receive high school credit and may be placed in the next level. However, it should be noted that many colleges do not recognize any grade below a C- for admissions purposes in any class. In some cases (Math and Spanish classes, specifically), a student with a grade below a C- will need to remediate the course at parent expense to demonstrate proficiency in the skills required for success at the next level.

Graduation Requirement

Students that meet Cross Street Academy's graduation requirements and fulfill their state's graduation requirements will receive a diploma. It is the parent's responsibility to research the requirements of their state and ensure they are met. Each college/university is unique in what they are looking for, so we recommend contacting ones you are interested in to determine what, if any, additional admission requirements exist.

e. Middle School Attendance - Although attendance in the live classes is not required, it is highly encouraged. Online work has assigned due dates and must be completed. If a parent knows their child will fall behind because they are planning to be offline for a period of a week or more for travel or other reasons, it is the parent's responsibility to let the teachers know.

High School Attendance - For high school classes, attendance will be taken and if a student has three absences during a unit, the student must attend an extra help session with the teacher of the class before they can take the unit test. This is to ensure students understand the material prior to taking their unit test. Additionally, mid-term and final exams must be taken under the supervision of the teacher.

f. Teacher Absence - If a teacher is going to be absent, attempts to have a substitute will be made. If finding a substitute is not possible, the teacher will message the students in Ignitia letting them know that the class for that day will be independent work in Ignitia to complete assignments and the teacher will post the video of what was supposed to be the lesson for that day as soon as practicable.

g. Parent/Guardian responsibility –

-A parent/guardian is responsible to provide a computer or laptop with reliable internet connection for their child. This is essential for live learning. The child must have access to the Zoom application, a webcam and an internet browser compatible with Ignitia (a list can be found above in the system requirements tab).

-A parent/guardian is responsible to oversee their child's progress on all online work. This includes making sure due dates for assignments are being met and overseeing quiz and test completion to make sure academic integrity is maintained. Parents should not aid students when they are taking quizzes and tests. Parents are also responsible to help with any technical issues, communication with staff members when issues arise and overseeing any behavioral issues.

-A parent/guardian is solely responsible for the physical safety of their child while participating in the CSA program as classes are taken remotely.

- A parent/guardian is responsible to determine if Cross Street Academy's services meet the standards of any applicable state's laws or regulations regarding homeschooling and education. It is also each parent's responsibility to fulfill any requirements of any applicable state in order to comply with each parent's local state laws, regulations and state board of education regarding homeschooling.

- A parent/guardian who has a question or concern about their child's class should email the teacher directly. Here is a link to our teachers and their email addresses. https://www.crossstreetacademy.com/bios. Any disputes or behavioral issues should be emailed to the teacher and the Head of School.

h. Non-discriminatory policy – Cross Street Academy admits students of any race, color, and national or 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, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and other school-administered programs.

i. School Calendar: Cross Street Calendar (squarespace.com)

5. STUDENT RESPONSIBILITY

a. It is the student's responsibility to keep up with their work and communication with teachers. Students are responsible to keep up with their lessons, projects, quizzes and tests. If a student needs to communicate with a teacher outside of the live class setting or extra help session, they are asked to please use the messaging system within the Ignitia portal.   Teachers will respond to students directly through that system and all communication is archived.

b. Behavior – Students are responsible to act respectfully to their teachers and other students. During the live Zoom sessions, students must wear modest clothing. A shirt and pants, skirt or shorts are required. Pajamas are not permitted. Failure to comply with this can result in the video of the student being turned off.

 Students must have their Zoom screen name match their actual name with no additional wording. This allows for teachers to identify the students in their class clearly. Students are placed in the Zoom meeting "waiting room" for each class and let in by their teacher.   Students must have their webcam on during class. And students are never to share the Zoom class links or video recording links outside of the CSA community.

d. Honor Code – All work should be the student's, completed without cheating, plagiarizing or outside help, unless permitted by the teacher.

e. Copyright – All materials including videos, online work etc. are under copyright protection. It is prohibited to share or copy any link to live classes, recorded class videos, or materials of any kind from the online program.

6.   DISCIPLINE FOR INFRACTIONS:

a.   Honor Code:
i. 1st Violation - For a lesson, the student will have the opportunity to redo the lesson for a new grade. For a quiz, project or test, a grade of zero will be assigned.

ii. 2nd Violation - For a lesson, project, quiz or test a grade of zero will be assigned and the student will be placed on notice for potential withdrawal from the program.

iii. 3rd Violation – For a lesson, project, quiz or test a grade of zero will be assigned and determination will be made by the Head of School for withdrawal from the program.

b. Copyright Violations - Any copyright violation will result in a required meeting of administration with the parent/guardian of the child and depending on the severity could result in expulsion from the program.

c. Behavior - Any behavioral issues during the live classes will result in a required meeting of the teacher with the parent/guardian of the child. Consistent issues could result in removal from the program.