

CROSSROADS CHRISTIAN SCHOOL



STUDENT HANDBOOK 2009-2010

UPDATED NOVEMBER 2009

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Section 1: Introduction

1.1: A Letter from the Headmaster:

Dear Students and Parents,

Welcome to Crossroads Christian School. Crossroads Christian School takes the education of your child to heart. It is our desire that each child be nurtured and admonished in the Lord. We understand that the Lord has established the family to instruct and that we are your representation of authority during the hours your child is at school.

It is with great excitement and anticipation that we welcome you into the school family. It is our hope that this parent/student handbook will serve as a practical tool for you to use in understanding school policies. In addition, this handbook will communicate the spirit and identity of CCS, as well as highlight the requirements and expectations for student life.

Please take time to read it and become familiar with its contents. We hope it will answer all your questions. If not, we welcome your call to our administrative offices for further inquiry.

It is with joy that we serve your family through Kingdom Education.

Listen, my son, to your father's instruction and do not forsake your mother's teaching. -- Proverbs 1:8.

For His Glory,

Jeanae Wheeler
Headmaster

Crossroads Christian School
PO Box 249
Henderson, NC 27536
(252) 431-1333

1.2: Mission Objectives

Romans 12:2

And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good, and acceptable and perfect will of God."

Luke 2:52

And Jesus increased in wisdom and stature, and in favor with God and men.

1.3: Mission Statement

Crossroads Christian School partners with parents to develop the whole child by providing a challenging academic environment in which to prepare men and women to serve Christ and their community from a biblical worldview.

1.4: Vision Statement

Students from Crossroads Christian School will be prepared to serve Christ and their community from a biblical worldview.

1.5: Philosophy of Education

The philosophy of education at Crossroads Christian School is to partner with parents to educate students in the essentials of culture and its arts and sciences, giving special emphasis to the Christian faith and the ethics revealed in the Bible. Our goals are to:

- prepare students to impact and serve Christ and their society through the proper teaching of all disciplines, academic and spiritual (II Tim. 3:16-17; II Peter 3:18; II Peter 1:5-9; I Peter 1:13; II Tim. 2:15; Luke 2:52; Matt. 28:19-20);
- teach and affirm the divine inspiration of the entire Bible (II Tim 3:16-17; II Peter 1:19-21);
- teach of the creation of man and his environment by direct act of God (Gen. 1:1; Gen. 1:26,27, 31; Jer.1:5; John 1:1-3; Ps.139:13-16; Ps. 19:1-6);
- teach of the vicarious atonement for the sins of all peoples by the shedding of Jesus Christ's blood on the cross (Romans 10:9; Rom. 3:23-25; Hebrews 13:12; Hebrews 9:22-28; I Peter 3:18; John 3:16; I John 1:7); and the resurrection of His body from the tomb (I Cor. 15:3-4; I Peter 3:18; II Cor. 5:15; Hebrews 9:22-28);
- and teach of God's power to save mankind from sin through the new birth of regeneration of the Holy Spirit and the gift of eternal life by the grace of God (John 14:6; I John 2:2; Eph. 2:8-9; Rom. 5:8-10; John 3:16-17; Titus 3:5; Rom.6:22-23; II Cor. 5:17).

Through implementation of these goals, we seek to prepare students to serve Christ and their community from a biblical worldview.

1.6: Core Values

We believe that in all efforts, at all levels, and in all activities, these core values must be the foundation of our mission. We must do the following:

- partner with parents;
- develop the whole child for academic and spiritual excellence;
- teach and encourage a life-long love of learning;
- emphasize academic excellence in culture and its arts and sciences;
- encourage and model spiritual excellence in the Christian faith and biblical ethics;
- prepare students for a life that impacts and serves Christ and their community from a biblical worldview.

1.7: Learning Outcomes

CCS seeks to produce graduates with a Christian worldview who:

- Understand and commit to a personal relationship with Jesus Christ.
- Are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
- Know, understand, and apply God's Word in daily life.
- Personally respond to carrying out the Great Commission (Mark 16:15) locally and around the world in a culturally sensitive manner.
- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Have the skills to question, solve problems, and make wise decisions.
- Understand the worth of every human being as created in the image of God.
- Are actively involved in a church community, serving God and others.
- Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- Respect, and relate appropriately with integrity to the people with whom they work, play, and live.

1.8: Working with the Home

In promoting Christ-centered family values, Crossroads Christian School will endeavor to support and strengthen the family by sharing, when the opportunity arises, the plan of salvation with unsaved family members and by promoting spiritual growth within the family by encouraging consistent involvement in the local church. Crossroads Christian School encourages parents to realize their responsibility for the spiritual, moral, and social education of their children.

1.9: Students with Special Needs

It is the desire of the Board of Directors of Crossroads Christian School to assist in the education of every child who desires to attend our school. In many situations we will be able to mainstream students with specific diagnosed learning disabilities. Depending on the specific need and the training and experience of the classroom teacher, we will consider admitting one or two students per class who can work successfully in a mainstream classroom with special assistance.

1.10: Expected Student Outcomes

As students successfully complete their academic experience at Crossroads Christian School, we expect them to also be aware of the life-long nature of their relationship with Christ, their growth in Christ, and the importance of being equipped to serve Christ for life.

1.11: Doctrinal Statements

- We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
- We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11 and Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

1.12: Leadership

Crossroads Christian School is an independent, non-denominational, community school.

1.13: Governance

Crossroads Christian School is governed by a Board of Directors consisting of local professionals. Daily operations of the school are governed by the headmaster.

1.14: Accreditation

Crossroads Christian School is currently seeking accreditation from the Association of Christian Schools International (ACSI).

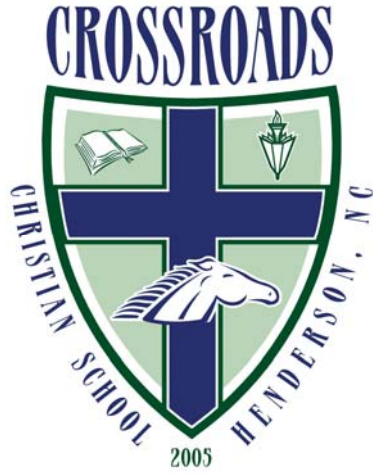
1.15: School Colors

Navy Blue, Hunter Green, and White

1.16: School Mascot

Crossroads Christian Colts

1.17: School Logo



Section 2: ADMISSIONS

2.1: Admissions Philosophy

Crossroads Christian School is open to anyone interested in receiving a Christian education, from Pre-Kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by CCS policies. It is to be understood that attendance at CCS is a privilege and not a right. This privilege is forfeited by any student or parent who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must agree to apply themselves honestly and wholeheartedly to "study to show [themselves] approved unto God" (2 Timothy 2:15). They also agree to be courteous and respectful to their peers, staff, faculty, and CCS property.

2.2: Non-Discrimination Policy

Crossroads Christian School 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 of 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 and loan programs, and athletic and other school-administered programs. The Non-Discrimination Policy of Crossroads Christian School also includes the hiring of faculty and administrative staff. CCS makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11).

2.3: Admissions Procedures

The requirements and procedures for admission to Crossroads Christian School are as follows.

1. Schedule an interview by calling our office at 252-431-1333.
2. Submit the following items to the office of CCS at least a week before the interview:
 - A completed New Student Application for the current year (available on school website)
 - A copy of the student's most recent report card
 - A copy of the student's most recent End of Grade or standardized test scores
 - The following completed forms (available on school website):
 - Pastor Reference Form
 - Student Medical Form
 - Teacher Recommendation Form
 - Records Transfer Request Form
 - Non-refundable registration fee (\$250)
 - **Required for 6th - 12th grade students only:* A short paragraph stating why the student would like to attend Crossroads Christian School.
3. Attend the 30-minute interview (approximate time). Parents and child must be present for the interview. In the case of multiple children, all children must be present for an interview. The registration fee per child is required at the time of the interview and is non-refundable upon acceptance to CCS.
4. Receive a letter of acceptance status from the administrative offices.

Applications and admissions forms are available online at www.ccscolts.org or at the school office during office hours Monday - Friday, 8:00 a.m. – 4:00 p.m.

2.3.a: Multiple Children Discount

We offer a multiple children discount of 50% off the tuition for the youngest children of families who have three or more children enrolled. For example, a family of five children would pay full tuition for the two oldest children and receive 50% off tuition for the next three children. Please note that this discount does not apply to teachers or staff.

2.3.b: Financial Matters

Tuition & Fees

- Pre-K fees are \$3,800.00 (\$3,000 tuition, \$250 enrollment, \$250 book fee, \$300 resource fee)
- Kindergarten fees are \$4,800.00 (\$4,000 tuition, \$250 enrollment, \$250 book fee, \$300 resource fee)
- 1st-12th grade fees are \$5,800.00 (\$5,000 tuition, \$250 enrollment, \$250 book fee, \$300 resource fee)

For 2009-10, you may include the \$300 resource fee in your FACTS payment plan or pay it by August 1. The enrollment/re-enrollment fee of \$250 is due upon enrollment and the \$250 book fee is due on or before July 1.

FACTS drafts are made on the 5th and 20th of each month. If a tuition account goes NSF (not-sufficient funds), the bookkeeper sends a letter stating that the payment may be made in full in the office or the payment will be re-drafted in the next billing cycle. If payment is not received by this time, the Headmaster sends a second letter stating that if payment is not paid in full within 30 days the student will be temporarily suspended. No records, grades, or transcripts are released until the account balance has been paid in full.

Stewardship

Financial stewardship regarding expenses related to Crossroads is expected. All unpaid balances should be settled in a timely manner. Any accounts 15 days past due will result in a student's temporary suspension until the accounts are current.

CCS will charge a \$35 fee for any NSF (Non-Sufficient Funds) payments made to the school or through FACTS.

2.4: *Withdrawal Procedures*

Students are considered enrolled for the entire school year. Therefore, budgets and teacher contracts are set accordingly. Early withdrawals create an opening CCS may not be able to fill. Students withdrawing prior to the first day of school will forfeit all fees paid. Students are not considered withdrawn until a Student Withdrawal Form has been received by the Enrollment Coordinator. Any tuition paid prior to school starting shall be refunded in its entirety. After the first day of the school, families withdrawing students will be responsible for the current month plus two additional months' tuition for each student in attendance. Students withdrawing from CCS must have all tuition, fees, and fines paid in full prior to report cards, permanent records, transcripts, etc. being distributed or transferred. School-related materials (textbooks, workbooks, etc.) must be returned to the homeroom teacher. *Records are not transferable to other schools for accounts that have past-due balances.*

Section 3: EXPECTATIONS OF CCS STUDENTS

3.1 Academics

3.1.a: K-12

Students must demonstrate an appropriate degree of success in the classroom to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area mentioned below.

3.1.b: Probation and Dismissal

In some cases, a nine-week probationary status may be established and will permit the student and the school to assess the success of the student's placement at Crossroads Christian School. This initial probation does not prohibit participation in extracurricular activities.

Academic or behavioral probation is subject to teacher and/or administrative review. Students who are subject to probation will be evaluated at mid-quarter and at the end of the quarter. After one quarter on probation, student participation may be limited regarding extracurricular activities, including athletics. Once coursework or behavior returns to an acceptable level, the student may request that administration review re-admittance to extracurricular activities.

Students who remain on probation for one full semester (two nine weeks grading periods) will be reviewed by administration and may be subject to dismissal.

The following are guidelines for the consideration of academic probation:

D average (76 or lower) in two core classes*

D average in English

One D and one F, with one of those grades being a core class*

*Core classes: Bible, History, English, Math and Science

Students who fail English for the current scholastic year are subject to retention.

3.1.c: Report Cards

Report cards are issued at the end of each quarter. Parents should follow their student's progress through RenWeb daily and may request a conference with a teacher by contacting him/her through appropriate means (email/telephone).

Upon the failure to pay outstanding tuition and fees, report cards will be withheld and RenWeb access will be denied.

Conferences (Pre-K thru 5th)

Conferences will be conducted at the end of the first and third quarters.

Conferences (6th-12th)

Conferences for upper school are available upon request by parents or teachers.

Withholding Report Cards – End of Year Cleanup

Students are expected to take all personal property home for the summer. Failure to complete proper cleanup and checkout will lead to blocked RenWeb access, additional fees, and withholding of report cards and permanent records.

- Return all books to subject teachers.
- Return library books.
- Clean out locker (\$25 minimum fine).
- Return sports uniforms (replacement cost).
- Pay outstanding balances (tuition, lunch, library, etc.).

Any personal property left after the last day of school will become property of CCS.

3.1.d: Conduct Scale

CCS believes that citizenship, or conduct, is of primary importance. The following scale is used to assess student conduct (labeled "Citizenship" on report cards).

- E: Excellent
- S: Satisfactory
- N: Needs Improvement

3.1.e: Academic Scale

Pre-Kindergarten

Students in Pre-Kindergarten receive report cards every nine weeks. Academic progress is assessed using the following scale:

- E: Excellent
- S: Satisfactory
- I: Improving
- N: Needs Improvement
- U: Unsatisfactory
- NA: Not applicable

Kindergarten - Twelfth

The academic performance of students in grades K-12 is assessed using the following scale (RenWeb rounds up at the .5 mark.):

- A: 92.5-100
- B: 84.5-92.4
- C: 76.5-84.4
- D: 69.5-76.4
- F: 69.4 and below

Placement for the next grade level for grades Pre-K through 2nd will be based not only on grades, but also on teacher recommendations and appropriate child development.

3.1.f: Graduation Requirements

Graduation requirements at CCS are designed to ensure that a student will meet the minimum college entrance requirements at most universities (including all 16 universities in the UNC system). Students should check with the Admissions staff of their intended colleges for specific requirements.

The chart on the following pages is an outline of the current graduation requirements, with the suggested grade level for each course. Students transferring from other schools may find themselves following a different order of classes.

NOTE: Students who are transferring from other learning environments will not be penalized for courses that were not offered. In some situations, students may be required to obtain credit from independent study, dual enrollment at a college, or summer courses from an approved institution.

State of North Carolina Graduation Requirements: College/University Prep Track

Subject Area	CCS Class	Grade	Course Notes
English 4 units	<input type="checkbox"/> English I	9	Introduction to Literature
	<input type="checkbox"/> English II	10	World Literature
	<input type="checkbox"/> English III	11	American Literature
	<input type="checkbox"/> English IV	12	British Literature
Foreign Language 2 units (same language)	<input type="checkbox"/> Spanish I	9	These classes can be taken in other grade levels; 9 th and 10 th are the suggested grades for the language requirements at CCS.
	<input type="checkbox"/> Other _____		
	<input type="checkbox"/> Spanish II	10	
	<input type="checkbox"/> Other _____		
Mathematics 4 units Minimum college entrance requirements for the UNC college system (NCSU, ASU, UNC, ECU, etc.): <ul style="list-style-type: none"> ▪ Algebra I ▪ Algebra II ▪ Geometry ▪ One unit beyond Algebra II 	<input type="checkbox"/> Algebra I	9	May be taken 8 th grade to allow student to move into a higher track.
	<input type="checkbox"/> Geometry	10	
	<input type="checkbox"/> Algebra II	11	
	<input type="checkbox"/> Adv. Functions & Modeling	12	<p>Advanced Functions and Modeling provides a wide breadth of math for business, educational, mathematical, & science degrees.</p> <p>Pre-Calculus & Calculus are useful for most</p> <ul style="list-style-type: none"> - Engineering programs - Higher level business programs - Medical programs <p>Consumer Math is practical, life skills math. It is not a required course for college admission & is not always available in the yearly schedule.</p> <p>At the end of each school year, the Math Dept. teachers meet to determine the next year's math classes to be offered.</p>
	<input type="checkbox"/> (Honors) Pre-Calculus		
	<input type="checkbox"/> (Honors) Calculus		
	<input type="checkbox"/> Calculus		
<input type="checkbox"/> Consumer Math			
Science 3 units <ul style="list-style-type: none"> ▪ A physical science ▪ Biology ▪ Earth Science 	<input type="checkbox"/> Physical Science	9	CCS requires students to have a science for each year they attend. Students who transfer from other schools without this requirement will not be penalized for courses omitted.
	<input type="checkbox"/> Biology	10	
	<input type="checkbox"/> Chemistry	11	

State of NC Requirements, continued

Subject Area	CCS Class	Grade	Course Notes
Social Studies 3 units <ul style="list-style-type: none"> ▪ Government & Economics ▪ U.S. History ▪ World Studies 	<input type="checkbox"/> American Government	9	See below for additional CCS requirement.
	<input type="checkbox"/> Honors American Government		
	<input type="checkbox"/> World History	10	
	<input type="checkbox"/> U.S. History	11	
Health & PE 1 unit	<input type="checkbox"/> PE	9	Usually taken in 9 th grade, but may be taken in other grades. Participation in 2 high school sports = 1 unit of PE (Will show as Pass/Fail on transcript).
Electives 3 units	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Any grade	

Crossroads Christian School – Additional Requirements for Graduation

Subject Area	CCS Class	Grade	Course Notes
Bible 4 units	<input type="checkbox"/> Old Testament/ New Testament Survey	9	Students who transfer in from other schools with no Bible requirements will not be penalized for courses omitted.
	<input type="checkbox"/> Bible Doctrine	10	
	<input type="checkbox"/> Comparative Religions	11	
	<input type="checkbox"/> Apologetics	12	
Computer 1 unit	<input type="checkbox"/> Computer Applications	9	Usually taken in 9th grade; may be taken in later grades.
Communications 2 units	<input type="checkbox"/> Public Speaking <input type="checkbox"/> Writing & Debate	11 or 12	<i>Exception:</i> Seniors who dual enroll both fall and spring semesters may waive the 12 th grade communications requirement.
Science 1 unit in addition to state requirements	<input type="checkbox"/> Honors Physics <input type="checkbox"/> Environmental Science <input type="checkbox"/> Honors Science Lab	12	At least one science must include lab work. Note: Honors Physics, Environmental Science, and Honors Science Lab may not be available every year; may rotate from year to year.
Social Studies 1 unit in addition to state requirements	<input type="checkbox"/> Modern U.S. History/Economics	12	CCS requires students to have a history for each year they attend. Students who transfer in from other schools without this requirement will not be penalized for courses omitted. <i>Exception:</i> Seniors who dual enroll both fall and spring semesters may waive the history requirement.
Total Units Required to Graduate from CCS: 29			

Leaving School Early: Dual Enrollment Only

2009-10: Schedule permitting, **seniors** who have met graduation requirements may leave school early if they are dual enrolled at a higher institution. The academic counselor and headmaster must approve the request to dual enroll. If dual enrolled, students must complete their courses and submit a transcript of their courses for both fall and spring semesters to meet our graduation requirements. If a student is dual enrolled for the fall semester, he/she is expected to be dual enrolled in the spring semester. Students are responsible for obtaining an official transcript from the college of the courses they take for their cumulative records.

3.1.g: Course Assignments

Course selections are assigned by the administration based upon graduation requirements; however, in certain cases, courses may be requested by students based on academic preference (i.e., Honors courses). Students can make appointments with the Academic Guidance Counselor to discuss college and career plans.

3.1.h: Schedule Changes (“Drop/Add”)

A course not required for graduation may be dropped without penalty, if dropped by the end of the second week of the first quarter of the course with approval from the Academic Guidance Counselor. The counselor has the CCS Drop/Add Form, which requires signatures from teachers, parents, and the counselor. Students are required to be in a class for each period of the day.

3.1.i: Test Limits

Students will not have more than: 1) two tests, 2) three quizzes, or 3) one test and two quizzes on any given day. Pop quizzes are excluded from this limit.

3.1.j: Incomplete/Late Work

Late work is unacceptable. If students have an unavoidable absence, classroom policy is to be followed.

3.1.k: Make-up Work

- Students who are absent the day an assignment is due must turn the assignment in on the day of their return.
- Students who are absent the day a project/presentation/writing assignment, etc. is due must turn in the assignment on the original due date (via email or drop-off by parent, another student, etc.). It is the student’s responsibility to verify that the teacher received the assignment on the due date.
- Students who miss the day an assignment is given will have the number of days missed plus an additional day to turn in all work.
- Students who miss school the day a previously announced assessment (in-class test, quiz, etc.) is given are required to make up the assignment on the day of their return.

****Students who are absent without a proper excuse forfeit the right to make up any work missed during the unexcused absence. See list of unexcused absences in Section 5 (5.2.b).**

3.1.l: Exams

High school students will be required to take exams at the end of the 2nd and 4th quarters. Exemption from exams is possible with the following:

- 2nd and 4th Quarter: The student has maintained an A (93 or higher) average for both quarters and has no more than a total of eight* (8) absences combined for both quarters.
- 4th Quarter: The student is a senior. (Exception: *Seniors are not exempt if the exam is deemed necessary to pass a class for the year.*)

***Attendance** - Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken to compensate for the loss of classroom experience. Students are allowed **ten** absences per semester. Absences in excess of **ten** per semester will result in appropriate administrative action, including the decision to pass or fail.

Section 4: AWARDS AND RECOGNITION

CCS offers the following awards for qualified students.

4.1 Academic Awards

A Honor Roll (Each Grade): Awarded to the students that have maintained A's in all classes.

A/B Honor Roll (Each Grade): Awarded to students who have all B's and at least one A in all classes.

Departmental Awards (Upper School): Based on the highest average for each grade-level subject.

NOTE: To be eligible for either honor roll, students must maintain a Citizenship grade of E (Excellent) or S (Satisfactory) for each class.

4.1.a: Elementary Awards

- **Philippians Award** (Philippians 2:3,4): Awarded to students who have considered others more important than themselves by exhibiting excellent attendance and punctuality.
- **Faithfulness Award** (I Corinthians 10:31): Awarded to students who show a willingness to do their best in every assignment.
- **Galatians Award** (Mark 10:45): Awarded to one boy and one girl from each class who exemplify love, patience, kindness, goodness, faithfulness, gentleness, and self-control in their interaction with peers and teachers.

4.1.b: Middle School Awards

- **Philippians Award** (Philippians 2:3, 4): Awarded to students who have considered others more important than themselves by exhibiting excellent attendance and punctuality.
- **Faithfulness Award** (I Corinthians 10:31): Awarded to the students who show a willingness to do their best in every assignment.
- **David Award** (I Samuel 13:14): Given in recognition of students who seek to do that which pleases God.
- **Jonathan Award** (I Samuel 20:42): Given to students who exemplify genuine friendship and concern towards classmates.
- **Pioneer Award** (Numbers 13:23ff): Given to students who exemplify perseverance and diligence towards assigned tasks.

4.1.c: High School Awards

- **Philippians Award** (Philippians 2:3,4): Awarded to students who have considered others more important than themselves by exhibiting excellent attendance and punctuality.
- **Faithfulness Award** (I Corinthians 10:31): Awarded to students who show a willingness to do their best in every assignment.
- **Timothy Award** (1 Timothy 4:12): Awarded to students who show a steady increase in Christian character and work ethic.
- **Daniel Award** (Senior only): Presented to the male student who exemplifies bold faith and an increase in wisdom, stature, and favor amongst his peers and teachers.
- **Leadership Award**: Presented to the senior who has exemplified positive participation and leadership in student activities and functions.
- **Wisdom Award** (Proverbs): Awarded to the senior who has been wise and diligent in all his or her endeavors.
- **Ruth (female) and Paul (male)**: Awarded to the student who has endured and overcome special hardships while exhibiting a positive, Christ-like attitude (Not necessarily an annual award).
- **Luke Award** (Luke 2:52; Seniors Only): Awarded for the following qualities -
 1. *Academics*: Maintaining 3.00 or better.
 2. *Physical*: Participating in a school activity (sports or other).
 3. *Spiritual*: Exhibiting the fruits of the spirit in all areas of life, church involvement and leadership, and outreach in the community.
 4. *Citizenship*: Exemplifying personal responsibility, consideration of others, adaptability, determination, and discretion.

Section 5: STUDENT ACTIVITIES

Student success in school is closely related to the student's involvement in school activities. Seeking to optimize student success and desiring that each child be developed in a way that utilizes individual talents, CCS provides the following opportunities:

5.1 *Community Service*

Community service, like other outside-school activities, plays a role in the college admissions process because the type and length of involvement gives a window into the personality and interests of the applicant. Most colleges like to see long-term involvement in just a few activities, with leadership roles in at least one of them (www.quintcareers.com). Students involved in community service should get approval from the Academic Guidance Counselor so that the service can be documented in the student's record.

5.2 *Student Council*

The Student Council is a student-led organization that provides input into school-wide decisions. It operates as a student government and is made up of students elected from the middle and high school classes (minimum age of 12).

5.3 *National Beta Club (Junior & Senior Divisions)*

The National Beta Club recognizes academic achievement, promotes character, develops leadership skills, encourages service involvement, and provides technological advantages to students in grades 6-12. Junior Beta Club includes grades 6-8; Senior Beta Club includes grades 9-12. New members are inducted each spring semester, based on academic status after the first two quarters.

5.4 *Music*

- Chorus (vocal only) will be offered pending student interest.
- Band and instrumental music will be offered pending student interest.

5.5 *Drama*

Drama is offered as an elective on the upper school level.

5.6 *Athletics*

The philosophy of interscholastic athletics at Crossroads Christian School is to train student-athletes in the essentials of Christ-likeness as related to athletic competition, with special emphasis on developing a humble spirit, a positive attitude, and a fit body, all of which reveal and glorify Christ within us. It is the desire of CCS to offer the following sports on a middle/high school level. The availability of a sport is contingent upon student interest and qualified coaching availability.

Ladies: Volleyball, basketball, softball, soccer, cheerleading

Men: Soccer, basketball, baseball

Future possibilities include tennis, golf, track, and cross-country.

For students to participate in extracurricular activities, they must be academically eligible and in some cases go through a tryout process. Details of each area are outlined below.

5.6.a: Eligibility

Academic:

Passing grade in each class; acceptable behavioral record

The Athletic Director will check grades periodically. Students and parents should check RenWeb regularly to stay aware of their grades and demerit status.

Grade-level eligibility:

6th-8th – Middle School**

9th-12th – High School

Attendance:

To participate in after-school activities (sports practices or games, fine arts activities, etc.), a student must be at school by 11:00 a.m. and must be counted present for at least four (4) class periods. The only exception to this rule is a documented, well-care physician's visit.

**In special situations, middle school students may be pulled up to the high school level. This is dependent upon the availability of a slot. Middle school students will not be given preference over high school students with varsity sports.

5.6.b: Tryouts

Tryouts are determined by the coach of the specific activity being considered. Expectations for student conduct are maintained.

Every athlete will need a current physical form on file. Physicals are only valid for one year. No athlete may play in a game without a current physical form on file.

Please see the Athletic Handbook (available on school website) for athletic fees and other more detailed information concerning our athletic program.

Section 6: ATTENDANCE ISSUES

6.1 Attendance

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken to compensate for the loss of classroom experience. Students are allowed **ten** absences (**excused and unexcused**) per semester. Absences in excess of **ten** per semester will result in appropriate administrative action, including the decision to pass or fail.

NOTE:

- In lower school (grades PreK-5), students must be at school for four (4) hours to be counted present for the day.
- In upper school (grades 6-12), absences are incurred by class. A student must be present at least 30 minutes of the class period to be counted present for that class. Parents can track absences per class through RenWeb.

Students will fail a class in which the absences exceed 20 per year (21 or more).

Reminder: Students who are absent the day a project/presentation/writing assignment, etc. is due must turn in the assignment on the original due date (via email or drop-off by parent, another student, etc.). It is the student's responsibility to verify that the teacher received the assignment on the due date. This rule applies to all grades in lower and upper school.

To participate in after-school activities (sports practices or games, fine arts activities, etc.), a student must be at school by 11:00 a.m. and must be counted present for at least four (4) class periods. The only exception to this rule is a documented, well-care physician's visit.

Schoolwide: Any extenuating circumstances may be reviewed by administration.

6.1.a: Tardies

Students are required to be on time for their classes. Tardies to school disrupt and distract the children as teachers try to begin their classes. A student is counted tardy if he or she is late for any class or not seated and ready for class when the second bell rings. Excessive tardies affect eligibility for activities. Five (5) unexcused tardies (morning or anytime during the day) are considered one unexcused absence.

Late Morning Arrival Consequences

After the 5th Unexcused Tardy (after 8:00 a.m.):

Each student who is late will be charged \$1.00 per unexcused tardy to be paid by the driver before the student will be allowed to proceed to class. Drivers for non-driving students will need to sign the student in at the Front Office.

6.1.b: Excused Tardies

- Medical/Dental appointments with a note from the doctor
- Traffic-related issues en route (unless habitual)
- Parent illness (unless habitual)

All excused tardies require a note from parent or guardian.

For all other instances, an unexcused tardy will be issued until parents can meet with the headmaster to appeal the decision. Parents have one week to schedule this appointment. After one week, the unexcused tardy will remain in place.

Examples of unexcused tardies include, but are not limited to, the following:

- Oversleeping
- Late game the night before
- Sick in the morning (If a student is too sick to get to school on time, he/she is too sick to be at school.)
- Running errands
- Fueling vehicles
- Alarm clock failure
- All non-medical appointments (hair, tanning, nails, etc.)
- Studying for tests
- Completing schoolwork

6.1.c: Protocol for Late Arrival

Parents and students should report to the Attendance Office and obtain a tardy slip for the students if they arrive after 8:00 a.m. for first period.

After the 5th unexcused tardy: Each student who is late will be charged \$1.00 per unexcused tardy to be paid by the driver before the student will be allowed to proceed to class. Drivers for non-driving students will need to sign the student in at the Front Office.

6.2 Absences

6.2.a: Excused Absences (to be approved by Attendance Office)

- Illness
- Injury
- Death in the family
- Medical or dental appointment
- Pre-approved family reasons
- Half day for driver's license/permit
- Business trip (if both parents involved)
- Personal/family emergencies
- Special situations (church trip, civic organization, Scouts)
- College/University tours or special orientations (Campus Tour Form from CCS required)

Reminder: Students are limited to **ten** absences (**excused and unexcused**) per semester. Absences in excess of **ten** per semester will result in appropriate administrative action, including the decision to pass or fail. NOTE: This number of absences is determined by the state of North Carolina.

Reminder: Students who are absent the day a project/presentation/writing assignment, etc. is due must turn in the assignment on the original due date (via email or drop-off by parent, another student, etc.). It is the student's responsibility to verify that the teacher received the assignment on the due date. This rule applies to all grades in lower and upper school.

6.2.b: Unexcused Absences

Non-medical appointments (hair, tanning, nails, etc.)
Oversleeping
Shopping excursions
Auto repairs/maintenance
Work on class assignments
Unapproved personal trips

Truancy (skipping school)
Tardiness
Parents' notes without explanation
Suspension
Failure to bring a note within one week of return to school

Reminder: Students who are absent the day a project/presentation/writing assignment, etc. is due must turn in the assignment on the original due date (via email or drop-off by parent, another student, etc.). It is the student's responsibility to verify that the teacher received the assignment on the due date. This rule applies to all grades in lower and upper school.

6.3 *Student Office Visits*

Students are not to use the main entrance to the school office.

If students are experiencing difficulty as the result of illness or need to call their parents/guardians, teachers will send students to the Attendance Office. Students need a note from the teacher explaining the reason for the visit. If students need any kind of office assistance (headmaster, nurse's station, guidance counselor, athletic director, etc.), they should go to the Attendance Office.

Section 7: BEHAVIOR & CONDUCT

7.1 Student Conduct

Understanding that our accountability is to God and not to those who may or may not see us, students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below.

7.1.a: Alcohol Use or Possession

There are differences of opinion in the Christian community regarding what the Bible teaches about the appropriateness of alcoholic beverages. However, the possession, use, sale, or supply of alcoholic beverages by an underage person is a violation of North Carolina law; and such acts, therefore, are violations of Biblical standards (Romans 13:1-5). CCS students shall not be under the influence, possess, use, sell, or supply alcoholic beverages.

- **On-Campus:** Any student violating this policy on campus or at a school activity shall be dismissed from CCS without refund of fees and may be turned over to appropriate law enforcement personnel.
- **Off-Campus:** Violation of this policy off campus will result in these three consequences: 1.) formal parental notification, 2.) a referral for counseling at the parent's expense, and 3.) probationary period and possible suspension/expulsion, to be determined by administrative review.
- **Parental Supply or Facilitation of Access to Alcoholic Beverages**
It is a violation of Biblical standards (Romans 13:1-5) and North Carolina statutes for an adult to provide alcoholic beverages to a student. The parents of CCS students shall not provide or knowingly facilitate access to alcoholic beverages to a CCS student. "Facilitating access" will include a parent's failing to safeguard any alcohol adequately that he/she possesses. Violation of this policy may result in the termination of the relationship between that family and CCS, at the discretion of the administration, with no refund in tuition and fees.

7.1.b: Drug Use or Possession

CCS students shall not be under the influence, possess, use, sell, or supply illegal drugs.

- **On-Campus:** Any student violating this policy on campus or at a school activity shall be dismissed from CCS without refund of fees and may be turned over to appropriate law enforcement personnel.
- **Off-Campus:** Violation of this policy off campus will result in these three consequences: 1.) formal parental notification, 2.) a referral for counseling at the parent's expense, and 3.) probationary period and possible suspension/expulsion, to be determined by administrative review.
- **Parental Supply or Facilitation of Access to Drugs:**
It is a violation of Biblical standards (Romans 13:1-5) and North Carolina statutes for an adult to provide illegal drugs to a student. The parents of CCS students shall not provide or knowingly facilitate access to drugs to a CCS student. "Facilitating access" will include a parent's failing to safeguard any drugs adequately that he/she possesses. Violation of this policy may result in the termination of the relationship between that family and CCS, at the discretion of the administration, with no refund in tuition and fees.

Drug Testing

The Board of Trustees, along with the administration of the school, has unanimously agreed to provide drug tests at no costs to all high school students (grades 9th – 12th). We are committed to maintaining high standards and providing accountability for our students. Failure to comply or pass the drug test will lead to immediate dismissal from the school. Please contact the office if you have any questions or need further details.

7.1.c: Other Criminal Behavior

Any other illegal or criminal behavior off campus will result in parent notification and possible suspension or expulsion from CCS, dependent upon administrative review.

7.2 *Student Relationships*

Wholesome friendships are encouraged between boys and girls. Discernment is expected regarding the social context. For example, a hug offering congratulations or condolence is welcome, but kissing and other forms of bodily contact are not deemed appropriate during school or at any school activity or event.

7.2.a: Respect and Courtesy

CCS students are expected to be courteous and respectful in all situations before, during, and after school. Unkind and derogatory remarks, showing disrespect toward authority figures or other students, willful disobedience, willful damage to property or horseplay will not be tolerated. Adults are to be addressed using proper title (Mr., Mrs., Miss, and Dr.).

7.2.b: Harassment

There will be no tolerance regarding any type of threat or harassment. This includes verbal, nonverbal, or cyber threats, or actions of a harmful, derogatory, racial, or sexual nature against teachers, students, the school or school events. "Cyber" includes social networking websites such as MySpace™, Facebook™, etc., instant messaging, email, cell phone communications, etc. Violations are subject to immediate suspension or expulsion from school.

7.2.c: Disciplinary Goals

- **Respect authority:** An anonymous quote says, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves."
- **Use time wisely:** "Teach us to number our days aright, that we may gain a heart of wisdom." Psalm 90:12
- **Be considerate of others:** "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Ephesians 4:29-32
- **Respect others:** Hands, feet, and other possessions need to remain in the hands of their owners. Sharing them inappropriately is deemed disrespectful.
- **Encouraging others:** A kind word to others and to your teacher is always welcome.
- **Respect for authority:** Acceptance and obedience to reasonable instruction or discipline from a teacher is not a matter of discussion. Patterns of repeated behavior, such as chewing gum, are subject to discipline.
- **Respect for order:** Speaking out and disrupting class is not acceptable.

Behavior that is deemed contrary to these goals and not tolerated will result in appropriate disciplinary action and accountability to the administration and/or teacher.

7.3 *Methods of Discipline*

7.3.a: Lower School: Pre-K through 5th Grade

Students will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. Age, frequency of misbehavior and student attitude will be factors considered for each situation.

7.3.b: Upper School: 6th through 12th Grade

The upper school will follow a system of demerits for behavior issues. The chart on the next page shows the levels of demerits.

7.3.c: Restitution

It is the responsibility of a student to pay for any damages caused by the student, whether it is the destruction of school or individual property.

7.3.d: Reconciliation

CCS is more than a school; it is a family, and it is our belief that we are called to live together in unity. There will be times when conflicts or confrontations arise, and in cases where individuals involved with Crossroads have wronged another or been wronged, reconciliation is a proper step. Students who have wronged others are subject to discipline and are called to genuine repentance. Crossroads reserves the right to call together individuals or groups that have wronged or been wronged for the sake of the restoration of broken relationships. This is done in accordance with the principles spoken of in Acts 3:19 and Matthew 18:15. It is the desire of CCS that these verses be practiced everywhere, and under all circumstances.

Demerit System

Level 1

Talking in class.....	1
Chewing gum	1
Passing notes.....	1
Unexcused tardies between classes.....	1
Unexcused tardies for student drivers & passengers – morning or lunch.....	1
Inappropriate food in classroom.....	1
Dress code	1
Off task in class (not working on teacher's assignment).....	1
Coming to class unprepared	1
Wrong place/wrong time	1
Failure to return signed demerit slip next day	1

Level 2

Cell phone	2
Disrupting class	2
Electronics (iPods, mp3 players, etc.).....	2
Horseplay	2
Disobedience	2
Disrespect to others or their property.....	2
Left campus without signing out.....	2
Inappropriate language/gestures	2

Level 3

Lying.....	3
Profanity	3
Skipping class	3
Vandalism of school or others' personal property.....	3
Disrespect to teachers/Insubordination.....	3
Inappropriate physical contact	3

Level 4

Left campus without permission.....	4
Communicating a threat (verbal, written, or implied).....	4
Cheating	4
Stealing	4
Plagiarism.....	4

IMMEDIATE SUSPENSION with Likelihood of Expulsion

Harassment (racial slurs, bullying, cyberbullying, etc.).....	Headmaster
Fighting.....	Headmaster
Sexual misconduct	Headmaster
Sexual harassment.....	Headmaster

Administrative review determines the longevity of the suspension.

EXPULSION

Possession of weapons on school property.....	Headmaster
Possession of tobacco, alcohol, or drugs on school property	Headmaster

Demerit Accumulations

Silent Lunch Detention/Writing	2 demerits
After-school Detention	
2 hours — \$7/hr.....	4 demerits
After-school Work Detention	
3 hours — \$7/hr.....	8 demerits
Out of School Suspension	
– 1 day – unexcused classwork	12 demerits
Out of School Suspension	
– 2 day – unexcused classwork	16 demerits
Expulsion	20 demerits

- When a student receives a demerit, a parent signature will be required.
- When a child receives 8 demerits, parents are encouraged to schedule a conference with the dean of boys/girls.
- When a child receives 16 demerits, parents are encouraged to schedule a conference with administrators and the dean of boys/girls.

Parents should keep track of their student's demerits through RenWeb.

Appeals Process

The student (not the parent) may appeal a demerit once in writing to the Demerit Committee. This must be done within two weeks of the date the demerit was issued. If the committee feels it is warranted, they may interview the student. At the next weekly committee meeting, the Demerit Committee will review the appeal; they have the option to waive, maintain, lower, or increase the demerit points.

Section 8: DRESS CODE

Romans 12:1-2

"I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy and acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good, and acceptable and perfect will of God."

Students must always be neatly and modestly dressed at school and all school events, both on and off campus. Parents are strongly urged to supervise their child's dress on a daily basis. Final determination rests in the hands of the administration.

8.1 Policy Statement

Students are required to follow the CCS dress code. Disregard for the school policy indicates direct disobedience towards authority and will result in disciplinary action.

8.2 General Dress Policies for Boys and Girls

- All clothing must fit appropriately (not excessively tight or baggy).
- **Tops:**
All shirts/tops/sweatshirts/hoodies/sweaters worn by students are to be CCS wear. (These items may be purchased in the CCS Attendance Office or through Land's End Uniform Catalog – our Lands' End Preferred School Number: 9001-0713-7.) All tops must be worn as purchased; no modifications in fit are allowed (for example, cutting the shirts and tying in knots down the side, etc.).
- **Pants, Skirts, Etc.:**
Students may wear jeans every day. The jeans must be modest and appropriate in size and fit. Styles to be avoided include slim fit, jean cut, low-cut waist, hip huggers, low riders, and low-low riders. Jeans that are torn, frayed, and/or faded from excessive wear or have separated seams are inappropriate. No overalls may be worn. Baggy pants, spandex pants, sweat pants and leggings are not allowed. Skirts, shorts or long pants – no shorter than two inches above knees, solids, plaids, stripes, and prints are acceptable.
- **Special Occasion Wear (for Athletic Banquets, Graduation, Homecoming, Etc.):**
Dresses, skirts, shorts and skorts should not be shorter than 2 inches above knees. No spaghetti straps are allowed. No sleeveless shirts or dresses are allowed. No visible cleavage is allowed. *Students who arrive at special occasion events inappropriately dressed will be sent home to change.*
- **Outerwear:**
Jackets and zip-up hoodies worn throughout the school day must not have logos or designs larger than a dollar bill. This includes the logos that stretch across the entire chest or back or down the arm, etc. No skulls, skeletons, pirate images, or other offensive, distracting designs. Camouflage clothing is not allowed (including jackets or coats) at any time.
- **Underwear:**
Undergarments (including tank tops, thongs, cami's, etc.) must not be visible!
- **Headgear:**
No type of hat or head covering is acceptable in the classroom or school buildings for boys or girls.
- **Jewelry:**
Body piercings are discouraged and should not be visible. Girls may wear earrings. Boys may NOT wear earrings. Distracting, offensive, oversized or extreme jewelry is prohibited (Spikes, leather collars, etc.).
- **Hair:**
Students should keep their hair neat, clean, and well-groomed with no distracting hair colors or styles. Any facial hair on male students must also be kept neat, clean, and well-groomed. Male students should not allow their hair length to cover their eyes or their ears. Male students are not allowed to wear "pony tails" or "dreadlocks." After one warning, students will not be allowed to return to school until the issue has been resolved.
- **Body Art:**
Permanent or temporary tattoos are discouraged and should not be visible.
- **Shoes:**
Heels higher than 2 inches are not allowed.

8.3 Dress for Special Days & Chapel Days

Special dress-up days will be scheduled throughout the year. Guidelines for these special days will be announced prior to the day.

On a chapel day, students may follow normal dress code.

Section 9: FAQs

9.1 Campus Hours

The school office is open Monday through Friday, 8:00 a.m. - 4:00 p.m. during the normal school year. Summer hours: Tuesday through Thursday, 9:00 a.m. – 3:00 p.m.

9.2 Campus Visitors

All visitors to the school grounds must follow proper check-in procedures and obtain a visitor's badge from the receptionist. Visitors for current students are limited to pastors, youth pastors, and immediate family members (parents, siblings, grandparents), unless prior approval has been given by the administration. Those visiting for times other than lunch must obtain permission from the teacher/staff member and administration. Visitors should be modestly and appropriately dressed.

9.3 Opportunities for Parent Involvement

Parent involvement is critical to Crossroads Christian School's overall effectiveness. Parents can get involved through the Booster Club. Parents can also volunteer through fundraising, volunteering, chaperoning, classroom activities, office help, and other opportunities. Contact the school office for further information.

9.4 Health and Safety Issues

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Students need a signed note from the parent or a doctor stating the reason for missing school. It is a policy that a student must stay home with:

- Fever – a temperature 100°F or higher (Students should be fever-free for at least 24 hours before returning to school.)
- Vomiting (Students should not return to school for 24 hours after the last vomiting incident.)
- Flu symptoms
- Diarrhea
- Colored nasal discharge
- Persistent cough
- Strep throat (Students should not return to school until they have been on 24 hours of antibiotics.)
- Pinkeye (Students should not return to school until they have been on 24 hours of antibiotic eye drops.)
- Head lice (all lice and eggs removed)
- Ringworm on body (treatment for 24 hours; cover with bandage while at school)
- Ringworm on head (physician note)
- Other contagious conditions (for example, chicken pox, impetigo, etc.)

9.5 Medication Administration Policy

CCS may only administer medications in accordance with the guidelines below.

9.5.a: Prescribed Medications

Prescribed medications may be administered only when students have submitted a completed parent/physician authorization form signed by both the parent/guardian and physician. Medications must be in the original container, labeled by the pharmacist. The prescription must include the name of the student, name of medication, dosage, time to be given and method for dispensing medication.

Only authorized administrative personnel will dispense prescribed medication. A log will be maintained in the school clinic and should be completed whenever medications are dispensed. All medications will be securely locked in the school clinic. Only authorized personnel will have access to the medications. The Headmaster designates authorized personnel.

It is the parent/guardian's responsibility to bring the medication to the school and to retrieve any unused medication. Students will not be allowed to transport medications.

9.5.b: Over-the-Counter Medications

Over-the-counter medications may be administered only if a medical release form has been completed and signed by the parent/guardian. The specified medication, dosage, and method for dispensing must be stated.

All over-the-counter medications will be administered by administrative personnel in the front office only. A log will be maintained in the school clinic and completed whenever medications are dispensed. All medications will be securely locked in the school clinic.

9.5.c: Self-Administered Medications

Self-administered medications will be handled on a student-by-student basis. Before self-medication approval is granted, there must be a consultation with student, parent/guardian, teacher and authorized personnel. Self-medication will occur in the privacy of the administrative offices and a medicine log will be maintained.

All self-administered meds left at the school office must be securely locked in the school clinic, accessible only by administrative personnel/faculty.

9.6 *After-School Care*

After-school care will be provided for Pre-Kindergarten through Middle School students. During after-school care, students will be supervised in the completion of their homework assignments and will participate in some planned physical activities and a snack time. As enrollment permits, students will be grouped according to age and/or grade. Current information about the after-school care program (hours, fees, policies, etc.) is on the school website at www.ccscolts.org.

9.7 *Change of Address/Email*

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If a move occurs during the course of the year, please obtain a Change of Address form from the office and turn it in within 15 days of your move.

Because so much of the communication between the school and parent happens via email, parents must let us know of any changes in email address. RenWeb, the school data management system, requires email access, also.

9.8 *Conference Scheduling*

Appointments or conferences should be set with individual teachers. Conferences may not be scheduled during the hours of 7:30 a.m. – 8:00 a.m. and 2:30 p.m. – 3:00 p.m. Parent meetings with the administration should be made through the office.

9.9 *Delivery and Pickup of Students*

- **Use the carpool line when picking up your child; please be respectful of the traffic flow patterns.**
- All students are to be dropped off at the front entrance of the school and will report to their grade-level or homeroom teacher upon drop-off.
 - High school students who drive are required to park in the front parking lot with their parking permit displayed.
- Under no circumstances should students arrive or be dropped off prior to 7:30 a.m. The doors of the school will be opened promptly at 7:30 a.m.
- Students who are tardy must check in at the Attendance Office.
- Middle and high school students who arrive before 7:50 a.m. must report to the cafeteria.
- Lower school students who arrive before 7:50 a.m. must report to the library.
- Parents are discouraged from coming in the building for drop-off or pick-up.

9.10 *Supervision for After-School Activities*

CCS does not provide supervision for the following:

- ♦ students who have siblings in sports practices
- ♦ athletes waiting to begin practices
- ♦ athletes who are finished with practices but have not been picked up yet
- ♦ students who are waiting for games to start
- ♦ students waiting past 3:30 p.m. for a ride

Students found unsupervised after 3:30 p.m. will be sent to After-School Care and will be charged the normal drop-in rate.

9.11 *Field Trip Information*

Field trips provide an additional opportunity for academic enrichment. Students must turn in a permission form from a parent or legal guardian (notarized if overnight) and have an acceptable behavioral record in order to participate in field trips. Field trip permission forms **MUST** be turned in for each student; emails and phone calls from parents will not be accepted in lieu of the form. Those students who do not participate are required to attend school and complete applicable assignments.

Chaperones will consist of school staff. In the case where additional chaperones are needed, the field trip coordinator will recruit additional chaperones. All non-staff chaperones must agree to a background check.

9.12 *Lost And Found Items*

Items that are lost or found can be turned in or looked for in the Attendance Office. Items not claimed will periodically be donated to the Salvation Army or comparable charity.

9.13 *Lunch Program*

9.13.a: General Information

Crossroads Christian School provides a hot lunch and a full salad bar on a daily basis. Lunches are not included in tuition costs. See the Appendix for the current Lunch Program Policies.

9.13.b: Junior/Senior Lunch Policy

- Juniors and seniors are allowed to eat lunch in either the cafeteria or the courtyard with teacher supervision.
- Off-campus lunch is a privilege that can be lost. Seniors are allowed to eat lunch off campus **Mondays, Wednesdays, and Fridays** once proper paperwork is completed. Juniors are allowed to eat lunch off campus on **Fridays** once paperwork is completed.

Juniors and seniors are required to sign out and back in at the Attendance Office when leaving the campus for lunch. After three (3) unexcused tardies returning from lunch, students will lose their off-campus lunch privileges for the remainder of the quarter.

9.13.c: Parent/Visitor Lunch Policy

Parents are welcome to bring lunch and eat with their children.

Parents must sign in at the front desk and receive a name tag.

Parents/Visitors may not drop off lunch.

Parents who intend to eat a hot lunch from the cafeteria need to place an order with their child's homeroom teacher by 8:30 a.m.

9.14 Messages

Parents wishing to contact their children should call the school office.

9.15 Student Cell Phone Policy

A student may not bring a cell phone to school. If students need to have a cell phone for use after school, they may check it into the office each morning. If student drivers have a phone, they may leave it in the car in lieu of checking it in the office. Students found with a cell phone in their possession during the school day, including lunch or break, will have their cell phones taken for the remainder of the day. Parents must pick up confiscated phones from the Front Office at the end of the school day. Two demerits will be issued to the student per incident.

Parents may call the office at any time if they need to get in touch with their child. Telephones are available in each classroom for emergencies. Students may continue to call parents in the case of an emergency from our office telephones.

9.16 School Closure Information

School closings will be communicated by the school website, school voice mail, and local media as follows:

TV Stations	
WRAL	Channel 5
WTVD	Channel 11
News 14	Channel 14
NBC	Channel 17

9.17 Student Parking Procedure

Students wishing to drive to school must apply for a parking permit at the Attendance Office. The application must be signed by both a parent and the student. Upon receipt of a signed application, the student will pay \$25.00 for a parking permit. This parking permit must be displayed at all times. Students without permits will not be allowed to leave their vehicles in our parking lot. In addition, RenWeb access will be disabled until the permit fee is paid.

9.18 Solicitations

CCS Policy regarding solicitation/advertisement is as follows:

The school (staff, faculty, etc.) cannot provide or endorse the vending of any products that are not associated with school functions (fundraising, concessions, event tickets, etc.).

CCS will not advertise or distribute any form of advertisement.

9.19 Contact Information

If you need assistance, consult the school website for a directory or call the main school office and ask to be directed to the appropriate person.

Office Phone: (252) 431-1333

Website: www.ccscolts.org

Section 10: Appendix



CROSSROADS CHRISTIAN SCHOOL

P.O. Box 249 ♦ Henderson, NC 27536 ♦ (252) 431-1333 Office ♦ (252) 431-0333 Fax ♦ www.ccscolts.org

LUNCH PROGRAM POLICIES

The CCS Cafeteria provides a well-balanced meal for a nominal price. The quality of food and service that is provided is exceptional. Each meal includes an entrée and at least two side items. Milk, water, tea or juice is offered and included in the price. In addition, a salad bar is available everyday. We offer extra items that vary from day to day. Students are allowed to order extra items for an additional cost. See list of food items for prices.

Alternate Meal

An alternate meal is offered on a daily basis now. This meal includes a Peanut Butter Sandwich, chips and a drink for \$3.00. (Jelly will be offered in packs – no additional cost.)

Morning Break

Middle and Upper school have a morning break. The Cafeteria offers biscuits, muffins and various items for the students. See list of food items for prices. There are also vending machines available for these students.

**** IMPORTANT ****

It is imperative that if you or a family member plans on eating lunch with your child, you **MUST** let the Cafeteria or your child's teacher know before 8:30 a.m. on the day you plan to come. This helps ensure that we prepare enough food for lunch.

Pre-K thru 5th graders are NOT allowed to purchase items from the vending machines.

RENWEB Lunch Information

1. Each family will have an account. A minimum balance of \$25 is needed to open the account. You will be able to check your child's balance on RENWEB as often as needed.
2. Funds in the account are solely for purchasing food from CCS cafeteria by the student on the account. The student can not take money out of the account for the vending machine, bake sales, etc.
3. If your child has a low or negative balance at the time of purchase, he/she will be limited to the purchase of a Hot Lunch only (NO extras). If money is not sent in the next day for the account and the child comes through the lunch line, we will provide your child with a Peanut Butter Sandwich.

REMEMBER:

It is imperative that you check your child's balance on RENWEB every week.

4. CCS Cafeteria has the discretion to close an account and terminate buying privileges if the account balance drops to a negative balance of \$10.
5. Monies for accounts will not be accepted during lunch hours (10:45 to 1:30). If you send in the account money with your child (MS/HS), please have the child bring it to the Cafeteria before school or at morning break.



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TRANSPORTATION POLICY

Transportation Policy: Students are required to go and return from events on the transportation provided unless prior arrangements have been made. Parents absolve Crossroads Christian School, its insurers, agents, employees, representatives, and board members and assigns from any and all causes of actions, claims, demands, or expenses in any way connected with or arising out of said transportation to and from all events.

Activity Bus

1. Student Day Field Trip:

Parents must customize, complete, and sign the **CCS Field Trip Permission Form**, which provides the following options.

- I give permission for my child to ride on the school activity bus.
- I give permission for my child to ride with a chaperone.
- I give permission for my child to ride with a student-driver (high school only).
- I will drive my child to the field trip destination.
- I can go along on this field trip as an adult driver. I can carry ____ (#) of students in my vehicle.

2. Student Overnight Field Trip:

Parents must complete and sign the **CCS Notarized Field Trip Permission Form**.

3. Student Activity Bus Transportation:

Parents must complete and sign the **CCS Activity Bus Transportation Form**.

4. Parent/Chaperone Activity Bus Transportation:

Non-staff adult chaperones must complete and sign the **CCS Parent/Chaperone Activity Bus Transportation Agreement** or the **CCS Notarized Parent/Chaperone Bus Transportation Agreement** (overnight).

Private Vehicle

1. Student Day Field Trip:

Parents must customize, complete, and sign the **CCS Field Trip Permission Form**.

2. Student Overnight Field Trip:

Parents must complete and sign the **CCS Notarized Field Trip Permission Form**.

3. Student-Athlete Transportation:

Parents must complete and sign the **CCS Private Vehicle Transportation Form**. One permission form serves for the school year.

4. Off-Campus Lunch:

Senior students:

Senior students are allowed to eat lunch off campus on Mondays, Wednesdays, and Fridays once the **Junior-Senior Off-Campus Lunch Release of Liability Form** is complete and signed. They must sign out and back in at the Attendance Office when leaving and returning from lunch.

Junior students:

Junior students are allowed to eat lunch off campus on Fridays once the **Junior-Senior Off-Campus Lunch Release of Liability Form** is complete and signed. They must sign out and back in at the Attendance Office when leaving and returning from lunch.



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VOLUNTEER POLICY

Parent involvement is critical to Crossroads Christian School's overall effectiveness. Parents can get involved through the Booster Club, the organization that supports Crossroads athletics. Parents can also volunteer through fundraising, volunteering, chaperoning, classroom activities, office help, and other opportunities. Contact the school office for further information.

Classroom Parent Volunteers

Classroom teachers organize their classroom parent volunteers. Parents may sign up with teachers to help with fund-raising, chaperoning field trips, class parties, or other volunteer activities. Teachers notify parents and the front office when parents are scheduled to volunteer in their classrooms. Parents may not volunteer unless prior arrangements have been made with the classroom teachers.

Office Parent Volunteers

The school receptionist organizes office parent volunteers.

Library Parent Volunteers

The school librarian organizes library parent volunteers.

Athletic Parent Volunteers

The Athletic Director and Booster Club membership organize athletic parent volunteers to assist in the school concession stand, ticket sales counter, NC State football concession stand, or other fund-raising activities. Volunteer needs and contact information are posted on the school website.

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