



# Crossway Academy

## Parent Handbook

9111 Monroe Rd. Suite 100

Charlotte, NC 28270

Est. 2011

# 2022-2023

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# **Crossway Academy Mission Statement**

Crossway Academy (est. 2011) specifically meets the academic and social needs of children in a therapeutic day-school setting who are experiencing difficulty in the traditional, special education or home school setting. Crossway Academy provides a comprehensive school environment that includes specialized curriculum and group occupational therapy, physical therapy, feeding and speech and language therapy.

The team at Crossway Academy believes in customizing a curriculum and a treatment plan that is unique to the child and family's culture and desires to meet developmental milestones that are the child and family's goals during the journey to independence. Working together to bridge the gaps on the journey, Crossway Academy staff strives to bridge the gaps for each child while on the journey to independence by obtaining the tools for a solid foundation toward the goals on the journey.

<http://www.crosswayacademy.com/>

## **School Hours**

Elementary Students: School begins at 8:30 every morning. Drop off begins at 8:20. Students that arrive later than 8:45 should report to the front office for check-in. School ends at 2:00. Students that remain in the school past 2:20 will be brought to the after school care.

Middle School Students: School begins at 8:30 every morning. Drop off begins at 8:20. Students that arrive later than 8:45 should report to the front office for check-in. School ends at 2:30. Students that remain in the school past 2:50 will be brought to the after school care.



## Academics

Crossway Academy follows the North Carolina Standard Course of Study and Common Core State Standards modified for the special needs of each child.

**Language Arts and Literacy-** This year we will be using the Wilson Reading, Units of study of phonics, and Handwriting without tears. These programs are designed for beginning and struggling readers in order to develop new skills as well as master approaching skills. Language Arts and Literacy class focuses on basic reading, writing and linguistic and communication skills. Periods of reading, writing, syntax, and vocabulary are all major focal points of this class. Through these exercises, children are expected to develop reading and writing skills that meet the needs of each student. Teachers will assess the students and choose the appropriate program for each child.

**Mathematics-** Math class will cover the five basic strands in Elementary and Middle School Mathematics: Number Sense and Numeration, Measurement, Geometry & Spatial Sense, Patterning & Algebra, and Data Management and Probability. Classes will have access to touch math to supplement the five basic strands of math.

**Science-** Science class provides the opportunity for all children to be engaged and solve problems which require these skills. Science skills and processes give students real situations to apply what they have learned in reading, writing, and mathematics.

**Social Studies-** Social studies class introduces important concepts and generalizations from history, geography, and other social sciences through an integrated study of children and their families, homes, schools, neighborhoods, and communities.

**Health-** Health class teaches about physical, mental, emotional and social health. It motivates students to improve and maintain their health, prevent disease, and reduce risky behaviors. Health education curricula and instruction help students learn skills they will use to make healthy choices throughout their lifetime.

**Physical Education-** Physical Education class is designed to practice and develop skills in activities that will help students maintain fitness throughout their life. Students will understand the benefits that regular exercise can provide for a person's mental, physical, and social health.

**Middle School “I Can Work”-** This curriculum serves to introduce and educate young adults with special needs and who are interested in working in their community. This program is geared toward middle school and high school students. In addition to the “I Can Work” program, the middle school will be putting vocational skills into practice. They will engage in vocational projects that will continue to reinforce acquired skills and knowledge. These projects will also integrate academic, functional and social skills.

**Social Emotional Learning and Self Regulation Skills-** This year, we will be using Zones of Regulation. With the Zones the students will learn self regulation skills and will learn what tolls best help them manage their emotions.

## Therapy

Upon your child joining our school, they will be screened for Speech, occupational and physical therapy through a formal evaluation. If our therapy team feels your child needs additional 1-1 therapy you will be contacted by the therapist. The next step is to fill out the parent intake form, which can be provided by the office. A digital copy is also available on our website under the therapy section. This is a separate service cost than Crossway Academy.

- **Occupational Therapy Group**

Throughout the day various skills will be addressed, such as: executive functioning, motor planning, fine motor skills, sensory processing, life skills, and social/emotional skills. In collaboration with the teachers and staff, brain breaks, sensory breaks and adaptations to the environment will be provided. Occupational therapy services are geared towards all learning styles including: verbal, tactile and visual instruction, as well as modeling for expected behaviors. Through these

daily interactions, students will develop, promote and maintain skills required for functional participation in their daily lives; in turn encouraging success not only in the school environment, but at home and in the community as well.

- **Physical Therapy Group**

At Crossway Academy, students will receive group physical therapy sessions through soccer shots. Lesson plans will be structured to address and improve students' motor planning, strength, balance, flexibility, and endurance. They will also work together to improve their understanding of concepts for opposing teams, team collaboration, and strategy within the team sports units. Students will be given hands-on assistance as needed to complete the expected lessons. Every student will be expected to participate in the lesson for the week, and teachers will carry over the skills during recess time.

- **Speech Therapy Group**

At Crossway Academy, students will receive group speech therapy sessions from Michelle Pentz, MSP, CCC-SLP one time per week. In group speech therapy at Crossway, we work to further develop your child's receptive, expressive, and social language skills. Each student will participate in group speech therapy sessions for thirty minutes a week. Activities and games will target a variety of language skills, including sequencing, following directions, answering questions, problem solving, describing, vocabulary, grammar, and much more! Activities will be designed to engage each student in a fun, educational, and relevant manner.

## **Specials**

Specials are a fun and important part of Crossway Academy. The Allegro Foundation will be providing movement therapy once per week. Movement Therapy is offered through Allegro Movement. Allegro's basic philosophy emphasizes the total learning process by combining cognitive and muscle memories together to stimulate sequential and conceptual learning, problem-solving skills and communication, while also building motor skills/physical coordination, and eliciting strong emotional and physiological changes in the body. We are excited to welcome AIA Charlotte Architectures to crossway academy this year. Students will be working on building and planning skills as they navigate projects and tasks with the architects.

## Field Trips

This year, we are happy to have the return of field trips! During these field trips, we will ask for parent volunteers to join and drive. If your child elopes or needs intensive support in public areas, parents/guardians will be required to attend the field trip. This is to ensure the safety of the child. If a parent or guardian is unable to attend, we may ask for that child to stay home. We will do our best to provide accommodations.

- **Elementary Field Trips-** Elementary field trips will include outside educational locations that allow our staff to expand upon our curriculum in a productive and fun way. Field trips will be at our school site or an outside location, at least once a month.
- **Middle School Field Trips-** A large part of Crossway Middle School is our community-based education. This program will teach your child how to perform community living skills from utilizing public transportation to using a bank. We will also be interviewing many professionals around the Charlotte area to learn more about future career choices and to receive on-site training in different fields. Training occurs in the community and the classroom. Classroom instruction focuses on teaching students how to use adaptive aids to enhance community participation as well as preparation, reflection, and written assessments related to their career choices. This program is primarily conducted in the community, so your child will need to carry a wallet or purse daily. Your child will be issued a crossway ID badge to wear when out in the community. This wallet should have a place for an ID card and, if possible, a zipper for change. As always, we appreciate your input about what kinds of community training skills we should stress in your child's education. Thank you very much for supporting this program.

## Grading

Students will be graded on developmentally appropriate academics, achievement, effort, and work habits. Grades will reflect progress made on a daily basis. Elementary students will receive E, G, S, I, and N grading and middle school students will receive A, B, C, D, and F grades.

## **Grading Scale**

E: excellent	A: 100%-90%
G: good	B: 89%-80%
S: satisfactory	C: 79%-70%
I: improving	D: 69%-60%
N: needs improvement	F: 59%-50%

## **Homework**

Assigned homework will be project based to include educational development along with social and emotional progress. Homework will be assigned based on each teacher and therapist goals and expectations for the students. Homework given will be based on the discretion of the teacher.

## **Report Cards**

Report cards will be sent home on:

**November 28, 2022**

**March 20, 2023**

**June 2, 2023**

Testing results from the end of year testing will be emailed upon receipt.

## **Parent Teacher Conferences**

Parent teacher conferences will occur once a year on November 28, 2022. During these conferences parents will meet with teachers, therapists, and the head of school (upon request) to review the student's academic, social, emotional, and behavioral development. Parents are encouraged to bring in any questions that they may have regarding their student at this time.

# Attendance

## Absences

Students are expected to attend school every day. An attendance record will be kept throughout the year. If an absence occurs, please send a note explaining the reason.

## Tardies

It is pivotal to each child's education and the classroom environment that each child arrives on time. Drop off begins at 8:20 and the doors will be closed at 8:45. If you plan to arrive late please call the office at 704-846-3911 to let them know and your child will have to be dropped off at the front office. Please keep in mind this not only disrupts class but your child will also be missing out on instructional time. Excessive tardies will be addressed with parents on a needed basis.

## Early Release

Please schedule as many doctor or other appointments during after school hours. If you need to pick your child up early, please send a note or notify your child's teacher.

## School Hours

The hours for lower grade students are Monday-Friday, 8:20 AM -2:00 PM and 8:20 AM-2:30 PM for middle school students. **Please make an effort to have your child at school on time.** It is disruptive to the child and to the class when someone is late. Students arriving at school past 8:45 AM will need to enter through the front lobby and will be counted tardy.

## Drop Off and Pick Up Procedures

The doors for school will be open at 8:20 AM. We ask that the parents not come into the school during drop off or pick up times. Staff will unload one student at a time from the car rider line. This ensures the safety of all students and drivers. Crossways car rider line is behind the building, please form a line there for pick up and drop off. Unless your child is staying after school for therapy, tutoring, or after school care, please pick up promptly beginning at 2:00 PM for elementary or 2:30 PM for middle. **Students who are not picked up by 2:15 PM (elementary) and/or 2:45 PM (middle school), will be placed in aftercare. Parents will be charged for the day, unless you've contacted the head of school or school staff.**

## **After School Care**

Crossway Academy is pleased to offer before and after school care. The before and after school program will be hosted by our teachers and teachers assistants and is available to Crossway Academy students. Students in the program can be picked up as late as 5:00 pm for after school care. With an interdisciplinary approach to after school programming, children will receive individualized attention and work in a small group setting. Focus will be on socialization and listening skills, homework assistance, body awareness, and FUN! Please speak with the head of schools at least two days in advance to ensure your child has a spot available. **After care is only running Monday through Thursday till 5:00pm. If students are picked up after 5:00 PM a late fee will be applied. The late fee is \$1.00 per minute till they are picked up. If you plan to be late/ running late, please inform the after care staff or the head of school.**

**The cost of the Academy After School Club is as follows:**

- **After School Care \$140 per week**
- **Single Day After School Care \$35**

## **Student Expectations**

### **Conduct and Expectations**

On the first day of school, the students and teachers will write rules and expectations for the class. It is important that the students take part in the process of creating boundaries and expectations. Zones of regulation will be used across the school. Weekly communication logs will be sent home daily to communicate behavior and expectations.

### **Student Dress Code**

Uniforms for students will be shirts with Crossway Academy logo, jumpers with the logo, khaki or navy shorts, skorts or pants. On Fridays, students may wear Crossway Academy t-shirts and shorts, skorts, jeans or pants. Closed toe shoes should be worn every day. Uniform orders should be placed at Landsend.com.

The link for Crossway Academy uniforms is:

<https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900153859>

Or you can look the school up by school number **900153859**.

## **Parent Support Organization**

Lead Parent Ambassadors: **Laura Martin**

Crossway Academy cannot be successful without the dedication of not only the Crossway Staff, but the commitment of its parents. Volunteering in your child's school helps you meet other parents, get to know the staff, and create an all-inclusive approach to educating your child. We ask you to become part of the Crossway Family. Information and sign ups will be at the open house.

Each family is required to volunteer 15 hours of their time to our school. These hours can be met in a number of ways; field trips, book fair, room parent, assisting the teacher with classroom events and more!

- Community partnerships committee: We need a team who can support networking to build relationships with local businesses who may want to partner with us.
- Playground committee: We need a committee leader and quite a few parents to be on this committee long term as we do research, planning, fundraising, and development of this large project that will bring us our dream playground.
- Parent Ambassador Committee: Parents on this committee will help with tours, open houses, and parent inquiries to provide first hand information about you and your child's experiences here at Crossway Academy.

## **Health and Safety Issues**

### **COVID-19 Response**

It is of our utmost concern to keep our staff, students, and families safe. Due to this, new health and safety protocols will be in place for the 2022-2023 school year. These include, but are not limited to:

- Temperature checks before entering the school for students
- Masks for all staff
- Masks for students at the parent's discretion
- Sanitizing of student's hands upon entry
- Frequent appropriate handwashing
- Minimal student contact- separate specials, social distancing within building, one class using bathroom at a time
- Daily cleaning and disinfecting schedule by staff
- Quarantine for any student/staff that has been exposed to or has a positive test

See supplemental COVID-19 mitigation guidelines administered by the NC Department of Education.

## **Medication**

- **Over the Counter Medications:** The parent/guardian must complete a medical form and OTC permission slip in order for a student to receive any OTC medications. All OTC medications must be in the original packaging.
- **Prescription Medications:** All prescription medications must be brought to school by the parent/guardian in the original packaging with proper labeling and an authorization form completed. Epi pens and inhalers will be permitted in the school in a locked container. The prescription authorization form must be completed prior to the school administering medication.

## **When to Stay Home (non COVID-19)**

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is a guideline to make the decision.

1. If you or someone in your home has been diagnosed with COVID-19 your child must stay home for two weeks and follow CDC guidelines
2. If you or your child have confirmed or suspected COVID-19 and **have symptoms**, you can end home isolation when:

It's been at least 24 hours with no fever without using fever-reducing medication  
**AND**

Your symptoms have improved, **AND**

At least 10 days since symptoms first appeared.

If you test positive for COVID-19, but **have not had any symptoms**, you can end home isolation when:

At least 10 days have passed since the date of your first positive COVID-19 test,  
**AND** You have had no subsequent illness.

3. If a student has a fever of 99.3 degrees or more, the student should stay home for a minimum of 3 days unmedicated and fever free
4. If a student has vomited or had diarrhea the student should stay home for 24 hours **after** the episode.
5. If a student has any rash that may be disease related or the cause is unknown, check with the pediatrician before sending the students to school.
6. If a student's eyes are red with watery or pus drainage, check with your pediatrician to rule out Pink Eye before sending the student to school.

## **Emergencies and/or Illnesses**

If your child becomes ill or injured at school, you will be notified immediately. The teacher or head of school will call the parents whenever the student has one of the following

- a fever over 99.3 degrees
- vomiting
- significant pain
- repetitive complaints
- unusual or concerning symptoms

**Please ensure that the school always has current phone information to contact you in the event of an emergency.** If the parents are unable to be reached, the person listed under emergency contacts will be called.

## **Lunch**

Students will need to pack a snack, lunch, and water bottle every day. Please pack the snack in a separate and labeled bag. Lunches should be packed in a lunch box so they remain cool until lunchtime. Please limit the items that need to be warmed up to one per day and to **under one minute of warming time due to time constraints**. Keep

in mind this is also the teachers time to eat lunch and to minimize items that need attention or that your child cannot open by themselves. We will be working on eating new foods at school, so please let us know if you need us to assist your child or if your child has any allergies.

**Due to severe allergies, Crossway Pediatric Therapy and Academy are Nut Free zones. Please do not bring any nut products into the building. We also have lots of kiddos with allergies to eggs, corn, red dye and are Gluten free and dairy free. Please do not offer foods to children that are not your children for their safety.**

## **Communications**

### **Daily Communication Log**

Students will bring home a daily folder. This folder will contain homework (at teacher's discretion), artwork, and completed class papers. Each teacher will send out a monthly newsletter, covering themes, events and academics for the upcoming month. Please make sure you take the time to go through your child's work with them every day.

### **Remind App**

Administrators and teachers will be using the remind app to send quick notifications, photos and reminders straight to your phone. You can download the app to message teachers directly.

### **Email**

Teachers and the head of school are available for communication via email. Please allow 24 hours for teachers to respond as they will be checking email after school hours.

**We are asking parents to use the Remind app or email to communicate with your child's teacher.**

## **School Closings and Delays**

In the event of inclement weather, we will announce school closings or delays by 7:00 a.m. Information will be sent through email and will be sent to your phone directly through the Remind App.

## **Birthday Celebrations**

Birthdays are important to children. Under normal circumstances we would celebrate each child's birthday with a birthday treat brought in by the parents. Until further notice no outside food will be allowed. Those with a summer birthday may choose a day to celebrate. To prevent hurt feelings, all birthday party invitations are to be handed out outside of school unless everyone in the class is invited.

## **Visitors**

Outside visitors will be limited to only those who are pivotal to our student's education until further notice. All visitors or volunteers must be given a health screening and must wear a mask. Please sign in at the front office and receive a badge. The door to the academy will remain locked from 8:45 a.m. to 2:00 p.m. each day.

### Lost and Found

A lost and found bin will be located in the locker room. If your child is missing an item please check this area. Labeling sweatshirts, jackets, and coats are requested.

## **Questions/Concerns**

Parent/guardian questions and concerns will be heard. Parents are urged to discuss problems with the child's classroom teacher or therapist **first**. If satisfactory results are not obtained, parents should then proceed to contact the head of school Bethany Quintana at [bethany@crosswayacademy.com](mailto:bethany@crosswayacademy.com) or [headofschool@crosswayacademy.com](mailto:headofschool@crosswayacademy.com).

Terla Crossway Parents can contact Fummi Iroko-Wilson at [Funmi@crosswayacademy.com](mailto:Funmi@crosswayacademy.com) or [headofschool@crosswayacademy.com](mailto:headofschool@crosswayacademy.com)

## **Parent Forms**

The following forms will be provided at open house and need to be turned in by the first day of school:

- Handbook Agreement Form
- Waiver and release
- Field trip release and volunteer form

- Emergency contact form
- Medical release form
- Consent for social media
- Parent Committee Sign Up
- Medication authorization form (as needed)
- RBT consent
- Contract for volunteer hours
- After School Club Application

\*All updated immunization records must be on file by the first day of school for all students (some exemption apply). Our immunization policy states that all students must be current on vaccines prior to the first day of school.



## **Handbook Acknowledgement**

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher.

Thank you,  
Bethany Quintana, Head of School (Crossway)  
Fumni Iroko-Wilson (Telra/Crossway)

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_